

THREATENING COMMUNICATION

Background

The District has a responsibility to ensure the safety of students, staff and visitors in all District facilities. All threatening communications are to be taken seriously and appropriate action taken.

Procedures

1. The person receiving the communication is to gather all the pertinent information possible and immediately inform the Principal or site Supervisor. The Site supervisor shall notify the Director of Health and Safety.
2. Written or electronic communication and/or any recording of phone calls shall not be removed or erased unless directed to do so by the school administration or site Supervisor.
3. To prevent large-scale movement of students, bells may be turned off, and recesses, breaks and lunch periods may be cancelled.
4. The Principal or site Supervisor shall contact the RCMP and the District office for assistance.
5. The Principal and, if available, Vice-Principal and janitor shall, along with the RCMP, search public areas of the school at the same time sending students in these areas to supervised classrooms if appropriate.
6. Teachers shall be expected to look around classrooms for unnatural objects or packages.
7. If any unexplained object is discovered, staff shall move students away from the area in question and place the area 'out of bounds'. Staff shall then inform the administration or the RCMP.
8. After assessing all available information, consulting with the RCMP and/or emergency personnel, the Principal shall make a decision regarding evacuation. This decision is based on such factors as:
 - 8.1. The nature and specificity of the threatening communication;
 - 8.2. The ages of the students;
 - 8.3. The locations and accessibility of exit routes;
 - 8.4. The advice of the RCMP and/or emergency personnel.
9. In most circumstances, evacuation procedures are to be similar to those already in place for other emergencies. However, the Principal and school staff may be required to exercise different procedures depending on the situation.

10. If the school/site is evacuated, re-entry is to be made only after the RCMP have given clearance to do so.

11. The RCMP and/or the Communications Officer shall be responsible for working with the media.

Reference: Sections 17, 20, 22, 65, 85 School Act
School Regulation 265/89

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