

## **BOMB THREAT #3**

(Date)

Dear Parent or Guardian:

Students and staff were dismissed today from (school name) at (time) due to a bomb threat. (Principal's name), in consultation with district administration, made the decision to shut down school in the interest of student and staff safety and welfare.

All students and faculty members were immediately evacuated this morning and police and district security conducted thorough sweeps of the building. Administrators on sight commented that students were well-behaved and cooperative during the emergency procedures and that the evacuation occurred in a calm and organized manner. (School name) staff was extremely helpful during this crisis and mobilized quickly and efficiently.

Here at (name of close by school), we followed appropriate safety procedures and kept our students away from the (school name where bomb threat occurred) area as bomb sweeps occurred at the school. No explosive devices were found at (school name, where bomb threat occurred), but we directed all (name of close by school) students to go directly home at dismissal. Staff members were also on hand at the close of the school day to supervise and monitor the student pick-up area.

Thank you for your support of (name of close by school), and if you have any questions, please do not hesitate to call.

Sincerely,

(Principal name)  
Principal