

BOMB THREATS

POLICY

- 1.0 In today's society public schools are often the recipients of threatening communications such as bomb scares.
- 2.0 The Board recognizes the need for a planned response in the event that a school receives a bomb threat.
- 3.0 The safety of students is the prime consideration when a school receives a bomb scare.

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PROCEDURES

- 1.0 The school principal or designate shall order the evacuation of a school building whenever, in their opinion, the safety of staff and pupils is endangered. However, schools will not necessarily be evacuated or classes dismissed as a result of threatening messages.
- 2.0 In the event that a phone call or other notice is received indicating that a bomb has been placed in a school, the following procedures will be followed:
 - 2.1 The person receiving a threat by phone will note the exact time of the call and attempt to get a description of the caller's age, sex, speech patterns, etc.
 - 2.2 The person receiving the call will phone * 57 and note any information provided by this service.
 - 2.3 The person receiving the call will inform the principal or principal's designate, who will immediately notify the local Police Department by calling **911**.
 - 2.4 The staff will be notified to prepare to evacuate the building and to report any suspicious objects to the administration.
- 3.0 Upon notifying the police the principal shall determine what procedure to follow. The principal may decide to:
 - 3.1 Keep all classes in session while the police and/or designated school personnel conduct a search of the premises under the direction of the principal and/or senior police officer. School personnel should commence the search of the building immediately not waiting for police to arrive.

OR

 - 3.2 Order the building evacuated and implement such by means of a fire drill.
- 4.0 The principal or designate may communicate at any time with the School Administration Supervisor during the process. However, the decision to evacuate or not to evacuate must be communicated to the appropriate School Administration Supervisor as soon as it is possible to do so keeping in mind student safety.

- 4.1 If the decision is made to evacuate the building, the following steps shall be taken:
 - 4.1.1 Hallways and stairways to be used during the evacuation are to be checked to verify that no foreign objects are in the evacuation route.
 - 4.1.2 Pupils may return to the building if, upon assessment of the situation by the principal and the senior police officer present, there is reasonable assurance that no danger exists.
 - 4.1.3 If the principal deems it necessary to dismiss the students, those students transported by bus will remain out of the building until busses are available to transport them home.
 - 4.1.4 The building will remain closed to the students and the public until the building has been declared safe by the police.
 - 4.1.5 The principal shall inform the public by whatever means available that school has been dismissed early.

- 5.0 An investigation of the event will be requested from the police with a report going to the Board.