

## Administrative Procedure 313

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### BOMB THREATS

#### Background

The Division has a responsibility to develop procedures to handle threats to the safety and lives of students and staff.

The Division recognizes the need to place the safety of students and staff above any other consideration with regard to bomb threats or reported similar threats against the school.

#### Procedures

1. Principals or their designate are responsible for initiating appropriate procedures in the event of a bomb threat or similar threat against a school.
2. The principal or designate shall notify the police first and the Superintendent/ designate second of the threat.
3. The police is responsible for:
  - 3.1 Notifying the fire department to stand by;
  - 3.2 Dispatching a member to the school;
  - 3.3 Advising the Emergency Disposal Unit.
4. The police member will normally visit the school and interview the person who received the threat. Information will be assessed and the police will consult with school officials.
5. If a suspicious object is located, it is not to be moved or examined in any way.
6. After considering all factors, the principal or designate is responsible for deciding upon the following courses of action:
  - 6.1 No search, no evacuation;
  - 6.2 Search, no evacuation; or
  - 6.3 Evacuation and search.
  - 6.4 If a search is conducted, consideration is to be given to whether or not the Fire Department should attend.
  - 6.5 If no search is conducted, the Fire Department is to be notified that they are no longer to stand-by.
7. Publicity of the bomb threat must be minimized. No releases are to be given to the press.

Reference: Section 20, 45, 60, 61, 113, School Act