

## **Bomb Threats or Hazardous Substance**

If a call or notice is made that a bomb device or substance has been placed in a school or any other building, the following procedures are recommended:

1. If the call was not received originally by the Fire and/or Police departments, immediate notification first will be made to the Marion County Sheriff Dispatch at 1-800-606-4460, and as soon as possible to staff.

Decision Making-each and every threat will be carefully evaluated for its authenticity - No call or threat will be disregarded. Each threat will be evaluated based upon common sense, reasoning and merit. Essentially, there are three alternatives when faced with a bomb threat:

- a. Ignore the threat.
- b. Evacuate immediately.
- c. Search and evacuate, if warranted.

- (1) Initiating a search after a threat is received and evacuating a building after a device is found is the most desired approach. It is not as disruptive as an immediate evacuation and will satisfy the requirement to respond appropriately when a threat is received.
- (2) If the decision is made to evacuate, it is permissible to use the fire alarm bells.

2. The search assessment team may determine that a search of the premises should be conducted. Administrators and custodians, who have been trained, will do a visual check of washrooms and public areas of the building and teachers, who have been trained, will do a visual check of their instructional areas;
3. Circumstances will dictate whether any strange or foreign objects should be removed. If determined removal is necessary, only a qualified person is allowed to remove such objects.
4. If a thorough search has been conducted and nothing found, the principal of the school will notify the Marion County Sheriff's Office.
5. Investigation of the incident should be made by the Marion County Sheriff's Office assisted by the State Fire Marshal's office, if requested.
6. Parents/Guardians will be notified by newsletter delivered to students before dismissal time if enough time is available, if not, then the notice will go home the next day.

Any decisions concerning students' dismissal and subsequent action after the above procedures have been followed are the superintendent's prerogative.

END OF POLICY

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**Legal Reference(s):**

[OAR 581-022-1420](#)