

Emergency Preparedness - Bomb Threat Response

4110-50 | Emergency Preparedness - Bomb Threat Response

Date Approved: March 13 2012

Date Amended: November 16 2015

1. Receive Threat Details

- **The person receiving the phone call / threat will:**
 - Be calm, be courteous, LISTEN and DO NOT interrupt the caller.
 - Obtain as much information as possible. (See attached “FORM 4110-45A BOMB THREAT PROCEDURE CHECKLIST”). This checklist should be duplicated and kept by the phone to record data.
 - Initiate call display / call trace action as appropriate to the school's phone system.
 - Complete “FORM 4110-45A BOMB THREAT PROCEDURE CHECKLIST”.
 - Contact RCMP using **9-1-1**. The Fire Department will also receive this information and they will arrive and be on "standby status".
 - Contact the Principal and give them the completed “FORM 4110-45A BOMB THREAT PROCEDURE CHECKLIST”.
- **The Principal will:**
 - Review details of the bomb threat call, and pay particular attention to details regarding placement and the time the caller indicated the bomb was set to detonate.
 - Confirm that the RCMP has been contacted.
 - **If a suspicious or unusual object or package is found, DO NOT TOUCH IT: police have bomb squad specialists. Do not assume there is only one bomb.**
 - Notify the Superintendent or other Board Office Staff at the emergency phone number: **250-624-5911** (if possible).
 - Board Office Staff will send a message to itinerant employees advising them not to go to the school.

2. Evacuate the Building

Evaluate how best to evacuate based on information gained. If a suspicious package is suspected or located, ask the appropriate teachers to use an alternate evacuation route away from the package before using the fire alarm bell. Evacuate school by using the fire alarm bell or going to classrooms and asking each teacher to follow fire drill procedures.

- Teachers will:
 - ensure gas and equipment, if applicable, are shut off unless doing so jeopardizes the employee's safety;
 - ascertain if it is safe to exit the classroom via the designated evacuation route;
 - if able to exit classroom, direct students to walk, **with jackets and shoes on**, in a quiet and orderly manner along the evacuation route to the designated assembly area;
 - if an exit route is blocked calmly and firmly lead students to an alternate exit;

- activate evacuation plans for any students with special needs;
- bring a class list, which includes that day's attendance;
- if unable to exit the classroom, have students sit on the floor against an outside wall;
- if unable to exit the classroom, contact the Principal for further instructions.
- All employees will ensure that all occupants are able to immediately evacuate the building using the designated evacuation routes to a safe assembly area.
- The earthquake kit must be taken to the command post. Emergency medical forms and supplies will be kept close to or within the earthquake kit.

3. Account for all Occupants

- Teachers will:
 - immediately take attendance at the assembly area;
 - immediately report any missing students, staff and/or visitors to the command post;
 - apply I.D. information to all primary and injured students; if I.D. tags are missing, write I.D information on children's foreheads; and
 - if a teacher was outside the building at the time of the evacuation, contact the Principal and advise the Principal of the number and location of students with the teacher and the last known location of any missing students, staff and/or visitors.
- The Principal will:
 - set up a command post;
 - determine if all students, staff, and visitors have safely exited the school building(s); and
 - inform fire department officials immediately upon their attendance of names and ages of unaccounted for students, staff, visitors and their possible location in the building, including any injured or trapped persons, or students with special needs, waiting for assistance to be removed from the building.
- All building occupants will remain outside the building until the Principal or designate announces that it is safe to reenter.
- If it is unlikely students will return to the school building before the end of classes, follow emergency student release procedures.
- Students must wait to be reunited with parents or guardians through the Student Release Station; keep accurate records of students released. If there are any students remaining after school hours, they must be accommodated at the school or at an identified Evacuation Reception Centre.

4. Situation Management

- Teachers will:
 - remind students that parents may be delayed in calling for them; and
 - encourage students to talk about their anxieties and fears.
- The Principal will:
 - oversee first aid, if necessary;
 - ensure all entrances to school property are open and not blocked;
 - disconnect utilities and equipment unless doing so jeopardizes employee safety; and
 - stand by and be of assistance to fire department officials, as needed.
- Principals, staff volunteers and custodial volunteers will meet the RCMP near the front (main) entrance of

the school to receive instructions regarding extended search procedures. (Note: employees have the right to refuse to participate in a bomb search.)

- Oversee conservation and distribution of uncontaminated water, as well as preparation of emergency facilities.
- All media queries regarding an earthquake will be handled through the office of the Superintendent, in consultation with the local fire department.

4110 Emergency Preparedness Policy

4110-40 Emergency Preparedness - Hold and Secure

4110-42 Emergency Preparedness - Intruder Lockdown

4110-52 Emergency Preparedness - Bomb Threat Preparations

4110-90 Emergency Preparedness - Emergency Drills