

BOMB THREAT

I. Pre-Emergency Planning

Development of a Bomb Threat Procedure is imperative. Forms that include questions to be asked of anyone making a bomb threat should be developed and distributed to all staff. (Refer to p. D- 26,27,28,29,30 Section D of this Manual)

II. Persons Authorized to Take Immediate Action:

1. Person receiving threat.
2. Principal/Designee
3. Principal/Designee

III. Persons to be Notified:

1. Building Administrator
2. Superintendent
3. Police Department

IV. Sequential Response/Action:

1. Perform telephone trace procedure outlined on p. D-26,27,28,29,30 Section D of this Manual
2. Notify building administrator.
3. Notify Police Department
4. Notify Superintendent
5. Notify staff and students to evacuate the building, as appropriate. Do Not Mention "BOMB SCARE". Use public address system, rather than fire alarms for notification.
6. Upon their arrival, advise Police Department of situation and follow their instructions. Advise Superintendent of their presence. Turn control of building over to them.

Person(s) Responsible:

1. Person receiving call
2. Person receiving call
3. Building Administrator
4. Building Administrator
5. Building Administrator
6. Building Administrator

Necessary Resource:

1. Establish Bomb Threat Incident Form
2. Emergency Telephone Numbers
3. Emergency Telephone Number
4. Emergency Evacuation Plan, including routes of travel within the building to designate outdoor assembly areas and roll call procedures.
Public Address System
5. Building Floor Plan
6. Upon termination of emergency, building is returned to control of school officials after authorization by police or fire officials.

7. Upon termination of emergency, building is returned to control of school officials after authorization by police or fire officials.

7. Police/Fire Department

7.

8. Resume, curtail or cease building operation, as appropriate. Notify staff and students.

8. Superintendent

8. Public Address System

CIVIL DISTURBANCE (ON SITE)

I. Pre-Emergency Planning:

Become familiar with local emergency management plans and procedures of local police departments

II. Persons Authorized to Take Immediate Action:

1. Building Administrator
2. Teaching Staff
3. Superintendent
4. School Emergency Coordinator

III. Persons to be Notified:

1. Superintendent
2. Building Administrator
3. School Emergency Coordinator
4. Police Department

IV. Sequential Response/Action:

1. At the beginning of an actual or potential civil disturbance, obtain the following information:

- where, specific location
- when, time begun
- how many persons involved
- what is taking place
- purpose or intentions of the group
- identities of participants, if known

2. Notify Superintendent and implement policy directives.

3. Notify staff and move them away from areas where violent confrontations are or may be occurring

4. Consider closing of school if conditions warrant. Do not dismiss or implement "Go Home" plan unless it can be achieved.

5. Consult with police, community leaders and other appropriate parties prior to reopening of school.

Person(s) Responsible:

1. Building Administrator
School Emergency Coordinator
Superintendent

2. Building Administrator
Superintendent
School Emergency Coordinator

3. Building Administrator
School Emergency Coordinator
Superintendent

4. Building Administrator
Superintendent
Transportation Supervisor

5. Superintendent
Building Administrator

Necessary Resources:

1.

2.

3. Public Address System

4.

5.

ARMED PERSON/ HOSTAGE- TAKING

<p>1. <u>Pre-Emergency Planning:</u></p> <p>Coordinate procedures with local police agencies.</p>	<p>II. <u>Persons Authorized to Take Immediate Action:</u></p> <ol style="list-style-type: none"> 1. Building Administrator 2. Emergency Coordinator 3. Superintendent 	<p>III. <u>Persons to be Notified:</u></p> <ol style="list-style-type: none"> 1. Superintendent 2. Police Department 3. School Emergency Coordinator
<p>IV. <u>Sequential Response/Action:</u></p> <ol style="list-style-type: none"> 1. Identify hostage situation. 2. Notify Building Administrator (if available) 3. Immediately notify police of the situation and follow their instructions. 4. Inform Superintendent of situation and actions taken. 5. Based on advice of police officials, consider implementation of following response actions: <ol style="list-style-type: none"> a. isolating areas of building involved b. developing class changes c. notifying parent(s) or spouse(s) of victim(s) d. public information statements, once media are aware of situation 	<p><u>Person(s) Responsible:</u></p> <ol style="list-style-type: none"> 1. School Staff 2. School Staff 3. Building Administrator 4. Building Administrator 5. Superintendent Building Administrator Emergency Coordinator Teaching Staff Public Information Designee 	<p><u>Necessary Resources:</u></p> <ol style="list-style-type: none"> 1. 2. 3. Emergency Telephone Numbers 4. Refer to Intruder Alert Procedures, p. D-25, Section D of this Manual. 5. AM/FM Radio

INTRUSION
(Unauthorized Individual)

1. Pre-Emergency Planning:

Develop system coordinated with local police agency, for identifying unauthorized visitors (intruders)

