

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	SCHOOLS AND STUDENTS	
<i>Policy Name</i>	BOMB THREAT RESPONSE <i>Management Guideline Applies</i>	532

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RATIONALE

Staff, students, and visitors in Ontario's schools have the right to learn, work, and be present in a safe and secure environment. To enhance safety and security, it is important that schools have plans for responding to bomb threats. According to the RCMP, the overwhelming majority of reported bomb threats are unfounded, but some are not. Care must be taken, therefore, to deal with each incident calmly and consistently.

The Ministry of Education, school boards, and police services continue to work in partnership to create safe school environments through the Police and School Board Response Protocol. This work includes planning and preparation in the event that a bomb threat is received, an explosive device is discovered, or an explosives incident takes place.

POLICY

It is the policy of the Superior-Greenstone District School Board that all schools will have plans and procedures for bomb threat response, which must be included in the school's Emergency Procedures Plan. The procedures for this plan are in section 9.9 of 520 Management Guidelines – Police and School Board Response Protocol, and the forms and other information to be included in the plans are contained in Appendix C of the same document. The procedures, forms, and other relevant information are contained in the Management Guidelines of this policy 532 – Bomb Threat Response as well. The direction of the police or fire department supersedes this policy.

PROCEDURES

1. All school boards in Ontario must establish a bomb threat response policy to ensure the development and implementation of individual school plans.
2. The board must ensure that its staff, students, and other partners are aware of their obligations/responsibilities within the individual school plans.
3. The principal or designate of each school is responsible for the overall development and final content of the individual school plan, and that the plan meets the requirements established in the Police and Schools Board Response Protocol.
 - 3.1 The principal or designate is also responsible for inviting police, fire, and emergency medical services (EMS) to participate in plan development and for making them aware of planning and drills; for the training of staff and students; and for the overall safety of staff and students.
 - 3.2 The principal or designate must be completely familiar with the school's bomb threat plan with the scope of the authority vested in, and the responsibilities associated with, the principal's position as defined in the plan.

4. In the event of a bomb threat, the person receiving the bomb threat must contact the police (911), inform administration and complete the ***Bomb Threat Intake Checklist*** (Appendix A7) in 532 – Bomb Threat Response – Management Guideline.
5. As many schools have licensed childcare centres and/or other tenants and community groups using school premises, sometimes outside of regular school hours, those organizations or individuals must be taken into consideration at all stages, including planning, training, and drills, and they must be informed of the need to follow bomb threat response procedures.
6. Principals must make best efforts to ensure that the appropriate staff from organizations sharing school facilities are included in the development and implementation of bomb threat response procedures and that these organizations participate in relevant aspects of planning, training, and drills, whenever possible.

