

RE: Bomb Threats

Kelley, Thomas J. [tk18@txstate.edu]

Sent: Tuesday, November 20, 2012 1:29 PM**To:** Rodney Caddell (Levelland ISD); Kelly Baggett (Levelland ISD)

Dear Mr. Caddell and Superintendent Baggett,

I hope you found the brief information about bomb threat response helpful. If there is anything I can do to help you further, please feel free to contact me.

Here is a link to some on-line programs with New Mexico Tech. <http://campus.emrtc.nmt.edu/campus/index.k2>

They have teamed up with Homeland security to offer an online course called "Understanding & Planning for School Bomb Incidents. I tried to access the site as I actually assisted them several years ago to evaluate this program but my account has expired.

You might try to register as a new user and see what they offer as part of their Web Campus. I went to a course there where we worked with explosives and learned about bomb threats and responses a few years ago. This may be of assistance to you in your continued development of bomb response procedures. Please let me know if I can help in any way.

Tom Kelley

School Safety Specialist
Texas School Safety Center
Texas State University
tk18@txstate.edu
www.txssc.txstate.edu
Office: 877/304-2727
Cell: 512/751-9671

From: Kelley, Thomas J.
Sent: Monday, November 19, 2012 2:21 PM
To: 'rcaddell@esc17.net'; 'kbaggett@esc17.net'
Subject: Bomb Threats

Dear Mr. Caddell and Superintendent Baggett,

After our discussion, I found that I had a voice message from Superintendent Baggett. Rather than respond separately, I figured I could include both of you on this email, if I have guess correctly on the email address for Superintendent Baggett.

I have attached a sample ATF bomb threat checklist which I would suggest that you incorporate into some brief training for anyone that could answer incoming calls such as a bomb threat. While I know in this instance you did not receive the threat from a phone call, it would be a great time to refresh procedures of what to do when a threat is received, in ALL departments, schools and facilities.

Determining the chance that a threat is credible is a very difficult and short process. The process for determining whether you evacuate or not, needs to be a district decision along with law enforcement or bomb

<https://mail.esc17.net/owa/?ae=Item&t=IPM.Note&id=RgAAAAB4zfsoq%2fD9SoRiAur...> 11/26/2012

responders. I must leave that decision up to you. However, once you have determined that evacuation is the response, you need to move quickly. In some cases, you may need to get busses started toward the school if a site evacuation is needed as well as to "shelter" students, most especially special needs students, from the outdoor elements.

In collaboration with your local fire and police responders, the district should determine, hopefully ahead of time, where students and staff would be evacuated to. We usually consider a fire drill as an evacuation drill. The processes are the same if evacuating for a number of reasons such as a bomb threat. It may be faster and more efficient to use the fire alarm to get students and staff exiting the building faster even in a bomb threat scenario. PLEASE REVIEW THIS PLAN WITH FIRE DEPARTMENT before putting this process in place. Otherwise an announcement can be used to evacuate. Whether you instruct folks to leave belongings or take them along, will depend on what your collaborative meetings with local responders decides. You will want to do what your local responders want to see in an emergency.

Taking any "go kits" from classrooms may help as you never know how long you might be outside or in a temporary structure. Go kits will help to comfort some of your students from the elements, snacks for diabetics, tarp for ground or wind break, toilet paper, etc...in addition to having accountability, medical and emergency notification information.

As we discussed, having now had a "forced drill" you can learn where some improvements are needed. Often there are a lot of questions and usually there are many things that need to be determined and placed into procedures. Most important are communications that are clear and without codes. We don't want folks saying "what is a code". Also do not worry about giving too much clear information out over the intercom. It is better to repeat yourself and make sure everyone is clear on where they should assemble. Make certain that assembly areas have been cleared prior to the arrival of students and staff. We suggest varying evacuation locals, when possible, and keeping specific evacuation points relatively secret so as not to allow someone to take advantage of where the students will be moved to. This is tough in an area with only a few locations.

