

7001: BOMB THREAT (AP)

Approved: 89 11 07

POLICY

The Board of Education acknowledges that from time to time a telephone call may be received in a school warning that bomb has been placed in the building. The Board recognizes its responsibility to protect students and employees from acts of terrorism while also discouraging future similar actions which disrupt school routines.

In the event of a bomb threat, students will be evacuated from the school unless that Administrative Officer after due consideration of relevant factors and consultation with the RCMP, considers it safe to keep the students and staff in the school.

ADMINISTRATIVE PROCEDURES

IN THE EVENT OF ABOMB THREAT, THE FOLLOWING PROCEDURES ARE TO BE FOLLOWED.

1.0 THE PERSON RECEIVING THE CALL SHALL

- 1.1 Remain calm and courteous.
- 1.2 Listen and do not interrupt the caller.
- 1.3 Utilize the questions on the form provided to obtain as much information as possible.
- 1.4 Keep caller on phone as long as possible, but when caller hangs up, **IMMEDIATELY NOTIFY THE ADMINISTRATIVE OFFICER OR DESIGNATE IN CHARGE.**

2.0 THE PRINCIPAL OR VICE-PRINCIPAL SHALL

- 2.1 Where the threat is a first time threat and/or where any threat is considered as real, evacuate the building immediately utilizing normal fire drill procedures.
- 2.2 Where there is a strong reason to doubt the veracity of the threat:
 - 2.2.1 contact the RCMP and the Fire Department

2.2.2 after consultation with the RCMP and/or Fire Department, determine whether the building should be evacuated, the length of the evacuation, whether jackets and coats may be obtained, and whether conditions warrant an early dismissal.

2.2.3 Report the incident to the Superintendent of Schools or the Secretary-Treasurer.

3.0 IF A FORMAL SEARCH IS UNDERTAKEN BY THE RCMP, FIRE DEPARTMENT OR VOLUNTEER DISTRICT EMPLOYEES, THE ADMINISTRATIVE OFFICER SHALL:

3.1 provide assistance by unlocking doors, or provide necessary keys to searchers;

3.2 provide assistance and/or information respecting the identification of storage areas or misplaced objects, etc.;

3.3 attempt to ensure that if a device or suspect device is found that it not be touched, and that the RCMP are notified in order to dispatch the BOMB DISPOSAL SQUAD;

3.4 request standby assistance from the Fire Department if they are not involved in the search.

4.0 AVOID ANY PUBLICITY

4.1 Requests from the media for information related to the bomb threat should be referred to the Superintendent of Schools.

4.2 Attempt to ensure that students are not made aware of the bomb threat.

(Questions to ask)

IN THE EVENT OF A TELEPHONE BOMB THREAT IT IS IMPORTANT TO OBTAIN AS MUCH INFORMATION AS POSSIBLE.

QUESTIONS TO ASK:

1. What time will the bomb explode?
Response: _____

2. Where is it?
Response: _____

3. What does it look like?
Response: _____

4. Why did you place the bomb?
Response: _____

5. What is your name?
Response: _____

NOTE THE FOLLOWING IDENTIFYING CHARACTERISTICS

- | | | | | | | | |
|---------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|
| Sex | <input type="checkbox"/> | Male | <input type="checkbox"/> | female | <input type="checkbox"/> | not sure | |
| Accent | <input type="checkbox"/> | English | <input type="checkbox"/> | French | <input type="checkbox"/> | other | |
| Voice | <input type="checkbox"/> | loud | <input type="checkbox"/> | soft | <input type="checkbox"/> | other | |
| Speech | | <input type="checkbox"/> | fast | <input type="checkbox"/> | slow | <input type="checkbox"/> | other |
| Diction | | <input type="checkbox"/> | good | <input type="checkbox"/> | nasal | <input type="checkbox"/> | lisp <input type="checkbox"/> other |
| Manner | <input type="checkbox"/> | emotional | <input type="checkbox"/> | calm | <input type="checkbox"/> | vulgar | |

Estimated age of caller _____

Caller sounded familiar _____

Background noise _____

Source: RCMP Bomb Threat Telephone Procedures