



Magna Elementary

Bomb Threat Procedures

Refer to page 8 of GSD Emergency Preparedness Manual

The Command: “Teachers Code One Alert” (Over PA system by principal or designee)
This command will be used to notify the teachers that there is a potential threat to our students and staff in the form of a bomb. The Code One Alert is designed to inform teachers of the potential threat and you are to do a quick survey to determine if there is any suspicious objects or packages in the building.

The Procedure:

1. Teachers and other school personnel will have 2 to 5 minutes to search their assigned areas without disrupting classes. Any suspicious object should be reported immediately to the office. Use the intercom system or walk to the office.
2. Any strange object found **SHOULD NOT** be touched or moved.
3. **“Do not use cell phones or hand held radios, they could set off the bomb.”**

The Command: “Teachers Code Two Alert” (Over PA system by Principal or designee)
This command will be used to notify the teachers that there is an immediate threat to our students and staff in the form of a bomb. This code is designed to inform teachers of this potential threat and they must exit the building immediately. The code word is used so we do not excite the students.

The Procedure:

1. Evacuate the building like you are participating in a fire drill. We do not use the fire bell as this may trigger an explosive device. Report missing students or staff members like you do in a fire drill.
2. Look for suspicious packages in your classroom or in the hallway as you exit. Report any suspicious packages to the principal or designee as soon as you have accounted for the students in the class. Do not take extra time to look for potential problems. The teacher’s primary responsibility is to get themselves and the students to a safe place outside the building.
3. Do not re-enter the building until you are given the all clear signal. Be prepared to move your students to our designated relocation site, which is the church on 8400 West and 3100 South.