

# Bomb Threat

The person receiving the bomb threat is to respond as follows:

## a.) Telephone Threat

- keep caller on line
- obtain as much information as possible

### • *Tracing procedure*

(i) for phones that require 9 to dial outside line:

- verify line number (#)
- select same line
- dial "57"
- record number

(ii) for phones that do not require '9' for outside line

- dial "57"
- record number

## b.) Mail Threat

- use extreme care in handling the letter to preserve evidence

1. Inform Administration.
2. Administrators will contact 9-1-1 and RCMP.
3. If the threat is received prior to students arriving, the assessment team will be convened.
4. If no evacuation is the decided course of action, staff will be advised of the threat and the next step.

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5. If evacuation is the decided course of action, normal evacuation procedure (fire drill) will be employed.

6. If students are present administration will make the following announcement:

**(PA System is not to be used in case of bomb threat. Announcement is to be done in person)**

**CODE BLACK: Teachers secure your classrooms and take proper precautions.**

7. The PA system or other radio devices will not be used at any time.
8. If the threat does not require immediate evacuation, school activities are to be continued – however, students are NOT to leave their current room.
  - a. teachers will remain with the current class until relieved or "ALL CLEAR" signal is issued.
  - b. a building search will be undertaken by school and/or emergency officials.
9. If the threat DOES require evacuation:
  - a. the evacuation order will be given in person – no alarms or public announcements.
  - b. staff and students will follow the same evacuation procedures as for fire drills – UNLESS directed otherwise.
  - c. the building is to be exited without opening or closing windows, doors or lockers, or altering desks, shutting off or turning off lights.
  - d. as for fire, staff shall remain with students and provide supervision, taking attendance, etc.
  - e. no one will be dismissed until the "ALL CLEAR" signal is given by a school administrator.
10. Debriefing and counseling will occur if deemed necessary.