

# BOMB THREAT

## Staff

1. If any unusual object is found, DO NOT DISTURB IT IN ANY WAY.
2. Report any findings to administration.
3. Follow evacuation procedure as directed.
4. Teachers should take emergency folder.
5. Lock Door upon exit.
6. Bomb threat sheet to be filled out. Located on the back of the Emergency Preparedness Guide.

## On - Site Administrator

1. Notify Williamson County Sherriff's Office.
2. Investigate threat, as directed.
3. If evacuation is necessary, announce for the evacuation of all personnel and students.
4. Each safety team member supervises evacuation and initial search of their assigned areas.
5. Campus administration will report the situation to others as necessary .

# EVACUATION

## Staff

1. Keep evacuation map posted inside your door.
2. Check your destination before anyone exits the room.
3. Begin the evacuation when you hear the fire alarm.
4. Bring your emergency folder.
5. Report to your evacuation zone and check roll.
6. Write the name of any missing student on the ruled index card. List only the names of students who were present in your class but are no longer with the class. Give this card to your zone commander.
7. Keep your class in an orderly way.

## On - Site Administrator

1. Notify Williamson County Sherriff's Office.
2. Record time of evacuation.
3. Hold all bells as applicable.
4. Continue to evaluate crisis.