

Operational Services

Administrative Procedure - National Terrorism Advisory System

The National Terrorism Advisory System (NTAS) is designed to convey timely information to the American public about terrorist threats. NTAS issues two types of advisories: *Bulletins* and *Alerts*, which are described below:

Bulletins - Communicate developments or trends about terrorism threats without necessarily indicating a specific threat. This means a Bulletin provides broad terrorism threat information that allows recipients to quickly take protective measures.

Alerts - Are only issued when specific, credible information about a terrorist threat is available. An Alert may include information pertaining to the threat’s nature, the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat, as well as steps that individuals and communities can take to protect themselves and help prevent, mitigate, or respond to the threat. Alerts carry an expiration date and will be automatically canceled on that date. Updates to an Alert, as well the cancelation of an Alert, will be distributed in the same way as the original Alert.

Alerts will state whether a threat is *elevated* or *imminent* as follows:

A threat is *elevated* if there is no specific information about the timing or location.

A threat is *imminent* if the threat is believed to be impending or occurring very soon.

NTAS advisories are issued by the U.S. Dept. of Homeland Security at: www.dhs.gov/alerts.

District Response Measures

The Superintendent or designee is responsible for tracking Bulletins and Alerts and disseminating those that merit administrative review.

After receiving an NTAS advisory, each the Superintendent, Building Principal or other appropriate administrator (*administrator*) will review it and determine what response measures, if any, should be taken. To determine the appropriate response, the administrator should assess the threat to the District activities for which he or she is responsible and consider reviewing the threat with other administrators and/or public safety officials. A range of potential response measures are listed below in the column entitled **Potential Response Measures in Addition to Any Suggested by the NTAS Advisory**.

The Superintendent and Building Principal(s) should strongly consider closing school(s) and canceling activities whenever there is an *imminent* threat to the District or one of its buildings.

Response Category	Potential Response Measures in Addition to Any Suggested by the NTAS Advisory
Emergency Planning and Preparedness	Update the school emergency operations plan, specifically the emergency and disaster response procedures. Address critical emergency needs under the direction of public safety officials. Coordinate emergency plans with county, State, and federal agencies. Inventory emergency supplies and equipment. Maintain current emergency communication lists for employees and students.

Response Category	Potential Response Measures in Addition to Any Suggested by the NTAS Advisory
	<p>Test alternative communication capabilities.</p> <p>Designate an alternative communications center located off school property.</p> <p>Review parent/guardian notification procedures.</p> <p>Review procedures to reunite students with their parents/guardians should schools close mid-day.</p>
Communication/Activities with Employees	<p>Instruct employees to report suspicious activities or persons to the administrative office.</p> <p>Conduct emergency and disaster response training for all employees.</p> <p>Disseminate emergency communications methods and resources, e.g., where to get information, to employees.</p> <p>Review school emergency operations plans with all employees.</p> <p>Update employee emergency contact numbers.</p>
Communication/Activities with Students	<p>Instruct students to report suspicious activities or persons to any employee.</p> <p>Conduct school safety drills with students.</p>
Classes and School Activities	<p>Close school(s) early.</p> <p>Cancel classes.</p> <p>Cancel outside activities and field trips.</p> <p>Cancel all activities.</p> <p>Cancel regular and/or extracurricular bus service.</p>
Building and Grounds Security	<p>Reassess facility security measures, e.g., lock exterior doors.</p> <p>Increase building security throughout the school system.</p> <p>Implement visitor control procedures.</p> <p>Limit visitor access to school.</p> <p>Prohibit visitor access to school.</p> <p>Prohibit parking near buildings.</p> <p>Request police department to increase patrols around school.</p> <p>Take additional precautions during events and activities, e.g., hiring additional security staff, restricting public access, or canceling the event/activity.</p> <p>In case of a building lockdown, ensure each school building has a reasonable supply of food, drinking water, medical supplies, back-up communication equipment, generator, batteries, etc.</p>
Parent/Guardian Communication	<p>Disseminate emergency communications methods and resources, e.g., where to get information, to parents/guardians and the community.</p> <p>Update student emergency contact numbers.</p>

Response Category	Potential Response Measures in Addition to Any Suggested by the NTAS Advisory
	Test parent/guardian notification procedures. Increase communication with parents/guardians and community via website and email distribution. Inform parents/guardians of procedures to reunite students with parents/guardians should schools close mid-day.

Resources

Access NTAS Bulletins or Alerts at: www.dhs.gov/alerts

Sign up to receive NTAS Bulletins and Alerts via email at:

public.govdelivery.com/accounts/USDHS/subscriber/new?topic_id=USDHS_164

To add NTAS Bulletins and Alerts to a website see:

www.dhs.gov/files/programs/ntas-developer-resources.shtm

For further information on NTAS see:

www.dhs.gov/files/programs/ntas.shtm

www.dhs.gov/files/publications/ntas-questions-answers.shtm

For a sample NTAS Bulletin see:

www.dhs.gov/sites/default/files/publications/15_1214_ntas_sample_bulletin.pdf

For a sample NTAS Alert see:

www.dhs.gov/sites/default/files/publications/15_1214_ntas_sample_elevated_alert.pdf

Adopted: October 17, 2003 Amended: May 19, 2008 Amended: August 20, 2011

Amended: October 16, 2017
