

BOMB THREAT

- Notification from Administration – **announce to classes to find their cell phones.**
- Take time to **walk around** and scan your room (**DO NOT MOVE ANYTHING SUSPICIOUS**) Report suspicious items to your administrator.
- **Gather** emergency response materials, including your laptop and a writing utensil
- **Evacuate** the building to assigned area.
- **Account** for students based on attendance taken in Aspire (use your laptop)
- After evacuating, list any students' names on the **red** card that are missing. If extra students or visitors are in your care list them also. A green card is used if everyone is accounted for. (If you have a student who needs medical attention, use the yellow card.)
- Hold up the appropriate card(s) for your group leader to view/collect. (Only the red and yellow cards are collected.)
- **Wait for further instructions.**

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