

## Administration

### Bomb Threats

In the event of a call or notice to the effect that a bomb has been placed in a school or any other building or establishment under the control of the school administration, the following procedures are required:

1. The building administrator or designee will immediately notify the fire and police department. Both departments should respond and the superintendent must be notified.
2. The building administrator, with the advice and counsel from fire and police, will determine if the building should be evacuated.
3. A search of the building or premises should be conducted under the direction of the building administrator and senior officer present. Police officers, with assistance from appropriate school personnel, should assist in the search.
4. If a thorough search has been conducted and nothing found, the building administrator and the senior member of the police department will determine that re-entry will be permitted.
5. Investigation of the incident should be made by the Brookfield Police Department assisted by the state fire marshal's office, if requested.