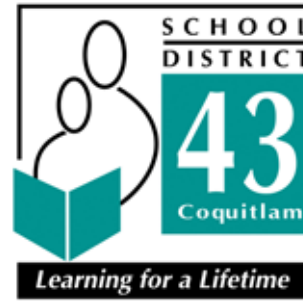




Security Threat Telephone Procedures

THREATS

A threat could be written, electronic or communicated verbally. Most threats, however, are delivered anonymously by telephone. Threatening calls may refer to a bomb or a planned action (“I’m coming there with a gun”; “I’m coming to get him”) against the school population or a specific individual.

PROCEDURE

Call Recipient:

- Listen.
- Be calm and courteous.
- Do not interrupt the caller.
- Record as much information as you can regarding the nature of the threat and the person making the threat (see checklist).
- Initiate call trace action, if possible, and notify co-workers by prearranged signal while the caller still on the line.
- Upon hanging up, dial *57 to initiate call trace, wait for successful confirmation and record any information.
- Immediately report any threat you receive to the Principal/VP or designate.
- Follow Principal/VP, building supervisor, building manager or designate’s instructions for appropriate emergency response procedures.
- Report anything unusual to the Principal/VP or designate.

EXACT WORDING OF THREAT

THREATENING PHONE CALL CHECKLIST

Call Recipient:

- **Record:**
Date: _____ Time: _____ AM/PM Caller ID: _____

Your name and local #: _____
- Assume the situation is real and do not interrupt the caller.
- Notify co-workers by prearranged signal while on the call. Immediately inform Principal/ VP or designate.

Obtain as much information as you can and try to engage caller as long as possible:

- What is the nature of the threat (bomb, weapon attack, suicide, etc.)?
- When will this occur?
- Where will the event take place?
- What does the device/ person look like?
- Who is involved in the threat? Why will this occur in the school?
- What is your name? What is your contact information?
- Duration of call?

More detail on the caller (circle all that apply):

Voice: Loud Soft High Pitched Deep Slurred/Intoxicated male/female
Approx. age: _____ Accent: No Yes Description: _____
Speech: Fast Slow Distinct Distorted Slurred Other: _____
Language: Excellent Good Fair Poor Foul Other: _____
Manner: Calm Angry Rational Irrational Coherent Incoherent
Deliberate Emotional Laughing Vulgar
Background: Classroom/school Trains Animals Music Voices Traffic