



**POLICY NO. 6125**

**BOMB THREATS**

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**POLICY**

The Board of School Trustees has established the following procedures to be used when bomb threats are received. All such threats are to be treated seriously until such time as the validity has been determined.



## REGULATIONS

### 1. Action To Be Taken By The District:

- 1.1 Each school and other District facility shall have procedures which are clearly stated, both in keeping with the uniqueness of each plant and consistent with Board procedures.
- 1.2 Bomb threat procedures must be reviewed with each employee on an annual basis.

### 2. Action To Be Taken In Schools:

- 2.1 The person receiving the bomb threat shall advise the Administrative Officer or designate as soon as possible after the call. The Administrative Officer or designate shall receive all the written information recorded on "Bomb Threat Procedures".
- 2.2 The Administrative Officer or designate will evacuate the school unless s/he has good reasons to believe that the threat is a hoax.
- 2.3 The Administrative Officer should advise the Zone's senior educational official immediately after phoning the RCMP.

### 3. Communications:

- 3.1 A clear procedure for evacuating the building should be established (e.g. fire alarm) and the appropriate authority should be notified. An additional procedure should be established to notify classes regarding their scheduled return to the building.
- 3.2 School administration and staff should develop a school evacuation plan which should determine a facility to which the students would be moved in the case of inclement weather, and the procedure for notifying parents if it were necessary to send students home prior to the end of the school day.
- 3.3 If a suspicious object is located ... *LEAVE IT ALONE* ... and notify the RCMP.
- 3.4 The news media should not be given information by the school regarding bomb threats. They should be asked to get in touch with the RCMP or the School Board Office.
- 3.5 Since release of information may precipitate other bomb threats, generally bomb threats should remain confidential. However, if parents need or request further information, the Administrative Officer should meet *with them* and provide details with respect to the incident that occurred.

**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:**

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## 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