

BOMB THREATS

Background

The District and the school administration acknowledge their responsibility to ensure the safety of the young people under their care. At the same time, they wish to deal firmly with any kind of threat against a school and to discourage this type of unwarranted disruption which poses a danger to everyone in the building, even when it is only a threat and a nuisance.

The Superintendent has developed procedures to be followed in case of a bomb threat. These procedures aim to:

- Protect the people in the building;
- Find the device allegedly placed in the building; and
- Identify the person or persons responsible for the threat.

All members of the staff, especially office and switchboard personnel likely to be the first recipients of threatening calls, are to be instructed in bomb threat procedures. Because some of these procedures may have to be kept confidential for security reasons, their distribution and publication will be at the discretion of the Superintendent.

Procedures

1. Bomb threats are usually received by telephone and sometimes by note, letter, or electronic means. Most of these threats are made by telephone callers whose intention is to create an atmosphere of anxiety and panic. All such communications must be taken seriously.
2. If a bomb threat is received:
 - 2.1. Use the *Checklist: Bomb Threat by Telephone* found in the *District Staff Guidelines/Emergency Procedures Flipbook*.
 - 2.2. The Principal will assume responsibility for dismissal or evacuation of the school.
 - 2.3. It is recommended the school not be evacuated in case of a bomb threat unless, in the opinion of the Principal, the circumstances require.
 - 2.4. The bomb threat is not to be discussed with the student body or others, except with the approval of the Principal.
 - 2.5. Employees are to be informed of the District's bomb threat procedures and referred to the checklists and procedures in the *District Staff Guidelines/Emergency Procedures Flipbook*.

Reference: Sections 20, 22, 65, 85 School Act
School Regulation 265/89

Adopted: September 1977

Revised: October 18, 1982; August 1, 1990; November 1992; February 1, 1993; February 27, 1997; July 4, 2005;
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