

FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Deputy Superintendent, Instruction

DISTRIBUTION: All Schools and Offices

SUBJECT: BULLETIN NO. N-49 (Rev.)
BOMB THREATS

DATE: July 13, 2001

OFFICE: Educational Services

APPROVED: SUE H. SHANNON, Assistant Superintendent

ROUTING

Local District Superintendents

Local District School Support
Coordinators

Principals

Non-School Site Administrators

For assistance, please call School Police at (213) 625-6631, Office of Emergency Services at (818) 904-2164, or School Operations at (213) 625-6040.

This revision replaces the bulletin of the same number and subject dated June 29, 1998. The content has been revised to reflect updated material.

I. INTRODUCTION

The following administrative policies have been developed to assist administrators in dealing with bomb threats. They are in addition to procedures outlined in the Emergency Disaster Procedures Handbook and in the Administrative Guide, Board Rule 2354. Principals should consistently observe and apply these administrative policies whenever a bomb threat is received in order to maintain the highest degree of security for pupils and employees. To safeguard their welfare, it is imperative that in each case, action be taken in the proper sequence, and that each step and decision of the principal or principal's designee be documented and kept on file for future reference.

II. THE THREAT

- A. Bomb threats are received most frequently by telephone. Remain calm, and alert other employees (by prearranged signal) that a bomb threat is being received.
- B. Attempt to obtain as much information as possible, using Part I of the Report of Bomb Threat (Attachment A) as a guide. Review the report with staff and have available at appropriate desks.
- C. Immediately record all information received, and inform the principal or designee.

III. ADMINISTRATIVE ACTION AND DECISIONS

Should a bomb threat be received, the principal or designee shall:

- A. Notify the local division of the Police or Sheriff's Department (Watch Commander) of the "bomb threat" and of the action that the principal or designee intends to follow. The principal may request assistance of the police. If assistance is requested, the principal should clearly designate where on campus the officers will be met.

- B. Notify School Police (213) 625-6631, who will:
 - 1. Dispatch assistance
 - 2. Make notification
 - a. General Superintendent
 - b. Local District Superintendent
 - c. Deputy Superintendent
 - d. School Operations
 - e. Office of Communications
- C. Direct that a search for suspicious packages, boxes or foreign objects be conducted.
- D. After the search, make the decision as to whether instructions should be given to evacuate individual buildings or whether a fire drill should be conducted.
- E. Avoid any publicity concerning the bomb threat, even within the school. If the "bomb threat" caller has informed the news media, or if the media have been alerted through some other means, the Office of Communications should be requested to assist the principal in working with the press and in the preparation of a statement if that should become necessary. For this reason, it is important that the Office of Communications receive from the principal complete details as soon as possible.
- F. Because many modern day explosive devices are triggered by radio frequencies, school personnel should turn off all electronic devices until the search has been completed and the principal or designee determines the facility is safe for occupancy. (Refer to IV - the Search).

IV. THE SEARCH

NOTE: Evacuations should not be done, as a general rule, on threats alone. Each incident must be judged on the specific circumstances of the school.

- A. When the caller has said that a bomb is located in a specific building or area, the principal or designated representative shall involve as many certificated and classified personnel as deemed necessary and feasible in conducting a search to determine whether a bomb is actually present. While conducting the search turn off cell phones, beepers and hand-held radios (See Bulletin No. N-19, "Cellular Telephones," dated October 16, 2000, Educational Services).

- B. The principal or designated representative should assign as many teams as deemed necessary and feasible the responsibility of searching predetermined areas or buildings. When possible, each team should consist of one certificated person and one classified person. Priority should be given to the search of restrooms, stairwells, entrances, delivery areas and hallways.
- C. The search, which should be made by persons with a thorough knowledge of the building or area, should be conducted as rapidly as possible and for a period not to exceed 20 minutes. Search teams should report to the principal or designee at the end of this period.
- D. If called upon, the police will assist in the search.
- E. If a suspicious object is identified, one team member should report the discovery immediately to the principal or designee while the other team member attempts to secure the immediate area. (The object can be of any type or size, from a 3" x 5" card box to an overnight bag.)
- F. No attempt should be made to investigate or examine the object. No one should be permitted to touch, handle, or move the suspicious object.
- G. The principal or designated representative should immediately establish a "danger zone" and assure that the following steps are taken:
 - 1. Evacuate the building and surrounding area to a minimum of 300 feet from the object. (Refer to V--Evacuation). This should include buildings adjacent to the school within the 300 feet cordon.
 - a. Keep everyone away from the danger zone.
 - b. Establish alternate exit routes in evacuating the building, if necessary.
 - c. To the extent possible, lock and secure all entrances when the building has been evacuated.
 - 2. Ventilate the building by opening interior doors and windows in the immediate area of the device only when such action can be quickly accomplished.
- H. If the search does not disclose a suspicious object, the search teams should so report to the principal or designee, and then resume their normal responsibilities.

