



TAGORE INTERNATIONAL SCHOOL
VASANT VIHAR, NEW DELHI-57

CIRCULAR FOR CLASSES NURSERY TO XII

TIS/ VV/ 2024-25/044

July 2024

STANDARD OPERATING PROCEDURE FOR PARENTS IN CASE OF ABOMB THREAT

Dear Parents,

As you are aware, on Wednesday, 01 May 2024, many schools received a hoax bomb threat. Thanks to our preparedness and practice drills, we were able to systematically and swiftly evacuate the students. However, this was the first time parents were involved. We would like to share some important points to be kept in mind in case such a situation arises again.

1. We will be mailing a message to you regarding the expected response from your side. That is why it is imperative that your contact information is always up to date in the school records.
2. Depending on the circumstances, students may need to be shifted off-campus. Details regarding pick-up will be communicated via message.
3. Evacuation will be conducted systematically, with school buses departing first, followed by students commuting by van and then those being picked up by parents, ensuring the safety of all students.
4. The buses will ply on their regular routes. Students will be accompanied by a teacher in the buses.
5. Parents who come to pick up their wards are requested to respond promptly under such an emergency as the school has to be evacuated immediately.
6. Van drivers and parents should park away from the designated evacuation area and refrain from crowding at the exit point, to facilitate a smooth evacuation process. Details of the evacuation area will be sent to you.
7. We request you to refrain from taking photos, videos or engaging with the media during such situations.
8. After the situation is resolved, we will send a message regarding the future course of action.

We request your attention to these guidelines and value your continuous support in upholding a safe environment for our students.

Isha Sood
Sr. School Headmistress