

INTENDED USE

The content of this CD-ROM was developed by the Bureau of Alcohol, Tobacco, Firearms and Explosives, US Department of Justice and the Office of Safe and Drug Free Schools, United States Department of Education. This CD-ROM was created as a public service and is a not-for-profit project. The intended use of this software is for planning by schools and school districts to respond to bomb threats. Any commercial use of this product is strictly prohibited and may subject the violator to civil and criminal penalties. The developers of this software do not warrant the accuracy, completeness, or appropriateness of the materials contained herein for any purpose. In no event shall the developers be liable for any loss or injury, actual or consequential, resulting from the use of this product at any time for any purpose.

MINIMUM SYSTEM REQUIREMENTS

HARDWARE: IBM PC or compatible computer; Pentium 400; 64MB RAM; Windows 98/ME/2000/XP/NT*; 250MB free hard drive space for installation; 8x CD-ROM drive; 16 bit sound card; SVGA display; 800 x 600 screen resolution, thousands of colors. *Windows NT may require additional system resources.

SOFTWARE: “Bomb Threat Response: An Interactive Planning Tool for Schools” program, QuickTime 4.0 or later, Acrobat Reader 4.0 or later, and Microsoft PowerPoint 2000 (or a later version), you do not need the Viewer.

INSTALLATION INSTRUCTIONS

Insert THE CD-ROM into your CD-ROM drive. If the installation program launches automatically, skip to Step 3. If the installation program does not launch automatically, begin with Step 1.

- STEP 1 Double-click “My Computer” and double click the CD-ROM drive with the “BTR” CD in it. If this automatically launches the installer program, skip to Step 3. If not, Continue with Step 2.
- STEP 2 Double-click on “autorun.exe” in the CD-ROM contents window.
- STEP 3 The installer will open. Read the first two screens, clicking “Next >” to proceed, and determine which programs you will need to install. On the third screen, there are four options for which programs to install. The first program, “Bomb Threat Response Installation (version 1.0)” is already checked. The remaining choices (QuickTime, Acrobat Reader, and PowerPoint Viewer) are necessary to use the Bomb Threat Response software. However, you may already have these programs on your computer and may not need to install them. If the computer does not already have at least the version specified on the installer menu, check the box to install the software applications needed. When you have made all your selections, click “Next >”. Read the next screen and click “Next >” again to begin installation. The installer will now individually install each of the programs you specified. Follow the on-screen directions for each installer.

STEP 4 When all installations have finished, the message “Installation Done. Thank you for Installing the Bomb Threat Response Training CD.” will appear. Click “OK” to close the installer.

TO START the “Bomb Threat Response” software from the Task Bar at the bottom of your screen, choose “Start,” select “Programs,” then select “Bomb_Threat_Response”, then “Bomb_Threat_Response” again from the pop-up menu. Or, start the software by double-clicking on the “BTR” icon on the computer desktop. If your network does not allow software installation, you can still run BTR: right click on the CD-ROM drive, choose “Explore”, then double-click “btr.exe”.

TO UNINSTALL “Bomb Threat Response,” choose “Start,” select “Programs,” then select “Bomb_Threat_Response,” then “Uninstall Bomb_Threat_Response.” After uninstall, manually delete the “Bomb_Threat_Response” folder from the hard drive.

DISC USE

Even after installation, the CD-ROM must be in the CD-ROM drive to run the software because only certain files are stored on the hard drive. The software will need to access other files on the CD-ROM.

NOTE ABOUT USING BOMB THREAT RESPONSE ON PROJECTORS

If you are presenting BTR using a projector, you may experience an issue with seeing the video play on the projector screen. In most cases, this problem can be fixed by pressing the F8 key until the computer display is blank and the projector displays the correct image. You may have to press F8 several times.

This interactive tool assists school district, school administrators, and emergency responders in planning an effective bomb threat response protocol in schools. The tool comprehensively and concretely walks through the planning and response process and provides customizable implementation resources. This guide outlines best practices in bomb threat response. However, because every school is different and should have a plan written specifically for that school, administrators and governance bodies must determine what policies and practices are best for their school(s).

SOFTWARE CONTROLS

Throughout this software, the following conventions control the multimedia. All controls use the left mouse button.

NAVIGATION BAR

The EXIT button quits the software.

The MAIN button returns to the main interface.

The BACK button goes back to the previous screen.

The PRINT CONTENT button opens the computer's print dialog box. Select print options as you normally would.

BUTTONS

Buttons are colored yellow.

When you mouse over a button, it turns green. Then, click that button for more information about that topic. A button might play a video, show another screen, show a text file, open a PowerPoint presentation, or open a PDF file.

TEXT CONTROLS

When a text file is displayed in a black box, scroll through it using the square at the right of the box. Place the cursor over the square, hold the mouse button down, and slide the square up and down the scrollbar. This scrolls through the text. Jump through the text file by clicking anywhere on the scrollbar.

VIDEO CONTROLS



This button REWINDS the video. Place the cursor over the arrows and hold the mouse button down to rewind until you pass the part you want to see again. Then, click the PLAY button to play.



When you see the arrow, click it to PLAY the video.



When you see the two parallel lines, click them to PAUSE the video.



This button FAST-FORWARDS the video. Place the cursor over the arrows and hold the mouse button to fast-forward until you get to the part you want to see. Then click the PLAY button to play.

IMPLEMENTATION RESOURCES (PDF FILES)

The IMPLEMENTATION RESOURCES section and other parts of the CD-ROM contain documents in PDF format that assist you in implementing your school's bomb threat response plan. To open a PDF, click the name of the document. When the document opens, use the toolbar above it to perform common functions, including printing, saving to your hard drive, zooming in, and paging through the document.

TRAINING AIDS (POWERPOINT PRESENTATIONS)

TRAINING AIDS and PLANNING Step 14 provide template PowerPoint presentations to help present the plan and train staff to implement it. Clicking one of these presentations opens it in PowerPoint (if you have the full software version) or in PowerPoint Viewer 97 (available in the installer). If you have the full version, save the presentation into the same folder, but with a different name. Tailor the new copy to reflect your school's plan by inserting details where you see [bracketed text]. To return to the BTR software, click the "X" in the upper right hand corner. If you have only PowerPoint Viewer 97, the presentation will open, but you cannot modify it. Page through the slides using the keyboard arrows. Talk through the [bracketed text] by verbally relaying the required information. Return to BTR by pressing the "ESC" key on the keyboard.