

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION C: STUDENTS**

EMERGENCY PREPAREDNESS RESPONSE PLAN: BOMB THREAT	PROCEDURE
EFFECTIVE: 2010 09 01 / 2017 04 25	

Applicable Reference from the Provincial Policy for Developing and Maintaining Bomb Threat Procedures for Elementary and Secondary Schools in Ontario (Appendix C)

ADMINISTRATIVE PROCEDURES:

These procedures provide guidelines (both specific and general) for responding to a Bomb Threat scenario.

N.B. Do not use cellular telephones during a bomb threat. It could detonate an explosive device.

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.

Hold and Secure – is a response when it is necessary to secure the building due to an ongoing situation **outside** the school and **not related** to the school (e.g. bank robbery). This situation requires that exterior doors are locked and monitored while the school continues to function normally inside. Signs are placed on exterior doors with school phone number (see Appendix 3).

Shelter in Place - is a response to an external situation which may or may not be related to the school (i.e. an environmental situation such as a chemical spill or an extreme weather related situation). Staff and students move freely within the building at the direction of administration however the students are not allowed to leave the building until the Shelter In Place is terminated or parent procedures for pick-up are arranged. The exterior doors are monitored.

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.

Fire Safety Log – is an operational manual stored in the principal’s office to identify the actions implemented and documented in order to maintain fire protection. Lockdown drill dates will be recorded in this logbook.

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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.

1.0 Responsibility

The following procedures should be followed at schools when a bomb threat is received:

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.
Refer to Appendix 2 ***Bomb Threat Intake Check List***
 - 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
- Immediately fill out Appendix 2 ***Bomb Threat Intake Check List***.

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.

The ultimate determination on how to handle a bomb threat must be made by the principal or designate and superintendent in consultation with police.

2.0 Visual Scan

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.

3.0 Evacuation

If evacuation is necessary, follow school emergency evacuation procedures.
The principal or designate will make the following announcement:

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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.

4.0 Written Bomb Threat

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.

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.

5.0 Communicating with the Media

All communication with the media will be directed by the Police Media-Relations Personnel and the Director of Education (or designate)

Any call to the school from the media must be directed to the principal.

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 take action based on the recommendation of the police.

6.0 Post Incident

Staff and students may have an emotional reaction whether or not 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.

7.0 Additional Information

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.

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APPENDIX 1

BOMB THREAT	LOCKDOWN	HOLD AND SECURE	SHELTER IN PLACE
<p>A response to a situation within our school or school property where a threat of a bomb has been made.</p> <ul style="list-style-type: none"> • All threats should be taken seriously • Do not use cell phones or radios to communicate • If student receives a threatening phone call, they need to summon a staff member immediately for assistance. • If threat is received by phone, stay calm, listen carefully and complete Appendix 2 <i>Bomb Threat Intake Check List</i> • Notify police / fire. Call 911. Police should be contacted in every incident of a bomb threat. • Inform administration of threat • Administration will conduct a “visual scan” to determine if evacuation is necessary • Under no circumstance should anyone conducting a visual scan touch a suspicious device or package. 	<p>A response to a major incident of violence or threat of school violence to staff and/or students within school or school area</p> <ul style="list-style-type: none"> • Staff and students report to closest classroom or secure locations • Staff and students in washrooms will evacuate if safe to do so or remain in the washroom stall on the seat with the door closed until Lockdown is terminated by police and administration • No one leaves secure locations until Lockdown is terminated by police and administration • Lock classroom doors • Cover classroom door windows • Close curtains and blinds/cover windows • Turn off lights • Staff and students assume safe position away from windows and sightlines 	<p>A response to on-going situation outside the school</p> <ul style="list-style-type: none"> • Staff and students remain in classrooms and continue regular activity • External doors locked and monitored • Curtains and blinds are closed • Windows are locked • Classroom activities may continue • Staff and students who are outside will be brought into the school prior to exterior doors being locked if appropriate and safe to do so • Administration to post signs at exits with school phone number 	<p>A response to an external situation which may or may not be related to the school (e.g. environmental / weather)</p> <ul style="list-style-type: none"> • External doors are closed and monitored • Windows are closed • Staff and students may be able to move freely within the school and classrooms at the direction of administration • Staff and students who are outside are brought into the school • If required mechanical air extracting units are to be shut down • Administration to call maintenance department to confirm equipment shut down or power up • Administration to post signs at exits with school phone number

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BOMB THREAT	LOCKDOWN	HOLD AND SECURE	SHELTER IN PLACE
<ul style="list-style-type: none"> • If a suspicious object is found, evacuation shall be initiated immediately • No one will return to the building until police have given permission 	<ul style="list-style-type: none"> • No cell phones and/or text messaging unless staff have vital information and must call 911 • Staff and students must not answer classroom door • Staff and students will disregard fire alarm and bells unless immediate danger of fire or smoke • Staff and students outside the building report to a predetermined off-site location • Remain SILENT 		
<p>Announcement in the case of evacuation: 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.</p>	<p>Announcement: Attention. Attention. This is _____ (give name) the _____ (state role, e.g., principal) "name of school" is now in Lockdown. "Name of the school" is now in Lockdown I repeat "name of school" is now in Lockdown.</p>	<p>Announcement: Attention. Attention. This is _____ (give name) the _____ (state role, e.g., principal) "name of school" is now in Hold and Secure. This is Not a Lockdown. "Name of the school" is now in Hold and Secure. This is Not a Lockdown. State reason for Hold and Secure</p>	<p>Announcement: Attention. Attention. This is _____ (give name) the _____ (state role, e.g., principal) "name of school" is now in Shelter in Place. This is Not a Lockdown. "Name of the school" is now in Shelter in Place. This is Not a Lockdown. State reason for Shelter in Place.</p>
<p>Off-site Evacuation Location: School Site Specific Information</p>	<p>Off-site Evacuation Location: School Site Specific Information</p>		

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APPENDIX 2

BOMB THREAT INTAKE CHECK LIST

Upon receiving a phone call regarding a bomb threat, initiate the pre-arranged signal to co-workers and/or supervisor(s)

Record the following:

Exact Wording of the Threat:

Call Display Phone Number: _____

Questions to ask:

What time will the bomb explode? _____

Where is the bomb? _____

What does it look like? _____

Where are you calling from? _____

What is your name? _____

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Identifying Characteristics:

Sex: Male Female Unknown
Age: Child Teen Young Adult Middle Age Elderly
Unknown

Accent: _____

Voice: Loud Soft Other _____

Speech: Fast Slow Other _____

Diction: Good Nasal Lisp Other _____

Manner: Emotional Calm Vulgar Other _____

Voice was familiar. Y/N Explain: _____

Caller is familiar with the area. _____

Explain _____

Background Noise _____

Time of Call _____ and date of the call _____

Line Bomb threat called in on _____

- ✓ Notify Principal (if not already notified through signal)
- ✓ Lock-in the phone number of the received call (**Ensure line is disconnected and PRESS*57 (OR 8*57 if your phone system requires you to press 8 for an outside line)**
A recorded voice message will come on the line saying: *"The number has been traced"*.
- ✓ Have Principal or designate contact the police and let them know that you had the call traced. The phone company will only release the phone trace information to police.

Miscellaneous Notes:
