

Standard Operating Procedure (SOP) for Bomb Threat Emails

1. Immediate Action Upon Receiving Threat

- Do not ignore or delete the email.
- Inform the Principal/School Head immediately.
- Contact local police (100/112) and provide them with all details.
- Preserve the email do not forward unnecessarily; save headers and metadata for investigation).

2. Safety Measures & Evacuation (If Advised)

- Police will assess the threat and guide further action.

If evacuation is recommended:

- Move students & staff to a pre-designated safe assembly area e.g., playground.
- Ensure calm, orderly movement to avoid panic.
- Teachers to take attendance to account for all students.
- Bomb squad will conduct necessary checks if required.

3. Communication Protocol

- Parents: School will inform parents only after police/education department approval.
- If parents wish to pick up their child early, they may do so after verification.
- Staff & Students: Instructions will be given calmly to avoid panic.

4. Post-Threat Measures

- Debriefing: Review the response with staff & authorities.
- Report to Education Department: Submit incident details.
- Cybersecurity Check: Trace email source with IT experts/police.

5. Preventive Measures

- Regular drills for bomb threats & emergencies.
- Monitor suspicious emails check sender ID, language, timing).
- Collaborate with police for security audits.