

# Part 1 – SECTION 5 EVACUATION PROCEDURES

During a bomb threat, **specific individuals** should be charged with quickly **checking the hallways, restrooms or other areas for suspicious packages**. Teachers should be trained to conduct similar checks in their classrooms and as they exit the building.

Announce the threat in a plain language all-call. Announce that this is not a fire drill.

**Bomb threats** and **chemical spills** are two examples of why it is **sometimes important to evacuate a school beyond the normal fire evacuation locations**.

The **evacuation route must be able to accommodate the large student movement** while not exposing students or staff members to danger. In the case of a bomb threat situation, the evacuation route should avoid school parking lots, large containers, and other areas where secondary devices may be hidden. The added concerns of chemical incidents include wind direction and **avoiding walking into the danger**.

Because an explosive device can be controlled electronically, school radio usage should not take place inside the school during a bomb threat since radio waves could detonate the device accidentally. Radio usage can resume 300 feet away from the building, allowing for communication from the evacuation staging area.

The crisis management team (CMT) should meet immediately following notification of a bomb threat or similar incident. The team should assess the threat and begin to plan the next course of action by completing pre-assigned functions according to the incident command chart. These functions include notifying sheriff, school administrators, and school security and starting the recording process. The team must make several important decisions early in this meeting. They must decide if to evacuate and how to notify the entire school population of the off-site location and evacuation route. This will require event specific planning, such as evacuating the school in segments or stationing a person at each exit door to direct teachers and students as they exit the building.