



**Section:** *Property*

**Title:** *Threats to Safety*

**Adopted:** *1-15-75*

**Revised:**

**705** *Threats to Safety*

**1.** **The Threat**

- 1.1** *The switchboard operator, secretary, principal or any other person receiving a threat by telephone or otherwise will make contemporaneous (or as nearly so as possible) written notes of all relevant information, especially name, sex, approximate age, whereabouts, the voice tone of the caller, background noises, and the precise threatening words.*
- 1.2** *The recipient shall immediately make a verbal report of the incident to the building principal or person in charge of the building who will immediately call the appropriate police department and the notify the Superintendent of Schools. When prepared in written form, the notes indicated in 1.1 above will be delivered immediately to the building principal or the person in charge of the building.*
- 1.3** *At the conclusion of the incident a written summary report will be made to the Superintendent of Schools.*

**2.** **Procedures**

- 2.1** *The principal, in consultation with the police, will then decide upon an appropriate course of action.*
- 2.2** *Each building principal will develop an evacuation plan to be utilized if that decision is reached. Building search procedures and any necessary disposal problems will be under the direction of police officials, fire officials, or any other agency they might designate.*
- 2.3** *Building staff will remain on duty with the principal until such time as the emergency is terminated.*

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**705 Threats to Safety (Continued)**

**3. Guidelines**

**3.1 *Reaction and response to threats should be low-key to minimize anguish and prevent panic.***

**3.2 *Teachers and other school employees should be thoroughly briefed by the building principal as to assignments and procedures to be followed so that they may respond calmly when a threat develops.***

**3.3 *Procedures for use in connection with threats should be treated confidentially -- not posted on bulletin boards but kept in a folder and readily available.***

**3.4 *Since threat calls are usually committed by pranksters, evacuating the building in every instance may encourage such individuals to repeat these annoyances. Each threat must be individually evaluated and an appropriate action determined by the principal or the person in charge of the building.***

***Section: Administration***  
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