



# School Safety and Security

June 2019

## Bomb Threat Reporting

### Overview

Bomb threats can be an unsettling and disruptive experience for schools, but clear and practiced protocols can help everyone know exactly what to do if a bomb threat or suspicious item is detected. How quickly and safely you react could save lives.

Preparation is key, and there are excellent resources available to guide school districts in developing the policies, protocols, and staff training for responding to a perceived threat or suspicious item. It is important to have and to review these materials regularly as part of a district's safety planning. Involving your community's first responders is always good practice.

### Guidance and Resources

Federal guidance and resources, including a step by step [bomb threat checklist](#), and bomb threat training video are available on the U.S. Department of Homeland Security [website](#). In addition, the U.S. Department of Justice's Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), and the U.S. Department of Education's Office of Safe and Drug Free Schools provide [guidelines, sample policies and protocols](#).

### Requirements by Law

Everyone has a potential role in preventing and responding to a bomb threat or suspicious item. Because of this, there are statutes in place that mandate the roles and responsibilities of school leaders and superintendents as it relates to compulsory reporting of bomb threats to the Department of Education (20-A M.R.S. § 263(2)). In addition, districts must have policies in place on bomb threat response (20-A M.R.S. § 1001(17)), and must notify students of the protocols and consequences of bomb threats (20-A M.R.S. § 1001(18)). Remember, you must: report a bomb threat occurrence to Maine Department of Education, have and update policies regularly, and inform students and the community about how your schools will handle bomb threats.

It is most important to remember to take all threats seriously, remain calm, and work through the checklists and protocols. Evacuation plans should always be a part of the plans, as well as a first step to **always call 911 to report a bomb threat**.



For more information on the bulletin topic, please contact the MEMA Public Information Officer Susan Faloon at [susan.faloon@maine.gov](mailto:susan.faloon@maine.gov)