

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

ADMINISTRATIVE REGULATION

**Administrative Procedures, Rules and Regulations for Implementing and Administering
Board Policy on Bomb Threats**

Each building principal will establish a Bomb Threat Management Team, which shall include the principal, other building administrators and the head custodian or designee.

- A. Annually the Principal will:
1. Inform office staff relative to the following procedures in September of each school year.
 2. Inform professional staff at first faculty meeting in September.
- B. Evaluate the nature of the call.
1. Attempt to keep caller on phone to elicit as much information as possible - location of bomb within building, time set to go off, etc.
 2. IMMEDIATELY complete the Bomb Threat checklist (attached to Administrative regulation).
- C. Assemble Bomb Threat Management Team.
1. The principal will notify the Cranford Police Department.
 2. The Bomb Threat management Team evaluates and analyzes the potential seriousness or credibility of the threat.
 3. The Bomb Threat Management Team decides what course of action to follow from the following options:
 1. Conduct a complete evacuation and search
 2. Initiate a partial evacuation and search
 3. Search without evacuation
 4. Take no action; ignore the threat
 4. If a suspected bomb is located, the person finding the device should immediately contact the principal/designee and inform him/her where the device is located.

**UNDER NO CIRCUMSTANCES SHOULD A PACKAGE BE MOVED - NO MATTER HOW
CLOSE IT MAY BE TO AN EXIT.**

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- D. If there is a decision to evacuate the building:
1. Activate Fire Drill Procedure.
 1. Call Police - 272-2222
 2. Call the Superintendent and Director of Building and Grounds.
 3. Notify other appropriate Cranford School Principals.
- E. The decision of area or areas to be searched will be decided after consultation with police and fire officials.
6. If students are to be sent home, utilize PTA telephone chain to notify parents/guardians.
7. The principal or designee will complete a detailed report relative to the nature of the call, steps then taken by the principal and the Bomb Threat Management Team, evacuation procedure if applicable, and include a copy of the completed Bomb Threat checklist. The completed report shall be kept on file in the principals off and a copy forwarded to the Superintendent's office within 24 hours.

This Regulation Placed in Effect
April 21, 1970
Revised April 5, 1977
Revised August 23, 1999
Revised July 19, 2001
Dr. Lawrence S. Feinsod
Superintendent of Schools

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