



POLICY NO. 6025

**EMERGENCY EVACUATION PROCEDURES
INCLUDING BOMB THREATS**

POLICY

The Board of School Trustees has established the following procedures to be used when bomb threats are received or an emergency evacuation of the school is required. All such situations are to be treated seriously until such time as the validity has been determined.

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**EMERGENCY EVACUATION PROCEDURES
INCLUDING BOMB THREATS**

REGULATIONS

A. EMERGENCY EVACUATION INCLUDING BOMB THREATS

1. Receiving and Tracking Calls:

- 1.1 The school should ensure that the bomb threat policy checklist attached to this policy is immediately available and known to staff that answer the phone.
- 1.2 Training for receptionist(s) / staff as it relates to taking calls and the checklist should occur each year.
- 1.3 The call should be traced using Star 57 (*57).

2. Evacuation Procedures:

- 2.1 Determine safe exits - using either primary or alternate routes.
- 2.2 School is evacuated for the day.
- 2.3 Principal(s) secure the school building while teachers take attendance as per fire drill procedures.
- 2.4 Student runners take attendance list to collection point. Runners return to classroom teachers with Bomb Threat code so that teachers are aware to take students to safe site.
- 2.5 Teachers take their classes to Safe Site(s) determined in 'School Evacuation Plan'.
- 2.6 Principals will call Zone Office with names of missing students.
- 2.7 Safe Site(s) will have 'School Site Evacuation Plan' including student/staff names and phone numbers and map of school.

3. Administrative Officer Communication Responsibilities:

- 3.1 Principal to call RCMP.
- 3.2 The Principal to call Zone Administration Office.
- 3.3 Zone Office to call:
 - Fire Department
 - Ambulance Service.
 - Safe Site(s) for school receiving bomb threat.
 - Other schools in Zone.
 - Operations Department.
 - Senior Management.
- 3.4 'School Site(s) Evacuation Plans' and student phone numbers should be on file at Zone Office.

4. School Site Evacuation Plan:

- 4.1 This is to be developed by each school and should include a checklist of information to be completed by the school:

- name of safe site;

- current list of students and staff names and phone numbers;
- method of communication with parents;
- transportation arrangements;
- teacher responsibilities for day of Emergency Evacuation/Bomb Threat;
- method of communication to staff re: day two duties/plans;
- plans for school site plan to be communicated to staff, TOCs, students and parents at beginning of school year;
- clear understanding to staff, students and parents that school will be closed for day so that school can be made safe;
- clear understanding of where the safe site is and how to communicate with safe site(s);

- clear indication that unless otherwise stated through the media, school will resume the next day;
- clear indication that RCMP, Administration, District Office and staff reps will consult about the school being safe to re-enter before anyone returns to the school;
- clear indication that any personal items left in the school will remain until the school is authorized for re-entry;
- staff debriefing plan after re-entry;
- info sharing plan for students, parents and community;
- evacuation process assessment.

5. School Search:

- 5.1 To be conducted by the RCMP and (if applicable) trained volunteer firemen.
- 5.2 Staff/student list available for RCMP at safe school along with school maps and pictures.

6. School Re-entry:

- 6.1 No re-entry on the day of the evacuation.
- 6.2 Expectation that school will be open the day following the evacuation.
- 6.3 Media notification if the school is not to be open on day two.
- 6.4 RCMP/AO/District rep/ Staff rep/CUPE rep/Operations rep to meet at call of RCMP to authorize school re-entry for day two.

7. Post Evacuation:

- 7.1 Staff debriefing plan after re-entry.
- 7.2 Info sharing plan for students, parents and community.
- 7.3 Evacuation process assessment.

WHEN A BOMB THREAT IS RECEIVED:

- LISTEN
 - BE CALM AND COURTEOUS
 - DO NOT INTERRUPT THE CALLER
 - OBTAIN AS MUCH INFORMATION AS YOU CAN
 - INITIATE CALL TRACE ACTION (where possible) AND NOTIFY YOUR *PRINCIPAL* BY PRE-ARRANGED SIGNAL WHEN THE CALLER IS ON THE LINE.
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- FOR TELEPHONE TRACING CALL: _____

QUESTIONS TO ASK:

WHAT TIME WILL THE BOMB EXPLODE?

WHERE IS IT?

WHAT DOES IT LOOK LIKE?

WHERE ARE YOU CALLING FROM?

WHAT IS YOUR NAME?

THREAT RECIPIENTS PARTICULARS:

Name: _____

Sect./Br./Dept. _____

Person to Contact: _____

Telephone: _____

RECORDED DATA:

Date: _____

Time: _____

a.m. / p.m.

Duration of Call _____

EXACT WORDING OF THREAT:

IDENTIFYING CHARACTERISTICS:

SEX:

ESTIMATED AGE:

ACCENT (Eng./Fr. etc)

VOICE (loud, soft, etc.)

SPEECH (fast, slow, etc.)

DICTION (good, nasal, lisp, etc.)

MANNER (calm, emotional, vulgar, etc.)

BACKGROUND NOISES:

Y / N Voice was familiar (specify)

Y / N Caller was familiar with area