

Emergency Procedures - Bomb Threat

1. Objective

To outline the process for addressing bomb threats, so as to ensure student and staff safety in the event of such a threat.

2. Definitions

Command Centre refers to an area designed by the Superintendent or the Superintendent's agent (Principal or Dean of Students) to be used as the source for all communications under this procedure.

3. Responsibility

The responsibility for addressing a bomb threat(s), as presented in this guideline, lies with the Superintendent or the Superintendent's designee (Principal, manager, other Fern Ridge School District 28J employee) in charge of a Fern Ridge School District facility.

4. Procedure

- a. Every bomb threat is to be taken seriously.
- b. As part of their daily routine, building staff should survey their respective workplace(s) and become familiar with the location of items, so as to remove some of the uncertainty when threats are received. In this way, if something is out of place, the object should become easier to spot.
- c. The Superintendent and the District's Principals and Safety Coordinator are responsible for organizing a detailed but uncomplicated Bomb Threat Action Plan (see Attachment 1), and for ensuring that all staff are aware of the plan. This Bomb Threat Plan will be the plan used at all times in the respective schools. While this procedure and the generic checklist in Attachment 1 can serve as the plan's basis, each school should document specifics for their specific site. Site specific information may include, but shall not be limited to:
 - (1) Pre-arranged signals/that inform staff of a threat;
 - (2) Important phone numbers;
 - (3) Location where staff and students should congregate if/when an evacuation occurs (evacuation to a specific spot due to bomb threat(s) should change periodically);
 - (4) Alternate site(s)/school(s) and or churches that will accommodate students if necessary.
- d. An annual checklist for overall preparation is advised (see Attachment 2).

- e. After a careful evaluation of all pertinent factual information, the Superintendent and/or Principal or designee must take action. If the conclusion is that the threat may be a hoax, a quiet inspection of the premises will be made. Such an inspection will be organized by the Superintendent or the Superintendent's designee and is to be carried out by other administrators/managers or volunteer staff. No fire drill or dismissal of personnel is contemplated under these circumstances. Law enforcement will be notified. Consideration shall be given to previous evacuation location.
- f. When a threat is received via phone:
 - (1) The recipient of the telephone call should obtain as much precise information as possible using the Bomb Threat Report Form (Attachment 3) during the call. Forms should be located at or near any telephone in the building and District Office which can receive incoming calls. After the caller has disconnected, immediately dial Star69(*69) which initiates a call trace. This call trace telephone number can be received at a later date within the context of a police investigation.
 - (2) Notify an assistant or Principal to call 9-911. You may want to develop a pre-arranged signal which alerts a colleague to notify the Sheriff's dispatch from another line while the caller is held on the line as long as possible.
 - (3) The Principal/Manager, or designee must be informed immediately.
 - (4) The Principal/Manager, or designee then immediately informs the Superintendent or District Office and declares where the command centre might best be located.
 - (5) The Superintendent informs the other Principals/Manager(s) and or if the Superintendent is not available the Superintendent's Administrative Assistant informs the other Principals/Manager(s) where to assemble.
 - (6) During night hours, summer school, the employee in charge will inform the Superintendent and the Facilities Manager on his/her cell phone.
 - (7) During rental use, or other times not specifically covered, the employee in charge or the designated supervisor on the facility use form shall contact the Superintendent and the Facilities Manager.
 - (8) Any release of information to the media with respect to the bomb threat should be handled only by the designated administrator.
 - (9) A staff person or designated administrator should also be at the Command Centre to assist with directives to the District Office or work in concert with the Superintendent or Superintendent's designee in charge of the Command Centre.
 - (10) Unless ordered to evacuate, movement of large groups within the building, campus should be strictly controlled.
- g. Search Procedure – In Class
 - (1) The Principal, manager, and/or Superintendent or Superintendent's designee will initiate a search. Each teacher and teacher's aide is best qualified to carry out a search of their respective work area by reason of his/her familiarity with what should be in the area. That being said, participation is voluntary for line staff. The Administration/manager/designee may want to pre-establish a signal that alerts staff to participate in a search. Police and other responding agencies may assist in the search.
 - (2) The following guidelines are to be adhered to in conducting a search:

