

**PROCEDURE**

# Bomb Threats

## **Bomb Threats**

This procedure is intended as a guideline for Principals. The Principal will be expected to use discretion in the application of the procedures, recognizing the primary importance of student and staff health and safety.

### **General Suggestions**

1. Ask caller questions

- Where? When? Why? Who?;
- Keep them on the line while someone else calls the police;
- If a note is used to place the threat, take the note out of the building with you;
- Take notes: sex, age, accent, background noise; and
- If your school has a mechanism for Caller ID, remember to use it.

2. Quiet Searches

- Use fire drill routine to evacuate immediately;
- Each staff member does a visual check of own area for any unusual objects, this should be part of the regular fire drill routine; and
- Don't worry about locked areas.

3. School Plan

- Based on the circumstances, the Principal will determine if the school should be evacuated; and
- Ensure the safety of students and staff.

4. Communications

- Call the Police Department immediately – search/advise;
- All staff should be informed as soon as possible, once the building has been evacuated, regarding the status of the emergency and subsequent steps in dealing with it;
- Call supervisory officer;
- Record specifics of the event such as time, etc.; and
- Take a megaphone outside to communicate to students and staff.

The direction of the police or fire department supersedes the Board policy.

### Search Procedures

The Police may carry out a search of the school and may direct that the following procedures be used.

If it is determined by the Police that it is safe to conduct a search, the following procedures may apply. The search will be conducted at the direction of the Police.

As a routine procedure, staff should inspect their own work areas daily and make note of anything unusual or out of place.

Employees of a building, office, or area are generally aware of the contents and, as such, are more likely to recognize any suspicious item(s). Any item that is not immediately recognized should be considered suspect until proven otherwise.

The searchers should be occupants who are familiar with the areas and designated by the person responsible for the building, or area, or by the Police.

1. The Police will select a control point with suitable communications facilities available. This is normally the office. A map of the school shall be available to verify areas checked. A file for this purpose will be established.
2. Search the selected control point before use.
3. Allot areas to be searched using the following guidelines:  
**(CAUTION – DO NOT TOUCH ANY SUSPECT ITEM)**
  - a) Areas accessible to the public and entrances or exits should be visually searched first;
  - b) Occupants do a visual search of their own working areas and areas they are familiar with;
  - c) Instruct searchers to report any suspect item(s) immediately and record its description, size, shape, etc., and the exact location on the floor plan;
  - d) Do not stop if the suspected item(s) found (more than one device may be present, the obvious item(s) may be a hoax) continue to search until the entire area is covered;

- e) Instruct searchers to report to the control point after each search area is completed for additional area(s) to be searched; and
- f) Continue to search until all areas are covered.

**Note:** Evacuation may be temporary pending the search of the building. It is not an automatic dismissal of students.

The decision to return to school will be made by the Police.

A follow-up meeting with Police should take place to create a plan for subsequent bomb threats.

At the Principal's discretion, counselling may be provided for staff and students.