



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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**TITLE:** Explosive Device Threats and Suspicious Objects

**NUMBER:** BUL-6460.0

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School Operations

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Office of Educational Services

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## ROUTING

All Schools and Offices

**PURPOSE:** The purpose of this Bulletin is to provide guidance to school administrators on procedures for responding to a bomb threat or a suspicious package or device on or adjacent to campus.

**MAJOR CHANGES:** This Bulletin replaces Bulletin BUL-N-49, dated July 13, 2001, issued by the Office of Educational Services. The revision includes updates to District protocol, and reflects current organizational structure and contact information.

**GUIDELINES:** The following guidelines apply:

### I. INTRODUCTION

Response to an explosive device threat is initiated upon the discovery of a suspicious package or device on campus grounds or a threatening message received by phone, email, social media, or other means that may present a risk of an explosion. Actions taken are to maximize the safety of students, staff, and others on campus. Copies of the Explosive Device Threat form (Attachment A) should be readily available near all phones that regularly receive calls from outside lines, and the principal should review the below guidelines with staff members who answer phones. Detailed information can be found in the *Safe School Plan Volume 2, Emergency Procedures*.

### II. GUIDELINES

#### Explosive Device Threat - Telephone

- A. The calltaker should attempt to keep the caller on the telephone as long as possible and alert someone else to call 911. The calltaker should immediately inform the principal, and then use the Explosive Device Threat Form (Attachment A) to gather and record information about the call and evaluate the



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caller's voice and background noise for distinguishing characteristics.

- B. The staff member calling 911 informs the operator of:
- Nature of threat on phone line
  - Name of school
  - Phone number of line receiving threat
  - Name and contact information of staff member
  - Phone number displayed for caller
- C. The principal or designee will call the Los Angeles School Police Department Watch Commander at (213) 625-6631 who will direct the school to wait for officers to arrive. Law enforcement will conduct the search and lead the investigation. The principal, in consultation with School Police, will determine if buildings should be evacuated at any time during the incident.
- D. School Police may ask to have a school-based employee accompany the law enforcement search team, as a school official can more easily identify an "out of place" item or package. During a search for unusual or suspicious packages, boxes or foreign objects, all cell phones and hand-held radios of searchers should be turned off, as many explosive devices can be triggered by radio frequencies. The search should be conducted thoroughly but rapidly. If a suspicious object is found, one team member reports the discovery to the principal while the remaining team members attempt to secure and monitor the immediate area without touching or disturbing the object.
- E. No attempt should be made by school staff to investigate or examine a discovered suspicious object.
- F. The principal will notify ESC Operations of the incident.
- G. The principal will notify and update parents via Blackboard Connect.
- H. The principal will open an iSTAR to document the incident.
- I. When a suspicious object or explosive device is found, or if advised by law enforcement, the Incident Commander shall issue the Evacuate Building action. Staff and students will evacuate the building using safe routes to the Assembly Area, using alternate exit routes to evacuate buildings as necessary.
- J. After the incident is over, the principal will complete the Explosive Device Threat Report, submit a copy to School Police at [wcoffice@laspd.com](mailto:wcoffice@laspd.com), submit a copy to ESC Operations, keep a copy at the school site, and upload it to the iSTAR created for the incident.



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### Explosive Device Threat – Other Means

If an explosive device threat is received via letter, email, social media or other means, the principal will consult with School Police to determine a course of action. The principal will make the appropriate notifications and take other actions as described above in Section II, C-J as necessary.

### Suspicious Object

If a suspicious package or other object is found on or adjacent to campus, the principal should be immediately alerted. The principal will consult with School Police to determine a course of action. The principal will make the appropriate notifications and take other actions as described above in Section II, C-J as necessary.

### **RELATED RESOURCES:**

Safe School Plan Volume 2, Emergency Procedures

### **ASSISTANCE:**

For assistance or further information, please contact your ESC Operations Coordinator or the Office of School Operations-Emergency Services at 213-241-3889. The Los Angeles School Police Watch Commander's office can be reached at 213-625-6631.

**ATTACHMENTS:** Attachment A – Explosive Device Threat Form



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**ATTACHMENT A**

**LAUSD Explosive Device Threat Report**

School:

Date of Call:	Time of Call:
Person Receiving Call:	Incoming Phone No. on Caller ID:

**I. REPORT OF PERSON RECEIVING CALL**

Keep the caller on the line as long as possible (ask caller to repeat statements, ask more questions) and signal to another person to call police.

Questions for Caller

Ask the caller the following questions and write answers in the spaces below:

Explosive Device Information:

Where is the explosive device? (Get most specific information as possible.)

When is it going to explode?

What kind of explosive device is it?

What does it look like?

Who set the explosive device?

Why was the explosive device set?

What can we do for you to keep the device from exploding?

Caller Information:

What is your name?

How old are you?

Where do you live?

(if voice youthful) Are you making this threat to avoid taking a test/final?

Are you a member of a terrorist organization? Yes            No	Which one?
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How can you be contacted?:



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## ATTACHMENT A

### Call Characteristics Evaluation

Check and describe the noted characteristics in the spaces provided below.

Message Details: (Use the caller's exact language where possible.)

#### Caller's Voice:

Male:	Female:	Child: Yes	No	Age:
Intoxicated:		Speech Impairment:		
Accent:	Type:			
Whispers:		Angry:		
Foul/Inappropriate language:		Educated:		
Irrational:		Incoherent:		
Voice disguised/Altered:				
Recorded threat message:		Read from script:		
Is voice familiar?		Who does it sound like?		

#### Background Noise:

Music:	Babies/Children:
Conversation:	Playground/School:
Airplanes:	Traffic:
Animals:	PA System:
Machines:	Typing:
Other:	

## II. REPORT BY PRINCIPAL

Name of school employee contacting police:

Date police contacted:	Time:
Name of police department call taker:	
Name of responding officer:	
Name of responding police agency:	

Was a search for the explosive device conducted?    Yes            No

Details of search:

Was a school evacuation conducted?	Yes	No
Full Evacuation:	Partial Evacuation:	
Buildings or areas evacuated:		

Send one copy of this completed form to the ESC Operations Coordinator, send one copy to School Police at [wcoffice@laspd.com](mailto:wcoffice@laspd.com), and keep one copy in school records. Please also upload a copy to the ISTAR submitted on the incident.