- (a) Do not alarm students and staff. Maintain a calm authority;
- (b) The decision to evacuate at this time, during the course of the search, will be made by the Superintendent or the Superintendent's designee and the Principal or Principal's designee, in consultation with law enforcement if appropriate;
- (c) If possible use the buddy system – send two people per team to search an area;
- (d) Warn searchers that should an unidentified package or object be found, they are NOT TO TOUCH IT and a safe method for identifying the object will be utilized;
- (e) Search areas should not be larger than that which would take more than 20-30 minutes to search;
- (f) The focus of the search is to “look and see” in general areas, and does not include the cupboards, drawers, closets, etc. Search personnel are to look for an unusual object in a usual place and are not expected to search through items which may endanger their own safety. Items to look for may include, but are not limited to the following:
 - (i) Unrecognizable packages;
 - (ii) Ceiling panels which are clearly out of alignment;
 - (iii) Packages from which there are methodical or strange noises;
 - (iv) Packages that smell of gasoline, chemicals, or other noxious odors;
- (g) Special attention should be given to hallways, washrooms, behind plants, bushes, unlocked student lockers, chemistry laboratory, and areas used by teachers;
- (h) Staff/student lockers should not be opened. If a locker search is necessary, it may be undertaken after consultation with law enforcement;
- (i) The outside of the building and parking lot are to be included in the search plan.

Note: Search procedures other than during in-class situations, for example prior to the start of class or after school. Are outlined in Attachment 3.

h. If a suspicious object/package **is not found**:

- (1) Communicate all-clear to staff and that no further action is required. If the building was evacuated, re-enter the building in an orderly fashion. If law enforcement was involved, follow their consultation.
- (2) Inform the Superintendent and if evacuation was undertaken in consultation with Superintendent or designee prepare news release.
- (3) Decide whether or not to use phone-dialer.

i. If suspicious object **is found**:

- (1) If a suspicious object is found, the finder must not attempt to move or handle the package. Instead, the person designated to stay in the Command Centre must be contacted and the following information given:
 - (a) Location of object;
 - (b) Description of object; and
 - (c) Reason object is suspicious.

- (2) If room or location is occupied, the area the device is found is to be evacuated and quietly leave the building/area to designated area.
- (3) The Principal/manager/designee must then establish perimeter control of the area and ensure that no one approaches, or attempts to move the object, and will endeavor to establish ownership of the object.
- (4) Ensure that access routes have been searched prior to any evacuation and that persons are detailed to direct students along these access/exit routes. In cases where terrorist-motivated acts against evacuees is a possibility, direct supervision must be provided during evacuation and in a safe area.
- (5) There may be a need for special instructions regarding hazardous areas or evacuation routes to be avoided because of the existence of a real or suspected danger.
- (6) Rooms should be evacuated systematically, starting with the adjacent rooms and radiating to the farthest, until the whole building/wing has been evacuated. Teachers should be wearing orange vests.
- (7) Call transportation and determine availability and time that transportation will be available. With inclement weather may have to initiate emergency shelter provider(s) and commence moving toward shelter(s). Be sure to take attendance once you arrive at shelter and confirm who is missing with Command Centre.
- (8) When students/staff are evacuated the building should be relinquished to law enforcement for removal and or defusing the device. Command Centre to provide law enforcement with access to device location.

j. Return to school:

- (1) Students and staff may return to the school building on the direction of the Principal, once notified by Command Centre or designate after consultation with law enforcement if law enforcement was present.
- (2) An "After Action Report" (Attachment 4) must be completed, two copies of which are forwards to: 1) Superintendent and 2) Safety Coordinator.

