CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO www.cdsbeo.on.ca

ADMINISTRATIVE PROCEDURE

D2:4
Safety and Security – Occupational Health and Safety
Bomb Threat
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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 A: BOMB THREAT INTAKE CHECKLIST



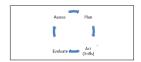
BOMB THREAT INTAKE CHECK LIST

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

Record the following:						
cact wording of the threat						
all Display Phone Number:						
uestions to ask:						
hat time will the bomb explode?						
here is the bomb?						
hat does it look like?						
here are you calling from?						
'hy did you place the bomb?						
hat is your name?						

Excerpt from Halton District School Board and Halton Regional Police's Bomb Threat & Suspicious Device/Substance Emergency Response Plan Taken from pages 27 and 28, Police and School Board Protocol

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?	YN		
		Did the caller seem familiar with the school?		N	
		Did the caller give a reason?		Ν	
		Did the caller give a location of the device?	Υ	N	
1	Any activities taking place?	Name activities:			
ואומנווא	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:			
YSIZ \	Likelihood of anyone having opportunity and access to place a device? Y N	Explain:			
1	Has a suspicious package or device been reported? Y N	Location of Device:			

	Time:	
DECISION		Initial Visual Scan Only
Assessment of threat received and level of detail	Consultation with Board and/or Police. *Principal may order evacuation without consultation*	Partial Evacuation Only Evacuate Area: Full Evacuation

Excerpt from Halton District School Board and Halton Regional Police's Bomb Threat & Suspicious Device/Substance Emergency Response Plan Taken from page 30, CDSBEO Police and School Board Protocol