

# SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section                   SCHOOLS & STUDENTS  
Management  
Guideline                BOMB THREAT RESPONSE  
Applicable Policy      BOMB THREAT RESPONSE

532

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## PROCEDURES

### 1.1 Bomb Threat Plan

The principal will organize a detailed but uncomplicated Bomb Threat Plan, and ensure that all staff members are aware of the plan.

The plan will include:

- a) pre-arranged signals/phrases that inform staff of a threat;
- b) important phone numbers;
- c) location where staff and students should congregate if/when an evacuation occurs
- d) alternate site/school that will accommodate students if necessary.

### 2.0. When a threat is received:

- 2.1 The recipient should obtain as much precise information as possible using a Bomb Threat Intake Checklist form (Appendix A7) during the call.
- 2.2 Forms should be located at or near any telephones which can receive incoming calls. After the caller has disconnected, if services are available in the school area, immediately dial \*57 for Bell Canada internal call trace service.
- 2.3 **DO NOT USE CELLULAR PHONES OR WALKIE-TALKIES DURING A BOMB THREAT. IT COULD DETONATE AN EXPLOSIVE DEVICE.**
- 2.4 Call 911.
- 2.5 The principal or designate, or manager must be informed of the call immediately.
- 2.6 During regular school hours the principal or designate or a manager will then inform a Senior Board Administrator.
- 2.7 During rental use, or other times not specifically covered, the Superior-Greenstone District School Board employee in charge will inform the Plant Manager for the school
- 2.8 Any release of information to the media with respect to the bomb threat should be handled by the

## SEE APPENDIX A FOR DOCUMENTATION OF BOMB THREAT

### The direction of the police or fire department supersedes the Board policy:

1. Most bomb threats are made by telephone to places of employment. When you prepared for such a call, you can respond in a calm manner, ask for specific information about the bomb and listen for some identifying characteristics of the caller. While on the telephone, you may be able to initiate a trace of the telephone number of the caller, vital information about the caller's whereabouts.
2. Search Procedures:
  - i. The police may carry out a search of the school and may direct that the following procedures should be used.
  - ii. If it is determined by the police that it is safe to conduct a search, the following procedures may apply. The search will be conducted at the direction of the police.
  - iii. As a routine procedure, staff should inspect their own work areas daily and make note of anything unusual or out of place.
  - iv. Employees of a building, office or area are generally aware of the contents and, as such, are more likely to recognize any suspicious item. Any item that is not immediately recognized should be considered suspect until proven otherwise.
  - v. The searchers should be occupants who are familiar with the areas and designated by the person responsible for the building or area or by police.
  - b. The police will select a control point with suitable communications facilities available. This is normally the office. A map of the school shall be available to verify areas checked. A file for this purpose will be established.
  - c. Search the selected control point before use.
  - d. Allot areas to be searched using the following guidelines:
  - e. (CAUTION DO NOT TOUCH ANY SUSPECT ITEM)
  - f. Public accessible areas and entrances/exits should be visually searched first;
  - g. Occupants do a visual search of their own working areas and other familiar areas;
  - h. Instruct searchers to report any suspect item immediately and record its description, size, shape, etc., and exact location on floor plan;
  - i. Do not stop if suspect item is found more than one device may be present the obvious item may be a hoax continue to search until the entire area is covered;
  - j. Instruct searchers to report to the control point after each search area is completed for additional area to be searched;
  - k. Continue to search until all areas are covered.

Note: Evacuation may be temporary pending the search of the building. It is not an automatic dismissal of students.

1. The decision to return to the school will be made by the police.
2. Follow-up meeting with police should take place to create a plan for subsequent bomb threats.
- 3.

**Bomb Threats**

**Appendix A Consists of the following:**

**Appendix A1 - INITIAL ASSESSMENT OF BOMB THREAT**

**Appendix A**

**Initial Assessment of Bomb Threat**

- A. Principal or Designate shall review the following:
  - 1. Have police/senior admin been contacted?
  - 2. Did caller indicate date and or time of detonation?
  - 3. Did the caller have knowledge of the building?
  - 4. Did the caller give a reason for the bomb threat?
  - 5. Did the caller give the location of the device?
  - 6.

**Individual School Plan for Bomb Threat Checklist**

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Yes **D** No **D**

## **Bomb Threat Intake Checklist**

**When a bomb threat is received:**









**Post Incident Bomb Threat Tracking Report**

**BOMB THREAT**

**A. Nature of Incident**

**B. Action taken**