BOMB THREAT ACTION PLAN

	Action Plan	Planning Notes
1.	Establish Command Centre as per item 4.f.7	
2.	When a bomb threat is received: 1. Complete a bomb threat report (attachment 3) during call. 2. Be prepare to activate *69 as soon as call is disconnected.	
3.	Call 9-911 immediately (if possible during bomb threat call on another lin, using pre-arranged signal).	
4.	Inform Superintendent of Schools	
5.	Communicable threat to staff.	
6.	Proceed with search as per procedure 4.g.	
7.	If bomb or suspicious package is found, follow Procedures 4.h-4.j. Evacuate the building immediately and quietly.	
8.	Complete Bomb Threat - After Action Report” (Attachment 4)	

CHECKLIST FOR YEAR-ROUND SAFETY

- ___ Establish Command Centre
- ___ Daily attendance record
- ___ Phone register and demographics
- ___ Daily attendance from teachers
- ___ Register all locker assignments
- ___ Lock all unassigned lockers immediately, and empty classrooms, storage rooms, etc.
- ___ Secure ladders, chairs and tables
- ___ Review all protocols re:Evacuation
 - Emergency code work: in house 912 (dedicated line)
 - Familiarize office staff
 - Care staff responsibilities
- ___ Visitor permits
- ___ Visitor's notice on doors
- ___ Locking of exterior doors except main door (wherever feasible)
- ___ Alternate site contact in August
- ___ Emergency contact number - superintendent
 - communications
 - sheriff
- ___ One page notice to supply teachers
 - internal phone numbers
 - wash rooms
 - codes, etc.
- ___ Establish safe school committee/ school climate committee
- ___ Update and maintain safety equipment and resources, e.g. CPR, CPI, First Aid Kits
- ___ Search Procedure as per Appendix _____

BOMB THREAT REPORT ~ PHONE CALL

Remain calm. Listen. Do not interrupt.

Date: _____ Time Received: _____ Duration of Call: _____

Exact wording of threat (include profanity):

Questions to ask:

1. When is the bomb going to explode? _____
2. Where is it? _____
3. What does it look like? (e.g. pipe bomb, letter bomb, etc.) _____
4. What will cause it to explode? _____
5. Did you place the bomb? _____
6. Why? _____
7. Where are you calling from? _____
8. What is your name? _____

Identifying Characteristics:

Sex _____ Age Group: _____
Accent (English, French, etc...): _____
Voice (loud, soft, et...): _____
Speech (rapid, slow, etc...): _____
Diction (nasal, lisp, stutter, etc...): _____
Emotional state (calm, excited, angry, etc...): _____
Was caller's voice familiar? _____
Was caller familiar with area? _____
Background noises (street, music, pa system, factory, etc..): _____

Threat Received by:

Name: _____
Remarks: _____

Bomb Plan Considerations

Sector Search Plans should be packaged and available in Command Centre:

- _____ Instructions in package to indicate procedures
- _____ Floor plan indicating specific areas to search
- _____ Master Key to allow access to all areas
- _____ Indicators to mark doors of areas searched (Marker or stickers?)
- _____ Flashlights??
- _____ Mark "all clear" - teachers initial

See floor diagram for each building and parking lot.

**Bomb Threat - Checklist
(Students in class)**

Initial Action when a bomb threat is received:

- _____ Fill in "Bomb Threat Report" - concentrate on obtaining as much detail as possible. ("Bomb Threat Reports" should be by the desk of any staff taking the immediate incoming call)
- _____ If possible (*69 to allow trace)

- _____ Notify Principal or Designate of the threat.

Move to Command Centre Location initiate action from there.

(*Command Centre - problem if area changes according to emergency - fire, bomb, intruder, etc. - be consistent and alternate location identified)

- _____ Print school attendance record for the day

Phone calls: - designate individuals to: Chart/log all calls. Time log activities.

- _____ Superintendent/assistant

- _____ Call 911

- _____ Notify Communication to be on standby

Initiate Search: (Coded message so as not to alarm students - all staff not involved in teaching come to office to aid search)

- _____ Classroom teachers search area and report anything unusual to Command Centre

- _____ Department Heads search offices - Lock office door after search

- _____ Sector Teams search assigned area - inside and outside school

- _____ Physical Education teachers outside informed

If nothing is found:

- _____ Communicate all clear to staff

- _____ Inform superintendent

- _____ Inform communications

- _____ Consult with police over follow up action

- _____ Fill in "Bomb Threat - After Action Report" - forward two copies to: 1) the appropriate Superintendent of Schools; and 2) the Chief of Social Work.

