

SERIES 700 – SUPPORT SERVICES

Safety Program – 720

Bomb Threats (724)

Norwalk-Ontario-Wilton School District Administration will make an immediate decision for the safeguarding of the welfare of the school's population in the event of a bomb threat.

School District Responsibilities

- 1) If a note is received, it shall immediately be forwarded to the District Administrator or his/her designee in case of the District Administrator's absence. The District Administrator or his/her designee will immediately make a judgment on the legitimacy of the note. If the note is determined to be a true threat, the District Administrator or his/her designee shall move to item #3 listed below.
- 2) If a telephone call is received, the person taking the telephone call shall work to get all information possible, including personal information of the caller. All information must be written down during the time of the telephone conversation.
- 3) If a bomb threat is determined by administration to be legitimate, the police will be called and the building will be evacuated immediately. Students will go to areas designated as safe by school district administration.
- 4) Once the police and fire departments arrive on the site, they have the authority to organize and conduct a proper search of the building.
- 5) In the event of a decision to close school, the district administrator or his/her designee will arrange for transportation of students and contact parents via the media or by having individual teachers contact individual parents.
- 6) If the school building is approved for occupancy, students will return to the building and classes will resume.
- 7) All lost time for bomb threats will be made up unless otherwise determined by the Norwalk-Ontario-Wilton Board of Education.

Approved: 1/16/12