

BOMB THREAT PHONE CALL

(Date)

Dear Parent or Guardian:

Our first priority is the safety of our students and staff. We want to inform you about a situation that happened (day), (date), at (school name). At approximately (time), one of our office staff received an anonymous phone call saying that a bomb had been placed in the school. This is the second phone call of this nature that we have received in the last (number) weeks.

Since the buses were already on the premises, we immediately evacuated all students and cancelled all after school activities and practices for the day and evening. The (school name) staff was sent home early. The police were called and assisted with our investigation. With help from the District staff, (school name) administrators, and security, did a physical search of the building. Nothing was found on campus. We do take all threats very seriously, and will take all measures necessary to insure the safety of our students and staff.

We wanted you to be aware of this situation, so you would have the facts in order and can discuss, with your son/daughter, the seriousness of this issue.

Thank you for your support.

(Principal name)
Principal