

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

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

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. At the principal's discretion, counseling may be provided for staff and students.

Bomb Threats

Appendix A– Consists of the following:

- **Appendix A1 - INITIAL ASSESSMENT OF BOMB THREAT**
- **Appendix A2 - INDIVIDUAL SCHOOL PLAN FOR BOMB THREAT CHECKLIST**
- **Appendix A3 - BOMB THREAT INTAKE CHECKLIST**
- **Appendix A4 - RESPONSE TRACKING**
- **Appendix A5 - RESPONSE TRACKING**
- **Appendix A6 - INCIDENT LOG NOTES**
- **Appendix A7 - POST INCIDENT BOMB THREAT TRACKING REPORT**

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. Are there any activities (exams, concerts, sports events, musicals, or assemblies taking place?
7. Has there been recent negative incidents with students/staff or others connected to the board site?
8. Have there been any other bomb threats or hoaxes?
9. Has a suspicious device or package been identified/located?

The Principal or Designate in consultation with local police and Director of Education or Designate shall determine appropriate measures to be undertaken based on information documented on initial assessment of bomb threat.

Actions taken may include;

B. Visual Scan - Appendix C3

- a. Procedures for conducting safe visual scans
- b. Principal should be trained to make sound decisions as to safety of visual scan
- c. No staff member conducting visual scan to touch a suspicious object
- d. Evacuate immediate area if suspicious package/device found and report to principal
- e. Entire facility threat, prioritize areas and consider routes, command post, staging areas, etc., accessible by potential suspect

C. Partial Evacuation - Appendix C4

D. Full Evacuation - Appendix C4

Individual School Plan for Bomb Threat Checklist

Bomb Threat Intake Form readily available to all office staff Yes **D** No **D**

Electronic copy and /or hard copy locations: _____

Initial Threat Assessment Form Readily available with Response Tracking and Actions Log Yes **D** No **D**

Locations of above forms: _____

Entire Plan Location: _____

Primary Command Post Location: _____

Secondary Command Post Location: _____

Where are school camera system monitors located: _____

Alternate Police Liaison area and Master-Key/access card hand-off location _____

Name exact area (ie: door number or north/south/east/west/ configuration): _____

Who is responsible for authorizing evacuation? _____

Who can terminate evacuation and return students to class, following consultation with the police?

Primary assembly area: _____

Secondary assembly area: _____

Staff assigned to monitor evacuation: _____

Staff assigned to monitor assembly location: _____

Training has been completed with all staff on (Date): _____

Training has been completed with community partners and others who share the site (ie: daycare, etc.):

Bomb Threat Intake Checklist

The following guide will help you record the details of a bomb threat made by telephone.

When a bomb threat is received:

1. Listen.
2. Be calm and courteous.
3. Do not interrupt the caller.
4. Obtain as much information as possible.
5. Initiate call trace action (if available) while the call is ongoing.
6. Using a pre-arranged signal, notify your supervisor while the call is still ongoing.
Your supervisor should contact the local police service.
7. Complete the form provided below and give it to your supervisor.

Call trace (if applicable, obtain this information prior to a bomb threat):

- Steps to take:
- Call trace number to dial:

Details of the bomb threat to be recorded:

- Date:
- Time (include a.m. or p.m.):
- Duration of call:
- Exact wording of threat:

Questions to ask:

- What time will the bomb explode?
- Where is it?
- What does it look like?
- Where are you calling from?
- Why did you place the bomb?
- What is your name?

Identifying characteristics of the caller:

Sex:	Male	Female	Not sure	
Estimated age (specify):				
Accent:	English	French	Other -	
Voice:	Loud	Soft	Other -	
Speech:	Fast	Slow	Other -	
Diction:	Good	Nasal	Lisp	Other
Manner:	Emotional	Calm	Vulgar	Other
Background noise: (specify)				
Voice was familiar: (specify)				
Caller was familiar with the area: (specify)				

Response Tracking

PARTIAL EVACUATION ONLY		Evacuation Routes checked	Yes	No
FULL EVACUATION		School Announcement Made	Yes	No
		Collection Location Safe	Yes	No

Description of area to be evacuated:

Evacuation route (Describe):

Area(s) Evacuated	Staff Assigned	Collection Point	Time	Parents Notified	
				y	N
				y	N
				y	N
				y	N
				y	N
				y	N

Media Release issued in conjunction with Police, board and other Emergency Services.

School Media Liaison/Spokesperson:

Board Media Liaison/Spokesperson:

Police Media Liaison/Spokesperson:

Police On-scene Commander:

Fire On-scene Commander:

EMS On-scene Commander:

Post Incident Bomb Threat Tracking Report

BOMB THREAT

A. Nature of Incident

- a. Who received call? _____
- b. Where was the call received: _____
- c. What was the telephone number of the line to which the call was made? _____
- d. What was the date and time of call? _____
- e. What did the caller say, and what was the response of the receiver, if any? _____
- f. Was caller male or female? _____
- g. Were there any unusual speech characteristics of the caller such as a lisp, accent, dialect, etc.? _____

B. Action taken

- a. Who was notified immediately after call was received? _____
- b. What was the time of evacuation, if applicable? _____
What search techniques were employed? _____
- c. What time did personnel re-enter the building, if there was an evacuation? _____

BOMB DISCOVERY

A. Nature of Incident

- a. How was the bomb discovered? _____
- b. Where was the bomb discovered? _____
- c. Who discovered the bomb? _____
- d. What was the date and time of discovery? _____
- e. Was it established that only one bomb existed? _____
- f. What was the description of the device? _____