



Emergency Preparedness Response Plan: Bomb Threat

Date: 2010 09 01 / 2017 04 25 / 2023 06 20

Administrative Procedures

These procedures provide guidelines for responding to a Bomb Threat scenario.

1. Responsibilities

- 1.1 Jointly the Superintendent of Education, with responsibility for safe schools, and the Treasurer of the Board, with responsibility for risk management, will be responsible for the development and implementation of this policy and procedures and ensuring compliance.
- 1.2 Jointly the Superintendent of Education, with responsibility for safe schools, and the Treasurer of the Board, with responsibility for risk management, will be responsible for communication of the policy and procedures to Board employees.
- 1.3 The Manager of Risk and Supply Chain will be responsible for maintaining the Emergency Preparedness Response Plan and related procedures on the staff room intranet accessible to school communities.
- 1.4 Principals will be responsible for communication of this policy and procedures to school communities.

2. Expectations

- 2.1 N.B. Do not use cellular telephones during a bomb threat. It could detonate an explosive device.**
- 2.2 Staff are to refer to Emergency Preparedness Response Plan for guidance and checklists located on the Board's staff room intranet.**
- 2.3 The ultimate determination on how to handle a bomb threat must be made by the principal or designate and superintendent in consultation with police.**
- 2.4 Person Receiving the Call
 - If a student receives the call, they should summon a staff member immediately for assistance.
 - Stay calm, be courteous, listen very carefully and ask questions.



- Keep the caller on the phone as long as possible in order to get as much detail as possible.
 - Call the police at “911” to report the Bomb Threat.
 - Inform principal/designate
- 2.5 Principal/Designate
- Call 911/ or ensure that 911 has been contacted
 - Notify your Superintendent of Education
 - Assess seriousness of the threat
 - All threats should be taken seriously
 - Determine if evacuation is necessary
 - Determine if visual scan of building is warranted
 - Inform staff, students and community as appropriate
 - School routines should continue as usual until a threat is determined by the authorities.
- 2.6 If a visual scan is required:
- Key personnel for a visual scan include the principal, vice-principal, and custodian.
 - Staff who do not have teaching responsibilities and are comfortable assisting the visual scan teams are asked to assist.
 - All staff members shall conduct a quick check of their work area to see if anything appears to be out of place.
 - If a suspicious object is found, evacuation shall be initiated immediately and no one shall return to the building until police have given their permission.
- 2.7 If evacuation is necessary, follow school emergency evacuation procedures. The principal or designate will make the following announcement:
Announcement:
Attention. Attention. This is _____ (give name) the _____ (state role e.g., principal) “name of school” is now going to evacuate the building. “Name of school” is now going to evacuate the building. This is NOT a lockdown.
- 2.8 If a threat is received in written or electronic format (e.g., letter, note, graffiti, e-mail, website, etc.), the person who receives the threat should ensure that the documentation is preserved and notify the principal/designate.
- 2.9 The principal/designate shall follow the procedures as outlined above. In addition:
- Keep students away from the area to minimize anxiety.
 - Photograph the area for use as evidence for the investigation.
 - Clean up/remove the threat when directed by the police.
- 2.10 All communication with the media will be directed by the Police Media-Relations Personnel and the Director of Education (or designate).
- 2.11 Any call to the school from the media must be directed to the principal.



- 2.12 In the response, the principal should indicate that all threats are taken seriously. The school administration is working closely with the police and appropriate precautions are in place. The school will act based on the recommendation of the police.
- 2.13 Staff and students may have an emotional reaction whether the threat is real. Principals are encouraged to develop a plan for supporting their students and staff following such incidents. Principals should contact the Catholic Compassionate Care Team for direction.

3. Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

Definitions

Visual Scan – A safe visual scan of an area can provide critical information to support decision-making during the initial assessment. Under no circumstances should anyone conducting a visual scan touch a suspicious device or package.

Lockdown - is **ONLY** used as a response to a **major incident of violence or threat of school violence to staff and / or students of the school**. A Lockdown isolates students, the staff and others from danger by requiring everyone to remain inside the building in secure locations.

Catholic Compassionate Care Team – is a support system within the St. Clair Catholic District School Board for addressing tragic events within our school communities. The Compassionate Care Team is assembled at the request of the school principal through the Superintendent of Schools.

Major Incident of Violence or Threat of School Violence to Staff and / or Students – is any incident which poses an imminent and serious threat to staff and students (e.g., armed intruder, weapons, etc.) requires that a Lockdown be reported to the main office.