

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

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

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Review Prior To: December 2026

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:

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) _____