

Reminders	Scenario	Instructions & Explanations																
<p>➔ Read the <b>Purpose</b> section on reverse side</p> <p> Safety Warning see <b>Hazards</b> table on reverse side</p> <p>✓ <b>Pre-Checks</b> See reverse side</p> <p>✓ <b>Post-Checks</b> See reverse side</p> <p>i<sub>1-5</sub> See <b>Special Notes</b> table on reverse side</p> <p><input type="checkbox"/> 1-4 Picture/info on right</p> <p># 1-2 Picture/info on reverse side</p> <p> Additional <b>Persons</b> required, see reverse side</p> <p> See <b>Tools &amp; Materials</b> table on reverse side</p>	<div style="border: 1px solid blue; padding: 5px; margin-bottom: 10px;"> <p>1 Phone Call Recipient</p> <p>➔  ✓</p> <p><input type="checkbox"/> 1 # 1 ✓</p> </div> <div style="border: 1px solid blue; padding: 5px; margin-bottom: 10px;"> <p>2 Administration</p> <p>✓  <input type="checkbox"/> 2</p> <p><input type="checkbox"/> 3 ✓ i<sub>1</sub> i<sub>2</sub></p> </div> <div style="border: 1px solid blue; padding: 5px; margin-bottom: 10px;"> <p>3 In-class phone call recipient</p> <p>✓  ✓</p> </div> <div style="border: 1px solid blue; padding: 5px;"> <p>4 Written Bomb Threat</p> <p>✓  ✓</p> </div>	<ol style="list-style-type: none"> <li>1.1 Attempt to keep the person making the call on the phone for as long as possible.</li> <li>1.2 Obtain the Bomb Threat Call Checklist to ask the caller questions to help with the confirmation of the threat validity.               <ul style="list-style-type: none"> <li>When is the bomb going to explode?</li> <li>What type of bomb is it?</li> <li>What does it look like?</li> <li>Where is the bomb located?</li> <li>Why did you place it?</li> </ul> </li> <li>1.3 Record what time the call was received.</li> <li>1.4 Use your best judgment to recognize the voice of the caller. Listen for accents, background noise, gender, age, and ethnicity if possible.</li> <li>1.5 Hand off information to administration as soon as possible.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>2.1 Call 911 to let authorities know of the situation.</li> <li>2.2 Assess the information and make judgment whether or not to evacuate school.</li> <li>2.3 If school evacuation is advised <b>DO NOT USE</b> alarm system or two way radios as they may be linked to the explosive devices trigger.</li> <li>2.4 Have staff and law enforcement, if available, assist in going to each classroom and building to order the evacuation. Use of a megaphone or bullhorn may also be useful.</li> <li>2.5 Refrain from using radios or phones as these may trigger an explosive device.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>3.1 If classroom is recipient of bomb threat phone call refer to scenario at top of page for instruction. If student answers phone they need to give phone to instructor immediately</li> <li>3.2 Call or email administration and inform them of the incident.</li> <li>3.3 Stay in classroom unless instructed to evacuate by administration.</li> </ol> <hr/> <ol style="list-style-type: none"> <li>4.1 If bomb threat is received in written form via email, typed and printed, or hand written, inform Administration about threat and allow them to make judgment on what to do next.</li> </ol>	<p><input type="checkbox"/> 1 <u>1.2</u> Bomb Threat Call Checklist</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="color: red; text-align: center;"><b>The Bomb Threat Checklist:</b></p> <p style="text-align: center;"><b>BOMB THREAT CHECKLIST</b> <small>This form relates to the Occupational Health and Safety Procedure - Emergency Management</small></p> <p><b>1 Initial Actions</b></p> <p>Type of call: <input type="checkbox"/> AMPS <input type="checkbox"/> Do not hang up! <input type="checkbox"/> Keep caller talking</p> <p><b>2 Exact Wording of Threat</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> </table> <p><b>3 Questions to Ask</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">When is the bomb going to explode?</td><td> </td></tr> <tr><td>Where exactly is the bomb?</td><td> </td></tr> <tr><td>When did you put it there?</td><td> </td></tr> <tr><td>What does the bomb look like?</td><td> </td></tr> <tr><td>What kind of bomb is it?</td><td> </td></tr> <tr><td>What will make the bomb explode?</td><td> </td></tr> </table> </div> <p><input type="checkbox"/> 2 Law Enforcement Involvement</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;"><b>BOMB THREAT AWARENESS</b></p> </div> <p><input type="checkbox"/> 3 No Radios should be used</p> <div style="border: 1px solid black; padding: 5px;"> </div>				When is the bomb going to explode?		Where exactly is the bomb?		When did you put it there?		What does the bomb look like?		What kind of bomb is it?		What will make the bomb explode?	
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# BOMB THREAT

## → Purpose

To equip our schools with a guideline tool to use in the event they receive a bomb threatening phone call.

## 👤 People (required or to be notified)

- Corcoran Police Department
- School Principal
- School Vice Principal (where applicable)
- CUSD Superintendent (to be contacted by administration)
- Parent or Guardian (to be contacted by administration)

## ✓ Pre-Checks (before starting this procedure)

- Follow the Bomb Threat Call Check list to gain important information about the threat.

## 🔧 Tools & Materials

Quantity & Description	Step(s)
<input type="checkbox"/> N/A	

## 📌 Special Notes

- i<sub>1</sub>** If threat is perceived to be true, and prior to police arriving on scene, send staff and administration to conduct a search for the device.
- i<sub>2</sub>** Assume any unknown package to be the explosive device. Take note of its shape, size, color, and location. Do not attempt to move, open, or manipulate the package in any way.

## #1 CUSD Contact List

- Bret Harte:**  
Office – (559) 992-8881  
Principal – Elizabeth Mendoza (ext. – 2222)
- John C. Fremont:**  
Office – (559) 992-8883  
Principal – Ed Ochoa (ext. – 3223)
- Mark Twain:**  
Office – (559) 992-8882  
Principal – Mike Anderson (ext. – 4223)
- John Muir:**  
Office – (559) 992-8886  
Principal – Dave Whitmore (ext. – 5106)
- Corcoran High School**  
Office – (559) 992-8884  
Principal – Antonia Stone (ext. – 6205)
- Kings Lake**  
Office – (559) 992-8885  
Principal – Keith Airheart (ext. – 7012)
- District Office:** (559) 992-8888

## #2 School Nurse Contact List

- CUSD Nurses List**
- Corcoran Police Dept.:** 911/(559) 992-5151  
**Corcoran Fire Dept.:** 991/(559) 992-2148  
**EMS Services:** 911
- Adventist Medical Center**  
115 Mall Dr. Hanford, CA 93230  
(559) 582-9000

## ✓ Post-Checks (after finishing this procedure)

- Do not re-enter any building unless informed by police department all is safe and clear.
- If classroom evacuation is initiated follow evacuation procedure for further instruction.

## 📄 Reference Documents/ Sources

California Education Code; Section 32280-32289 (Comprehensive Safety Plan)