

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: COB-RA, COE-RA, EKA, EKA-RA, EKA-EA, EKB-RA

Responsible Office: Chief Operating Officer

Bomb Threats/Explosive Devices

I. PURPOSE

To provide the procedures to be used in case of a bomb threat communicated to MCPS personnel or the discovery of a suspected explosive device on an MCPS site

II. BACKGROUND

All cases of bomb threats and/or explosive devices or their look-alikes will be taken seriously. Making false reports of bombs/explosives or incendiaries, or possessing bombs/ explosives or incendiaries are felonies and can result in imprisonment and/or a fine. MCPS will seek prosecution to the full extent of the law. In addition, MCPS and local schools have the authority to establish reasonable disciplinary guidelines to prohibit such behavior in order to ensure the safety of all persons on MCPS sites.

III. DEFINITION

- A. An *MCPS site* is defined as any school or facility, including grounds owned or occupied by MCPS. The definition includes the location of an MCPS sponsored activity.
- B. The *principal/director* refers to the administrator responsible for a school or office as appropriate.
- C. *Appropriate associate superintendent* means the associate superintendent for:
 - Office of School Performance when referring to regular schools
 - Office of Instruction and Program Development when referring to special education schools
 - Office of Student and Community Services, when referring to alternative programs

- Office of the Chief Operating Officer when referring to all other sites

IV. PROCEDURES

A. Bomb Threats

1. If a bomb threat is reported directly to a school or MCPS site, the principal/director will ensure:
 - a) The police Emergency Communications Center is notified immediately by calling 9-911
 - b) To the extent possible, radio transmissions from the school's/facility's base radio and cars within 300 feet of the facility are discontinued
2. If a bomb threat is reported to the security monitor/dispatcher or another site such as the Office of School Performance or the central office, he/she will:
 - a) Notify the police Emergency Communications Center immediately by calling 9-911
 - b) Notify the appropriate principal/director and also inform him/her that the police have been notified
 - c) Notify his/her supervisor immediately
3. If a bomb is reported as having been placed in an MCPS facility, the safety of all persons on the site is the first consideration. To ensure student/employee protection, the principal/director and the investigating police officer will consider a complete evacuation of the facility, in accordance with the comprehensive local crisis plan.
 - a) If their decisions do not agree, the disagreement will be resolved in favor of evacuation.
 - b) The decision to order students/employees to return to the facility is a joint responsibility of the principal/director and investigating police officer.

- c) A decision to search for a suspected explosive device will be made by the investigating police officer and his/her supervisor. The search will be coordinated by the police using their current guidelines.

B. Explosive Devices

- 1. If a suspected explosive device is discovered on an MCPS site, the county Emergency Communications Center will be notified immediately by telephoning 9-911.
 - a) DO NOT TOUCH SUSPECTED EXPLOSIVE DEVICE.
 - b) The principal/director and the police and/or fire and rescue services will direct a complete evacuation of the facility, in accordance with the comprehensive local crisis plan.
 - c) Once notified, the county Emergency Communications Center will notify the county fire marshal's office, which is responsible for coordinating the effort to disarm a device.
 - d) The County Fire Marshal will decide when or if students/employees will return to the site.

C. During or after action has been taken, the principal/director will inform the appropriate associate superintendent's office as soon as it is practical to do so and complete a serious incident report.

D. Students found to have called in a bomb threat or found to be in possession of explosive devices including incendiaries, devices constructed to represent explosive devices, or explosives will be expelled.

Administrative History: Formerly Regulation No. 285-2, October 1, 1963; directory information updated January, 1983; reviewed April, 1988, revised June 11, 1993; revised July 20, 1998; revised September 27, 1999; updated office titles June 1, 2000.