

ADMINISTRATIVE PROCEDURE

1. Purpose

To provide a systematic approach in responding to and documenting the occurrence of a bomb threat.

2. Procedure

- a) The person receiving the call shall follow the procedure as indicated in the Police and School Board Protocol for a Bomb Threat Intake Check List (Appendix A).
- b) Notify the school principal or designate.
- c) Follow the Emergency Communications Protocol (see Chart 1 on page 4 in the CDSBEO Emergency Preparedness Manual).
- d) Follow evacuation procedures, in accordance with directions given by the authorities, or in accordance with the Appendix B: Initial Threat Assessment Form Decision in the Police and School Board Protocol (Appendix B).
- e) Designated staff should sweep the internal evacuation and external evacuation routes: gymnasium and change room areas for bombs, all corridors and stairwells, school exits.
- f) If required, over the PA system announce “*Evacuate the building.*”
- g) Before leaving their rooms, staff will quickly check their rooms/areas for any unfamiliar objects, parcels, etc. If any are seen, staff will notify the principal immediately describing what the package looks like and where it is located.

Training Required:

- Principal is to review Bomb Threat procedure and checklist with school staff annually.

APPENDIX B: INITIAL THREAT ASSESSMENT FORM



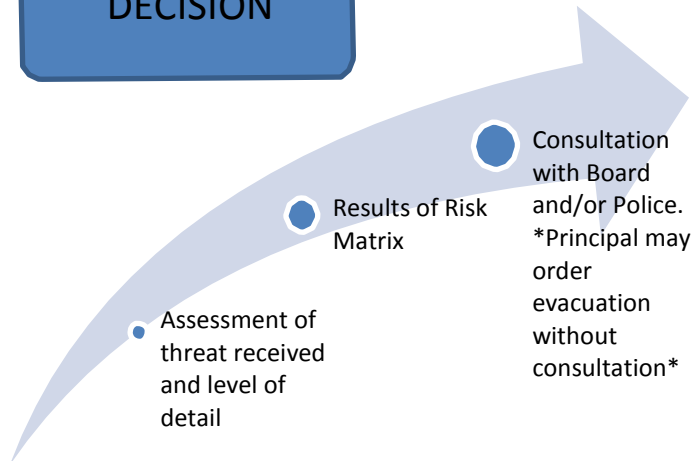
INITIAL THREAT ASSESSMENT FORM

The Principal shall review the following:

The Bomb Threat Intake Checklist	Did the caller indicate a time and/or date of detonation?	Y	N
	Did the caller seem familiar with the school?	Y	N
	Did the caller give a reason?	Y	N
	Did the caller give a location of the device?	Y	N
Risk Matrix	Any activities taking place?	Name activities:	
	Any negative incidents at the school recently? Y N	Name Event(s): Persons Involved:	
	Have there been recent threats or hoaxes? Y N	Person Involved:	
	Likelihood of anyone having opportunity and access to place a device? Y N	Explain:	
	Has a suspicious package or device been reported? Y N	Location of Device:	

Time: _____

DECISION



Initial Visual Scan Only

Partial Evacuation Only

Evacuate Area:

Full Evacuation