Add additional information to announcements as needed such as where to assemble, taking go-kits and accountability information. Train staff that when requested they should look for items that are unusual or out of place as they are evacuating. No one knows their areas better and they might be able to spot an unusual or unknown package, backpack etc. Please feel free to contact me if you have any questions or if I can be of further assistance. Thanks for all you do to make our schools safer!!

Tom Kelley

School Safety Specialist
Texas School Safety Center
Texas State University
tk18@txstate.edu
www.txssc.txstate.edu
Office: 877/304-2727
Cell: 512/751-9671

Bomb Threats

Kelley, Thomas J. [tk18@txstate.edu]

Sent: Monday, November 19, 2012 2:21 PM

To: Rodney Caddell (Levelland ISD); Kelly Baggett (Levelland ISD)

Attachments: terrorism_ATF_Bomb_Threat_~1.doc (111 KB)

Dear Mr. Caddell and Superintendent Baggett,

After our discussion, I found that I had a voice message from Superintendent Baggett. Rather than respond separately, I figured I could include both of you on this email, if I have guess correctly on the email address for Superintendent Baggett.

I have attached a sample ATF bomb threat checklist which I would suggest that you incorporate into some brief training for anyone that could answer incoming calls such as a bomb threat. While I know in this instance you did not receive the threat from a phone call, it would be a great time to refresh procedures of what to do when a threat is received, in ALL departments, schools and facilities.

Determining the chance that a threat is credible is a very difficult and short process. The process for determining whether you evacuate or not, needs to be a district decision along with law enforcement or bomb responders. I must leave that decision up to you. However, once you have determined that evacuation is the response, you need to move quickly. In some cases, you may need to get busses started toward the school if a site evacuation is needed as well as to "shelter" students, most especially special needs students, from the outdoor elements.

In collaboration with your local fire and police responders, the district should determine, hopefully ahead of time, where students and staff would be evacuated to. We usually consider a fire drill as an evacuation drill. The processes are the same if evacuating for a number of reasons such as a bomb threat. It may be faster and more efficient to use the fire alarm to get students and staff exiting the building faster even in a bomb threat scenario. PLEASE REVIEW THIS PLAN WITH FIRE DEPARTMENT before putting this process in place. Otherwise an announcement can be used to evacuate. Whether you instruct folks to leave belongings or take them along, will depend on what your collaborative meetings with local responders decides. You will want to do what your local responders want to see in an emergency.

Taking any "go kits" from classrooms may help as you never know how long you might be outside or in a temporary structure. Go kits will help to comfort some of your students from the elements, snacks for diabetics, tarp for ground or wind break, toilet paper, etc...in addition to having accountability, medical and emergency notification information.

As we discussed, having now had a "forced drill" you can learn where some improvements are needed. Often there are a lot of questions and usually there are many things that need to be determined and placed into procedures. Most important are communications that are clear and without codes. We don't want folks saying "what is a code". Also do not worry about giving too much clear information out over the intercom. It is better to repeat yourself and make sure everyone is clear on where they should assemble. Make certain that assembly areas have been cleared prior to the arrival of students and staff. We suggest varying evacuation locals, when possible, and keeping specific evacuation points relatively secret so as not to allow someone to take advantage of where the students will be moved to. This is tough in an area with only a few locations.

Add additional information to announcements as needed such as where to assemble, taking go-kits and

accountability information. Train staff that when requested they should look for items that are unusual or out of place as they are evacuating. No one knows their areas better and they might be able to spot an unusual or unknown package, backpack etc. Please feel free to contact me if you have any questions or if I can be of further assistance. Thanks for all you do to make our schools safer!!

Tom Kelley

School Safety Specialist
Texas School Safety Center
Texas State University
tk18@txstate.edu
www.txssc.txstate.edu
Office: 877/304-2727
Cell: 512/751-9671