

# **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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<i>Section</i>	SCHOOLS & STUDENTS	
<i>Management Guideline</i>	BOMB THREATS	
<i>Applicable Policy</i>	BOMB THREATS	532

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*Review Prior To: December 2013*

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## **PROCEDURES**

### **1.0 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 Report form (Appendix A) 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's area, immediately dial \*57 for Bell Canada's 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 Director's Office, or designate.

### **3.0 Search Procedure - In Class**

- 3.1 The principal or designate, or a manager will initiate a search and may direct volunteer staff members assist.

- 3.2 The following guidelines are to be adhered to in conducting the search:
- a) Do not alarm students and staff. Maintain calm authority;
  - b) The principal or designate, or a manager will make the decision to evacuate at this time in consultation with the police if appropriate;
  - c) If possible, send two to three people per team to search an area;
  - d) Should an unidentified package or object be found, searchers are **NOT TO TOUCH IT**. They are to notify the principal or designate or a manager immediately.
  - e) In most cases, the completed search should take no longer than 15-20 minutes.
  - f) The focus of the search is to “look-and-see” in general areas, and does not include cupboards, drawers, closets etc. Search personnel are to look for an unusual object in a usual place, and are not expected to search through items which may endanger their own safety.
  - g) Special attention should be given to hallways, lobbies, washrooms, stairways, unlocked student lockers, chemistry laboratories, and areas used by teachers. Do not open staff/students lockers.
  - h) The outside of the building and parking lot must be included in the search plans.

3.3 Items to look for may include, but are not limited to, the following:

- (i) unrecognizable packages;
- (ii) ceiling panels which are clearly out of alignment;
- (iii) packages from which there are methodical or strange noises;
- (iv) packages which smell of gasoline, chemicals, or other noxious fumes;

3.4 If a suspicious OBJECT/PACKAGE — **IS NOT** — FOUND:

- a) In consultation with the police, the principal or designate or a manager will communicate an “all-clear” to staff and that no further action is required. Provision can be made for re-entry into the building if necessary.
- b) The principal or designate or a manager will inform the Director or designate of the outcome of the search.

3.5 If a suspicious OBJECT/PACKAGE — **IS** — FOUND:

- a) The finder must contact the principal or designate or a manager to relay the following information:
  - (i) location of the object;
  - (ii) description of the object; and
  - (iii) reason it is suspicious.
  - (iv) **DO NOT TOUCH THE OBJECT / PACKAGE**

3.6 If the area is occupied, the principal or designate, or a manager will provide for the evacuation of the area and establish a perimeter control.

#### **4.0 Return to School**

- 4.1 After consultation with the police, the principal or designate, or a manager will direct a return to the school/area.
- 4.2 During rental use, the custodian on duty, in consultation with the Plant Manager, will provide direction to rental users regarding return to the building.
- 4.3 The principal or designate or a manager must complete a report of the incident and forward this to the Director.

**RESPONSE TO BOMB THREAT**

The person receiving the bomb threat is, as much as possible, to adhere to the questions outlined on the form and to make clear notes of the conversation and:

- Listen carefully
- Be calm and courteous
- Do not interrupt the caller.
- Record information on the "Response to Bomb Threat" form, and give the completed form immediately to the school administrator, or designate.

Name of individual completing the report \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_ Time of Occurrence: \_\_\_\_\_  a.m. /  p.m.

Location of Incident: \_\_\_\_\_

Officer(s) Responding (include badge numbers): \_\_\_\_\_

***Record the exact wording of the threat:***

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***Questions to ask:***

What time will the bomb explode? \_\_\_\_\_

Where is the bomb? \_\_\_\_\_

What does the bomb look like? \_\_\_\_\_

Why did you place this bomb? \_\_\_\_\_

Where are you calling from? \_\_\_\_\_

What is your name? \_\_\_\_\_

***Identifying Characteristics***

Gender \_\_\_\_\_ Estimated Age \_\_\_\_\_

Accent \_\_\_\_\_

Voice (loud, soft, etc.) \_\_\_\_\_

Diction (good, nasal, lisp, etc.) \_\_\_\_\_

Manner (calm, emotional, vulgar, etc.) \_\_\_\_\_

Background Noise(s) \_\_\_\_\_

Voice was familiar (specify) \_\_\_\_\_

Caller was familiar with area (specify) \_\_\_\_\_