

BOMB THREAT WRITTEN

(Date)

Dear Parent or Guardian:

Here at (school name) our first priority is the safety of our students and staff. We want to inform you about a situation that happened last (day), (date). A hand-written note suggesting a bomb threat was found on campus. We immediately did a search of the building and found no suspicious looking objects. After reviewing the facts and evaluating the situation, we made the decision to release students early as part of a drill and to cancel all after-school activities. After students left, the (school name) staff, along with local law enforcement, did a thorough search of the entire building. Nothing was found at that time.

We are sorry for any inconvenience this may have caused you, but the decision was made based on what we felt would be in the best overall interest of all our students.

We know that you are concerned for your children and their safety. We are too. We 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 and can discuss with your son/daughter the seriousness of this issue. If you have any questions, please feel free to give me a call at (phone number).

Thank you for your support in this matter.

Sincerely,

(Principal name)
Principal