

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.

1. General Suggestions

ASK CALLER QUESTIONS

- where? when? why? who?
- keep him/her on the line while someone else calls 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
- if your school has a mechanism for caller ID remember to use it

QUIET SEARCHES

- use fire drill routine to evacuate immediately
- each staff member does visual check of own area for any unusual objects this should be part of a regular fire drill routine
- don't worry about locked areas

SCHOOL PLAN

- based on the circumstances, the principal will determine if the school should be evacuated
- ensure safety of students and staff

COMMUNICATIONS

- call Police Dept. 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.
- take a megaphone outside to communicate to students and staff

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

2. Search Procedures

The police may carry out a search of the school and may direct that the following procedures should 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. 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 police.

- a) 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.
- b) Search the selected control point before use.
- c) Allot areas to be searched using the following guidelines:
(CAUTION – DO NOT TOUCH ANY SUSPECT ITEM)
 - i) areas accessible to the public and entrances or exits should be visually searched first;
 - ii) occupants do a visual search of their own working areas and areas they are familiar with;
 - iii) instruct searchers to report any suspect item immediately and record its description, size, shape, etc., and exact location on floor plan;
 - iv) do not stop if suspect item is found – more than one device may be present – the obvious item may be a hoax – continue to search until the entire area is covered;
 - v) instruct searchers to report to the control point after each search area is completed for additional area to be searched;
 - vi) 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.

3. The decision to return to the school will be made by the police.
4. Follow-up meeting with police should take place to create a plan for subsequent bomb threats.
5. At the principals' discretion, counselling may be provided for staff and students.