

## Bomb Threat

- Note the details of the threat: time, exact words of the threat and a description of the voice (tone, dialect, sex and background noises)
- Ask the caller if he/she knows:
  - where the bomb is located
  - its description
  - when it will detonate
- Preserve any written notes or save any e-mail threats
- Notify the Principal's Office immediately
- Follow the procedures for an evacuation, if so instructed by the Principal or his/her designee (note: evacuation may not be appropriate for all bomb threats)

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