

## **BOMB THREAT - WRITTEN MESSAGE**

Dear Parents,

***(State purpose of letter)***

This letter is to inform you about a bomb threat that we received this morning. Our school is committed to the safety and education of all our students. We also want to clearly communicate with parents about safety issues when they arise.

***(Describe the situation)***

The morning, a hand-written note was found which indicated that a bomb had been placed in the school.

***(Describe what was done.)***

After conferring with the superintendent and local law enforcement, it was decided to immediately evacuate the building. With the help of the police department and district personnel, the building and campus were searched and nothing was found. However, it was decided that all after school activities and practices for the day and evening would be cancelled. The police department is now investigating the threat.

Classes will resume as usual tomorrow. However, there will be an increased police presence in and around the school. Counselors will be available if any students would like to talk to someone about this event.

***(Describe what parents can do.)***

All threats to our school or students are taken seriously and investigated thoroughly. We wanted you to have the facts so you can discuss them with your child and emphasize the seriousness of this issue. If you discover anything that can assist in the investigation, please contact us immediately.

***(Close letter)***

Please feel free to call me at 555-5555 or email me at [principal@school.edu](mailto:principal@school.edu) if you have any questions or concerns.

Sincerely,