

## **BOMB THREAT #4**

(Date)

Dear Parents and Students of (school name):

I would like to inform you that on (date), at approximately (time of day), administration learned of a bomb threat made to (school name). A message was written on (place). The message was very direct, as it stated that a bomb would go off on (day of week), (date), at (time), in the (where).

We take all threats seriously. Our safety plan is in motion. The building has been carefully searched by law enforcement and will be monitored closely. We are working with law enforcement in our decision-making process. We are continuing to operate on a normal school schedule. Parents and students will be notified of any changes. Safety is our top priority. We will take all precautions to keep all staff and students safe.

Sincerely,

(Principal name)  
Principal