

School Official Post-Detonation Checklist

Use this checklist when creating an MOU or a customized checklist

Remember the four incident priorities:

- ◆ Life safety issues
- ◆ Incident stabilization
- ◆ Conservation of property and physical evidence
- ◆ Environmental concerns

Incident Information

Date _____ Time _____ Location _____
Name of school personnel _____ 9-1-1 notified? **Y—N** When? _____
District supervisor notified _____ Unit _____
Location where device detonated _____
Possibility of additional devices? **Y—N** Location _____
Other dangers present? _____

Suspect Information

Still active in area? **Y—N** Number of suspects _____
Descriptions: Physical _____
Weapons _____ Vehicles _____

Contact and Access Information

Primary school contact _____ Location _____
Secondary contact _____ Location _____
Contact info given to police? **Y—N** Fire? **Y—N** EMS? **Y—N**
Master keys available? **Y—N** Floor plans? **Y—N** Rosters? **Y—N**

Life/Safety Information

General

School evacuated? **Y—N** Location(s) _____
Evacuate the surrounding area? **Y—N** Transport/shelter options _____
Warnings issued? **Y—N** Content _____
Other dangers present? **Y—N** Describe _____
Additional warnings necessary? **Y—N** Content _____

Search

Searches made? **Y—N** Location(s) _____
Search for (secondary) devices? **Y—N** Evacuation routes/areas _____

Suspects

Bomb threat incident form? **Y—N** By whom _____
Time of threat _____ Suspect information _____
Prior warning? **Y—N** Details _____

Device

Device found? **Y—N** Location _____
Time found _____ Device description _____
By whom _____

Communication and Organization Information

General:

Families notified? **Y—N** Student pick-up location _____
Victim's Family Assistance Center (VFAC) set up? **Y—N** Where _____
Are people being directed to it? **Y—N** VFAC coordinator _____

Family and Media concerns

Name of school PIO _____ District PIO _____
Media area designated? **Y—N** Where _____