

(Bomb Scare/Suspicious object)

(Date)

Dear Parents/Guardians,

As the principal of _____ School, the safety and well being of our students and staff is my top priority. I'm writing today to inform you of an incident that took place at our school on _____ (day/date of incident).

(Option A)

An unidentified caller contacted the principal's office and claimed that an explosive device had been placed at/near the school's _____.

(Option B)

A suspicious object/package was found in front of the _____ office/building and school officials were quickly notified.

School staff immediately instituted the orderly evacuation of the campus, and notified the Los Angeles Police Department (LAPD) and school police. As a safety precaution, the LAPD Bomb Squad detonated the object, which was later determined to be a _____. Once the campus was deemed safe, students returned to class.

The school and the Los Angeles Unified School District take these types of threats very seriously. I would like to reassure parents and guardians that the school and District will take every precaution to ensure the safety of students and staff at our schools. If you have any questions or concerns, please contact me at (school number) _____.

Sincerely,

(Name)
Principal