

## 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**

|    | <b>Action Plan</b>  | <b>Planning Notes</b> |
|----|---|-----------------------|
| 1. | Establish Command Centre as per item 4.f.7  |                       |
| 2. | When a bomb threat is received:<br>1. Complete a bomb threat report (attachment 3) during call.<br>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:**

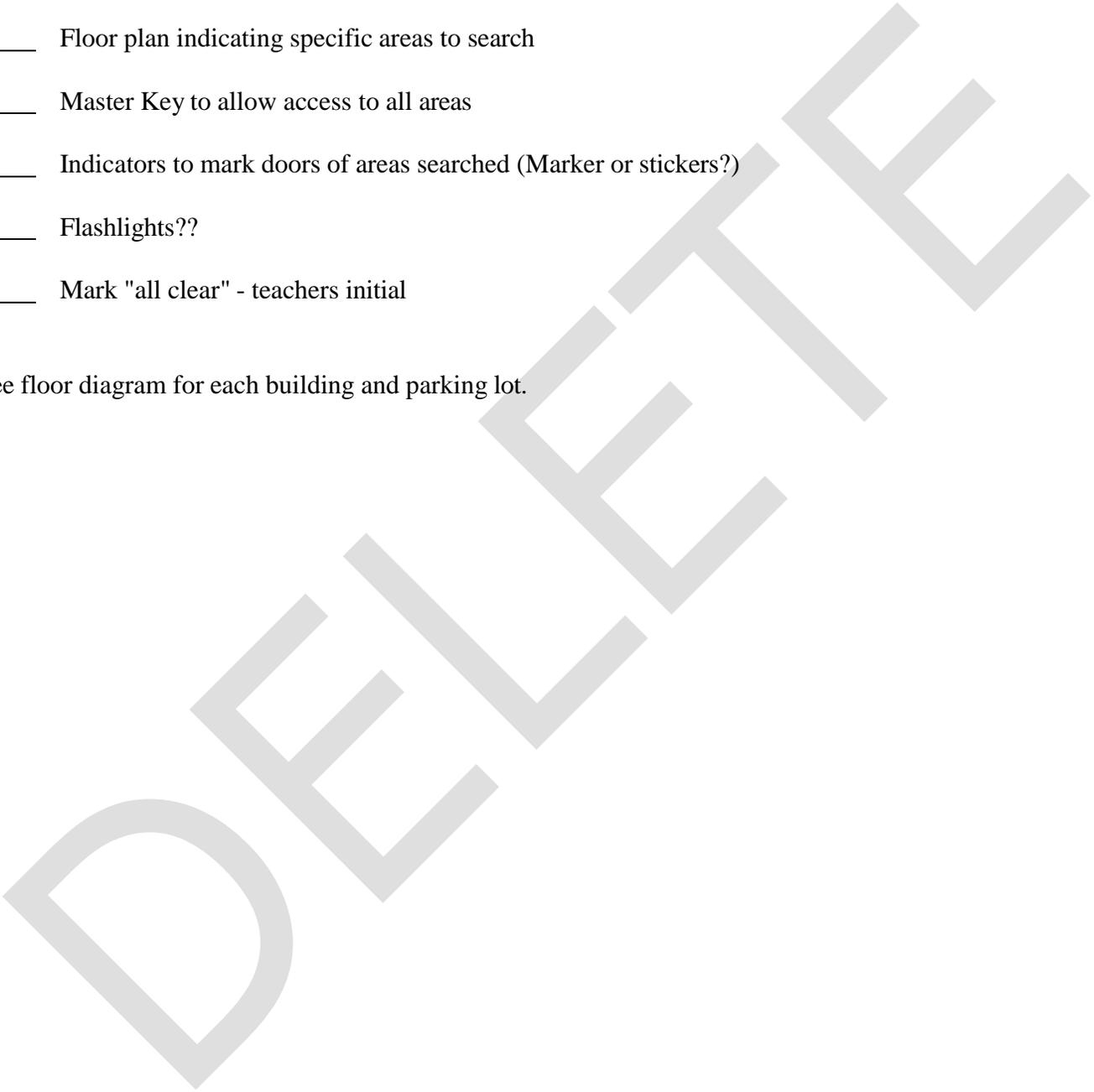
Name: \_\_\_\_\_  
Remarks: \_\_\_\_\_

### 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.**