If suspicious object is found:

- ___ Don't touch - inform Command Centre of location and description
- ___ Superintendent and communication should be updated
- ___ Secure area
- ___ If in occupied area room should be evacuated calmly
- ___ Evacuate systematically from adjacent areas (do not use fire alarm or elevators) Principal to determine extent of evacuation in consultation with the police, at least 100m away from school.
- ___ Students who evacuate should be moved to a central area for communication purposes - in inclement weather they should move to alternate shelter area
- ___ Secure area (evacuated area)

POLICE TAKE CHARGE OF INVESTIGATION OF OBJECT.

If police find a explosive device:

- ___ Determine with police if the rest of the school needs to be evacuated
- ___ Principal in consultation with the police and superintendent decide regarding:
 - a) Transportation needs (send students home or not?)
 - b) Communication plan, (e.g. Parent Advisory Chain).
- ___ Inform Communications
- ___ parent notification (e.g. hoax)

If police don't find a bomb:

- ___ Announce an all clear and students return to classes
- ___ Clarify actions and security of school with staff and students
- ___ Inform Superintendent of Communications

Fill in "Bomb Threat - After Action Report" - file copy and forward two copies to: 1) the appropriate Superintendent of Schools; and 2) the Chief of Social Work.

Debriefing Meeting for Staff

**Bomb Threat - Checklist
(prior to start of day)**

Initial Action when a bomb threat is received:

- _____ Fill in "Bomb Threat Report" - concentrate on obtaining as much detail as possible. ("Bomb Threat Reports" should be by the desk of any staff taking the immediate incoming call)
- _____ If possible (*69 to allow trace)
- _____ Notify Principal or Designate of the threat.

Move to Command Centre Location initiate action from there.

- (*Command Centre - problem if area changes according to emergency - fire, bomb, intruder)
- _____ Print school attendance record for the day (not appropriate)

Phone calls: - designate individuals to:

- _____ Superintendent/assistant
- _____ Call 911
- _____ Notify Communication to be on standby

Initiate Search:

- _____ Ask staff in school to report to office to help
- _____ Send staff to cafeteria (or other areas where students congregate) to move students to outside and keep clear
- _____ Three person teams move to sectors - two search, one clears out students
- _____ Sector team remains at entrances to prevent re-entry of students
- _____ Call in to indicate status of sector (cleared, report if something is found)
- _____ Turn off bells

If nothing is found:

- _____ Communicate all clear to staff and students
- _____ Inform superintendent
- _____ Inform communication
- _____ Consult with police over follow-up action
- _____ Fill in "Bomb Threat - After Action Report" - forward report to Superintendent

If unidentified object is found:

- _____ Don't touch - inform Command Centre of location and description
- _____ Superintendent and communication should be updated
- _____ Secure area
- _____ Evacuate students, - should be moved to a central area for communication purposes - in inclement weather they should be moved to alternate shelter area

Police take charge of investigation of object.

If police find a bomb:

- _____ Principal in consultation with the police and superintendent decide regarding transportation needs. (send students home or not?)
- _____ inform Communications

If police don't find a bomb:

- _____ Announce an all clear and students return to classes
- _____ Clarify actions and security of school with staff and students
- _____ Inform Superintendent and Communications

Fill in "Bomb Threat - After Action Report" - file copy and forward two copies to: 1) the appropriate Superintendent of Schools; and 2) the Chief of Social Work.

Debriefing Meeting for Staff

**Bomb Threat - Checklist
(lunch)**

Initial Action when a bomb threat is received:

- _____ Fill in "Bomb Threat Report" - concentrate on obtaining as much detail as possible. ("Bomb Threat Reports" should be by the desk of any staff taking the immediate incoming call)
- _____ If possible (*69 to allow trace)

- _____ Notify Principal or Designate of the threat.

Move to Command Centre Location initiate action from there.