II. Persons Authorized to Take Immediate Action:

1. School Staff
2. Building Administrator

III. Persons to be Notified:

1. Building Administrator
2. Police Department
3. Superintendent

IV. Sequential Response/Action:

1. Refer to Guideline on p. D-18, Section D of this Manual **and** simultaneously advise police of situation and follow their instructions for handling intruder(s) and ensuring safety of students and staff.
2. Based on advice of police, confront intruder.
3. Escort intruder out of the building.
4. If intruder refuses to leave, maintain surveillance and summon police.
5. In consultation with police, resume normal activities

Person(s) Responsible:

1. Building Administrator
2. Building Administrator
3. Building Administrator
4. Building Administrator
5. Building Administrator
Police

Necessary Resources:

1. Emergency Telephone Rosters
- 2.
- 3.
4. Emergency Telephone Rosters
- 5.

KIDNAPPING

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| <p>1. <u>Pre-Emergency Planning:</u></p> <p>Develop attendance procedures to account for pupils and for unscheduled releases during school. Coordinate procedures with local police agency.</p> | <p>II. <u>Persons Authorized to Take Immediate Action:</u></p> <ol style="list-style-type: none"> 1. School Staff 2. Building Administrator 3. Superintendent | <p>II. <u>Persons to be Notified:</u></p> <ol style="list-style-type: none"> 1. Building Administrator 2. Superintendent 3. Police Department 4. |
| <p>IV. <u>Sequential Response/Action:</u></p> <ol style="list-style-type: none"> 1. Identify confirmed or potential kidnapping incident. 2. Notify Building Administrator. 3. Notify the police. Advise them of the situation and follow their instructions. 4. Notify Superintendent 5. In coordination with police agency, notify parent(s) or spouse(s) of individuals who have been kidnapped. 6. Prepare official response in the event of media inquiries. 7. Resume normal activities when authorized by police. | <p><u>Person(s) Responsible:</u></p> <ol style="list-style-type: none"> 1. School Staff 2. School Staff 3. Building Administrator 4. Building Administrator 5. Superintendent/Designee 6. Public Information Designee 7. Superintendent
Building Administrator | <p><u>Necessary Resources:</u></p> <ol style="list-style-type: none"> 1. 2. 3. Emergency Telephone Roster 4. 5. Telephone 6. AM/FM Radio 7. |

- **DEATH/SUICIDE**

1. If the death/suicide occurs on school property during the day or at a school sponsored event, call 911 and secure the area.
 2. If possible, Principal will call the Superintendent– 376-8100
 3. Principal will immediately obtain the facts regarding the incident.
 4. Principal can mobilize the Crisis Intervention Team (school-based).
 5. The Principal and the Crisis Intervention Team will work together to:
 - a. Contact the family, offer support, obtain information about funeral visitation, home visits, food, flowers, names and schools of surviving siblings, friends, and extended family members and establish plan for communicating with the family.
 - b. Develop a plan of action that takes into consideration the wishes of the family and the needs of the school. Notify schools with other effected students in their buildings.
 - c. Notify all staff. A meeting should be held before school to:
 - * Inform staff of facts; stress importance of facts vs. rumors.
 - * Provide suggestions for dealing with the loss in the classroom.
 - * Review procedures for referring students for counseling.
 - * Arrange for Crisis Intervention Team to visit classes/activities of deceased.
 - * Arrange for substitutes for staff who can't cope with situation.
 - * Discuss need for de-briefing staff meeting for the end of the day
 - d. Establish an area for grief counseling – group and individual.
 - e. Prepare a written statement of facts/information about the tragedy for teachers to read in classrooms at the appointed time. Students should be cautioned about speaking with news media while grieving.
 - f. Discuss the need for an evening meeting with parents, or send a letter to parents with a list of emergency services/phone numbers.
 6. The Principal will:
 - a. Be highly visible; show presence, support, and control of situation.
 - b. Be prepared to handle news media inquiries or interviews. Contact the Office of Public Information at 376-8092.
- Postpone/reschedule tests or major activities, if necessary.

- **LOCK-OUT – External Threat**

Should it become necessary to lock down a building to keep out a potentially dangerous person, the following steps should be taken:

1. Call the Police, 911. Be sure they know of the potential danger and that you need assistance.
2. If possible, notify the Superintendent– 376-8100
3. Lock all entrances to the building.
4. Assign staff to monitor all entrances to insure no one is admitted to the school except at the main entrance, which should be staffed by 2 people.
5. The principal or designee checks the identification of all people coming into the main entrance before admitting them to the building. The check should be done outside the building with the door locked once a uniformed police officer is on the scene.

- **SHOOTING**

1. Notification to 911.
2. Notification to Principal or Designee.
3. Follow “Intruder Procedure” as outlined in plan (see page D-25).
4. If possible, notify the Superintendent– 376-8100
5. Decision to be made by Principal in consultation with Yonkers Police Department to evacuate.
6. Evacuate, following Egress route(s) outlined in the plan. (see page D-33)
7. Floor Wardens as per the plan should be appointed to each floor to assist with the evacuation.
8. Floor plans are to be readily available in the Principal’s office, Library, Custodian’s office.