

**Fire Drill and Bomb Threat Procedures**

- I . Fire Drill Evacuation
  - A. Each building principal will evacuation his/her building(s). The principal or acting principal is in charge of safety procedures for school students and staff.
  - B. After evacuating the building, students are to remain in classes under the teacher's direct supervision in a safe area, no less than 100 feet from the building. Teachers are to take roll as soon as possible and immediately report any missing persons to the principal or school secretary.
  - C. Principals are to see that students are adequately supervised, either on the school grounds or in alternative locations. Alternative locations are as follows:
    1. High School: Old High School Gymnasium/Auditorium
    2. Valley View: Old High School Gymnasium/Auditorium
    3. Naples, Mount Hall and Evergreen: As the district does not have alternative locations at this time, each building principal should anticipate this problem and make some arrangement. School buses could provide some help. Perhaps arrangements could be made for use of grange halls, churches, or the Legion Hall.
  - D. The superintendent or acting superintendent, or principal are the only persons who can authorize staff and students to re-enter the building. Principals may authorize cooks to re-enter the building only on a voluntary basis and at the discretion of the principal.
  - E. In case of an emergency evacuation, students will remain under the supervision of school authorities until the building principal authorizes release. Students will not be authorized to leave school unless the principal has positive verification that students will be released to the care of their parents or guardians.
  
- II . Bomb Threat Procedures
  - A. The person receiving a bomb threat will:
    1. Treat any bomb threat as serious.
    2. Keep calm and take notes
    3. Attempt to obtain the time that the bomb will go off.
    4. Attempt to obtain the exact location and type of bomb.

5. Talk to the caller as long as possible, but notify other personnel in the office as discreetly as possible that the fire alarm is to be rung.
  6. Listen as carefully as possible to the caller's voice to identify any special identifying characteristics and to note any identifying background information.
  7. Do not hang up the phone! A tracer may be on the system to trace the call. Use another line to call the sheriff's office and the superintendent if you are able to keep the caller on your line.
  8. As soon as possible, record in writing everything you can remember about the call, including:
    - a. Identifying characteristics about the caller and background information
    - b. Time of call
    - c. Time the bomb is supposed to go off.
    - d. Location of bomb
    - e. Person taking the call
    - f. Any other relevant information.
    - g. Written report to be sent to the superintendent's office and sheriff's office.
- B. If any object resembling an explosive is located, it should not be touched or moved in any way. The object shall be reported immediately to the building principal who shall evacuate the building and summon emergency response personnel
- C. Law enforcement officers are in charge of the building search for Naples, Evergreen and Mount Hall. The Bonners Ferry Fire Chief will be in charge of the search of school buildings within Bonners Ferry city limits.
- D. All media releases by District No. 101 personnel regarding a bomb threat must be approved by the superintendent.
- E. During a bomb threat situation, phone calls are to be kept to an absolute minimum throughout the district. Please do not tie up the lines calling parents or conducting non-essential business.

Policy History:

Adopted on: NOVEMBER 14, 2005

Revised on: