

## Administrative Procedure 106

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### BOMB THREATS

#### Background

The division has a responsibility to ensure the safety of students, staff and visitors in all school facilities. All bomb threats are to be taken seriously and appropriate action taken.

#### Procedures

1. The Principal will prepare a bomb search plan, which will be maintained on file at the school, that will include:
  - 1.1 A pre-arranged search procedure utilizing all teaching, caretaking and secretarial staff for checking rooms, lobbies, washrooms, stairwells, locker areas, areas surrounding the schools and other areas that are easily accessible to the public.
  - 1.2 An opportunity for staff members to be made aware of what kinds of objects they should be seeking in the conduct of any searches.
  - 1.3 The type of announcement that will be made to advise staff of the need to engage in the search procedures.
  - 1.4 Advice provided to staff as to the procedure to be followed in the event that an unidentified object or package is found such as:
    - 1.4.1 Location of the object.
    - 1.4.2 Description of the object.
    - 1.4.3 Any other pertinent information.
    - 1.4.4 Assessment of the need to evacuate the facility.
  - 1.5 The establishment and location of the communication centre to which staff members must report the results of their search.
  - 1.6 Information to staff members that ensures they complete the search of their assigned area.
2. The Principal shall immediately notify the local police service and the central office in the event of a bomb threat and advise of the action that is being undertaken.
3. In the event that a suspicious object has been identified the Principal shall:
  - 3.1 Advise the police service of the nature of the object.
  - 3.2 Secure the area and ensure that no one approaches the object.

- 3.3 Endeavour to establish ownership of the object.
  - 3.4 Determine the most direct route to the object and identify an individual that will be responsible to meet the police and advise them of the location of the object.
- 4. If the decision has been made to evacuate the school, the emergency evacuation procedures shall be followed in order that the evacuation is conducted in a safe and secure manner.
  - 5. In the event the Principal elects to dismiss the students, the Principal will arrange to advise parents that the students will be arriving home early.
  - 6. The Principal will arrange for in-service opportunities to staff members as to the steps necessary in the event a bomb threat is received. A bomb threat form has been prepared and is included in the Forms Manual for this purpose. A copy of the form should be maintained in the school office and readily available to anyone that may receive a bomb threat call.