(*Command Centre - problem if area changes according to emergency - fire, bomb, intruder)

- _____ Print school attendance record for the day

Phone calls: - designate individuals to:

- _____ Superintendent/assistant

- _____ Call 911

- _____ Notify Communication to be on standby

Initiate Search:

- _____ Call staff room and offices to elicit help

- _____ Inform staff in cafeteria to move students to outside

- _____ Three person teams move to sectors - two search, one clears out students

- _____ Sector team remains at entrances to prevent re-entry of students

- _____ Call in to indicate status of sector (cleared, report if something is found)

- _____ Use sector control, fire alarm, if all else fails

If nothing is found:

- _____ Communicate all clear to staff and students

- _____ Inform superintendent

- _____ Inform Communications

- _____ Consult with police over follow-up action

- _____ Fill in "Bomb Threat - After Action Report" - forward report to Superintendent

If unidentified object is found:

- _____ Don't touch - inform Command Centre of location and description
- _____ Superintendent and communication should be updated
- _____ Secure area
- _____ Evacuate students, - should be moved to a central area for communication purposes - in inclement weather they should be moved to alternate shelter area

Police take charge of investigation of object.

If police find a bomb:

- _____ Principal in consultation with the police and superintendent decide regarding transportation needs and established communication protocols. (send students home or not?)
- _____ Inform Communications

If police don't find a bomb:

- _____ Announce an all clear and students return to classes
- _____ Clarify actions and security of school with staff and students
- _____ Inform Superintendent and Communications

Fill in "Bomb Threat - After Action Report" - file copy and forward two copies to: 1) the appropriate Superintendent of Schools; and 2) the Chief of Social Work.

Debriefing Meeting for Staff

**Bomb Threat - Checklist
(after school)**

Initial Action when a bomb threat is received:

- _____ Fill in "Bomb Threat Report" - concentrate on obtaining as much detail as possible. ("Bomb Threat Reports" should be by the desk of any staff taking the immediate incoming call)
- _____ If possible (*69 to allow trace)

- _____ Notify Principal or Designate of the threat.

Move to Command Centre Location initiate action from there.

(*Command Centre - problem if area changes according to emergency - fire, bomb, intruder)

- _____ Print school attendance record for the day

Phone calls: - designate individuals to:

- _____ Superintendent/assistant

- _____ Call 911

- _____ Notify Communication to be on standby

Initiate Search:

- _____ Ask staff in school to report to office to help

- _____ Three person teams move to sectors - two search, one clears out students

- _____ Sector team remains at entrances to prevent re-entry of students

- _____ Call in to indicate status of sector (cleared, report if something is found)

If nothing is found:

- _____ Communicate all clear to staff and students

- _____ Inform superintendent

- _____ Inform Communications

- _____ Consult with police over follow-up action

- _____ Fill in "Bomb Threat - After Action Report" - forward report to Superintendent

If unidentified object is found:

_____ Don't touch - inform Command Centre of location and description. Superintendent and communication should be updated

_____ Secure area

_____ Evacuate students, - should be moved to a central area for communication purposes - in inclement weather they should be moved to alternate shelter area

Police take charge of investigation of object.

If police find a bomb:

_____ Principal in consultation with the police and superintendent decide regarding transportation needs. (send students home or not?)

_____ Inform Communications

If police don't find a bomb:

_____ Announce an all clear and students return to classes

_____ Clarify actions and security of school with staff and students

_____ Inform Superintendent and Communications

Fill in "Bomb Threat - After Action Report" - file copy and forward two copies to: 1) the appropriate Superintendent of Schools; and 2) the Chief of Social Work.

Debriefing Meeting for Staff

BOMB THREAT AFTER ACTION REPORT

Name of School: _____ Date: _____

Who received the threat? _____

Who was the threat directed to?

- School - general _____
- Students _____
- Staff _____
- Specific person _____

What were the demands? _____

What were the school activities at the time of the threat?

- Day School _____
- Exam Program _____
- Continuing Education program _____
- Rental _____
- Care Staff Supervision _____
- Other _____

Report completed by: _____ Date: _____

Note: Copies of this report are to be sent to: 1) the appropriate Superintendent; and 2) the Chief of Social Work.