- I. To reduce the number of possible areas where a bomb could be placed, the principal or designee shall assure that all rooms or areas are locked when they are not in use. The rooms or areas should include:
 - 1. The auditorium
 - 2. The boiler room
 - 3. Utility or custodial hampers
 - 4. Supply rooms
 - 5. Delivery entrances

V. EVACUATION

- A. When a suspicious object or bomb is found, the building shall be evacuated.
- B. If established fire drill exits and routes are used in the evacuation, caution must be exercised to prevent pupils and employees from using exits and routes that are considered dangerous because of their proximity to the suspicious object or bomb.
- C. Every reasonable effort should be made to determine that all persons have been evacuated.
- D. Whenever possible, water, gas and fuel lines leading to the danger zone should be shut off.

VI. DISPOSITION OF THE SUSPICIOUS OBJECT OR BOMB

- A. When a suspicious object or bomb is found, the police, if present, will notify the Bomb Squad. Uniformed police officers must be on the scene prior to the response of the Bomb Squad. Notification of the Bomb Squad will be made by the police on site.
- B. If the police have not arrived, the principal or designee shall notify the proper authorities by calling either of the following:
 - 1. Los Angeles Police Department and request assistance of the Bomb Squad.
 - 2. Los Angeles County Sheriffs Department and request assistance of the Bomb Squad. (Schools located in the jurisdictions of suburban police departments, such as San Fernando, Huntington Park, and Gardena, should call the Los Angeles Sheriff's Department or other local law enforcement officials.)
- C. The principal or designee shall provide the Bomb Squad with the basic facts and indicate how the members of the Squad are to enter the campus and exactly where they are to meet school personnel.
- D. The principal or designee shall notify the local Fire Department, provide its representatives with the basic facts, and indicate the specific location of the suspicious object.

- E. The Bomb Squad should be directed to the danger zone by a person who knows the area, can identify the object, and has keys to locked doors.
- F. Only members of the Bomb Squad will be permitted to handle the suspicious object.

VII. REPORT OF BOMB THREAT

- A. Within 24 hours after the receipt of a bomb threat, the administrator or designated representative shall complete and forward the Report of Bomb Threat (Attachment A) to the designated offices.
- B. The Report of Bomb Threat shall be prepared and submitted each time a threat is received, whether or not a suspicious object is found.

VIII. BOMBINGS OF SCHOOL FACILITIES

- A. Most bombs that are homemade involve large M-80 type devices or dry ice. They must still be handled as a bombing.
- B. After the blast, call 911 immediately and secure the crime scene area to protect evidence. Evaluate students and other personnel from the area.
- C. Bomb Squad detectives will respond to conduct the post blast investigation.
- D. Do not move or touch items from the explosion. Chemicals may be involved and/or evidence might be contaminated that would be valuable to the investigation.
- E. Always be aware that a secondary device might be present.

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ATTACHMENT A

REPORT OF BOMB THREAT

School _____ Date of Call _____ Time of Call _____

Person Receiving Call _____

I. REPORT OF PERSON RECEIVING CALL

- A. Ask the caller the following questions:
Where is the bomb (building, location)? _____
What time is it set to go off? _____
What kind of bomb is it? What does it look like? _____

Who set the bomb? Why was the bomb set? _____

What is your name? _____ How old are you? _____
Where do you live? _____
- B. Evaluate the voice of the caller, and check the appropriate spaces below:
Man _____ Intoxicated _____ Other _____
Woman _____ Speech Impediment _____
Child _____ Special ethnic _____
Age (Approx.) _____ characteristics _____
- C. Listen for any background noise. (Check appropriate spaces below, if applicable):
Music _____ Babies or children _____ Airplane _____
Conversation _____ Cars/trucks _____ Other _____
Typing _____ Machine noise _____

II. REPORT BY PRINCIPAL

- A. The police were contacted by _____
(Name of person)
Date _____ Time _____
Police personnel taking call _____
Officer responding to call _____
- B. Was a search made for the bomb? Yes _____ No _____ If "yes," give details regarding search:

- C. Was an evacuation conducted? Yes _____ No _____ If "yes," indicate buildings or areas evacuated:

- D. Remarks: _____

This form shall be completed in duplicate (submit original to Local District Operations Coordinator and copy for school files).