



BOARD POLICY MANUAL	
Approval Date	Replacing All previous documents
Review Date	Page 1 of 1
Policy Section School	Identification SCH-1003

BOMB THREAT PROCEDURES

WHEN A BOMB THREAT IS RECEIVED BY PHONE AT SCHOOL

1. The Police are to be notified immediately. The Principal will take compliance direction from the Police.
2. The Principal is to develop and circulate a coded message to be understood by all staff (Proceed to Lockdown Mode). Such message to be relayed to staff via the public address system should a threat be received.
3. The Principal is to ensure that the school secretarial staff is informed with respect to procedures established by the Principal in order to handle telephoned bomb threats. (The procedure is to inform the Principal or designate of the bomb threat.)
4. The Principal is to ensure that each staff member has an understanding of these procedures
5. Each Principal is to have two alternates (vice-principal(s) and designated staff member- the administrative assistant) to implement procedures should the Principal and/or vice-principal(s) be out of the school when a threat is received.
6. No mention is to be made of a "bomb threat" to students before, during, or after the incident.
7. Keeping the incident as 'low keyed' as possible is the desired goal.
8. The incident should not be discussed with the media or press. Enquiries should be directed to the Police since the matter will be under their investigation.
9. The Principal is to ensure that emergency numbers (Police, Fire) are readily available at all times (911).
10. If a decision has been made to evacuate, the fire alarm will be activated and normal emergency evacuation procedures will be followed.

WHEN A SUSPECTED EXPLOSIVE DEVICE IS LOCATED IN THE SCHOOL WHETHER A THREAT HAS BEEN RECEIVED OR NOT

The school will be evacuated in all haste, as per normal fire emergency evacuation procedures. The Police are to be notified immediately (911).

Everyone in the school - students and staff - is to realize that they are to distance themselves from the suspected device and leave the investigation to the police.

Investigation officers will be dispatched and on arrival, must decide what action to take. The Police will make a cursory examination of the device and decide if an explosive expert is to be called.