

ADMINISTRATIVE PROCEDURE

Administrative Procedure

Bomb Threat

Administrative Procedure Number

905 (New)

Directional Policy

Safe and Accepting Schools - 900

TITLE OF ADMINISTRATIVE PROCEDURE:
Bomb Threat

DATE APPROVED: January 30, 2018

PROJECTED REVIEW DATE: January 2020

DIRECTIONAL POLICY ALIGNMENT:
Safe and Accepting Schools

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:



Strategic Priorities 2017-2020

Vision

Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

ACTION REQUIRED/GUIDELINES:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to providing a safe learning and working environment for all students and staff. This administrative procedure will support the consistent planning and response across all PVNCCDSB schools and board buildings in the event that a bomb threat is received, an explosive device is discovered, or an explosive incident takes place.

The Ministry of Education mandates that:

1. all publicly funded school boards in Ontario must establish a bomb threat policy to ensure the development and implementation of individual school plans; and
2. each board must ensure that its staff, students, and other partners are aware of their obligations/responsibilities within the individual school plans.

RESPONSIBILITIES:**The Board of Trustees is responsible for:**

- Reviewing this Administrative Procedure to ensure its alignment with the Safe and Accepting Schools Directional Policy.

The Director of Education is responsible for:

- Establishing and implementing a multi-year strategic plan which reflects the Safe and Accepting Schools Directional Policy, under which this administrative procedure falls;
- Overseeing the implementation of the Bomb Threat Administrative Procedures; and
- Informing Trustees of a bomb threat response that results in a full or partial evacuation, either by email or phone, as soon as possible.

The Superintendent Responsible for Emergency Preparedness is responsible for:

- Collecting and reviewing, annually, the Emergency Response plans, which will include a Bomb Threat Plan for each Board facility.

The Superintendent of Business/Finance and Plant is responsible for:

- Ensuring updated floor plans exist for every board facility, using consistent colour coding, and are provided to the administrator at each site;
- Ensuring the clear identification of each building/portable, on all sides of the building, with a building identifier, such as a number. All exterior doors shall be clearly identified, such as doors A, B, C, etc.;
- Ensuring all rooms within the building are clearly marked with room numbers; and
- Ensuring all facilities have adequate operational PA systems capable of being activated outside.

The Superintendent of Safe Schools is responsible for:

- Ensuring implementation and training takes place for all employees at all Board sites;
- Ensuring any communication/policies or administrative procedures relating to bomb threats, including bomb threat plans, include the consistent use of terminology (see definitions); and
- Ensuring the Director of Education is notified of any and all incidents involving a bomb threat or explosive/incendiary device.

The Principal/Manager is responsible for:

- Developing a site specific Bomb Threat Plan;
- Ensuring all bomb threat information is complete and that the plan is attached and submitted with the Emergency Response Manual Renewal/Update Report (E.R.1);
- Ensuring staff and students receive training;
- The safety and well-being of staff and students during a bomb threat;
- Working closely, and co-operatively, with Police Services, and
- Contacting the Family of Schools Superintendent and reporting any bomb threat or explosive/incendiary device incident, as soon as it is safe to do so.

Facility Assessment and Physical Security

- Ensuring all emergency exits are kept clear from obstructions;
- Providing for the regular inspection of all first aid and firefighting equipment;
- Ensuring all interior/exterior and auxiliary lighting is adequate and in good working order; and
- Providing for controlled access to critical areas in the facility (ie. the main office, electrical/mechanical rooms).

Medically Fragile and/or Students with Special Needs

- Sharing detailed emergency plans with emergency personnel that prioritize the evacuation of students who are medically fragile, have special needs and/or other considerations; and
- Planning for students to have access to required medications in the event of an evacuation.

Floor Plans

- Co-operating with Plant Department to ensure floor plans exist for the facility, using consistent colour coding;
- Providing hard copies of floor plans, and electronic copies, if possible, to Police Services;

- Identifying command post locations (normally main office), including alternate command post, and a third off-site command post (in the event that neither the main or alternate post locations are available);
- Identifying off-site evacuation locations, and include with copies of the floor plans; and
- Posting floor plans throughout the facility, at least in every classroom and at every entry point to the facility. In multi-level buildings, it is suggested that only the floor plans relevant to a specific level be posted on that level.

Identification of Rooms, Building and Facility Access

- Planning with Police Services, in advance, how Police Services will gain access to the facility in the event of a bomb threat; and
- Providing up to date floor plans and facility master keys for emergency service responders who may be involved in any type of search of the premises.

Bomb Threat Intake Procedures

“According to the RCMP, most bomb threats are made over the telephone by anonymous callers. Some are received in the mail or by other means, but these methods are rare. In each case, the communication should be taken seriously. School staff in positions that make them most likely to receive bomb threats should be identified in school plans and should receive training in proper procedures.”

Police/School Board Protocol (2016), Page 45

- Identifying school staff most likely to receive a bomb threat;
- Ensuring those staff members identified as most likely to receive a bomb threat, receive training and are provided with a checklist to assist with recording information.

Initial and Ongoing Assessment Procedures

“One of the most challenging aspects of a bomb threat incident is the initial assessment of the threat and the accompanying decisions about whether to authorize a visual scan and/or an evacuation. Many bomb threats are hoaxes intended to disrupt school exams or daily classes. Hasty decisions to evacuate or to initiate a high-profile emergency response may encourage further incidents. However, the safety of students and staff is paramount during a bomb threat and therefore every threat must be assessed individually, based on known information.”

Police/School Board Protocol (2016), Page 47

- Conducting initial assessment;
- Notifying Police Services, and providing the information (checklist) collected;
- Determining the need for a visual scan;
- Determining the need for an evacuation (partial or full); and
- Conducting ongoing assessment.

Procedures Following the Location of a Suspicious Device/Package

*The object is not to be touched or moved and should be contained immediately.

- Isolation/containment of the device/package, ensuring that it is not touched;
- Immediately communicating the discovery to Police Services and Fire Services;
- Immediate re-evaluation of any evacuation decisions in light of the discovery; and
- Taking direction from Police Services and Fire Services.

Procedures Following an Explosives Incident

- Immediately evacuate the area around the explosion scene (a minimum of 360 degree clearance) and direct evacuees to designated evacuation location;
- Contacting Police Services, Fire Services, and Emergency Medical Services;
- Providing, or directing, emergency first aid to any persons injured in the incident; and
- Ensuring there is no re-entry, until deemed it is safe to do so by Police Services.

Evacuation Procedures

- Plan for the evacuation of *Medically Fragile and/or Students with Special Needs*;
- Determining the need for a partial or full evacuation;
- Announcing the evacuation, using clear, concise language;
- Ensuring the evacuation is quiet, conducted in a systematic way; and
- Ensuring that evacuees are to bring all personal belongings that are in the immediate area.

Child Care and Other Facility Occupants

- Ensuring the appropriate staff from organizations sharing facilities are included in the development and implementation of bomb threat procedures; and
- Including these organizations in relevant aspects of planning, training, and drills, whenever possible.

Re-entry Procedures

- Ending an evacuation in consultation with the on-scene Police Services incident commander.
- Communicating, or delegating the responsibility to communicate, the end of the partial or full evacuation. This may be a general announcement or room by room/group by group communication.

Training and Drills

“Fire drills have long been accepted as an important and effective tool in preparing staff and students for procedures to be followed in the event a fire breaks out in a school. As with fire drills, drills and education related to evacuation following a bomb

threat or explosives incident can help maintain order in the event of an incident. Such drills can be held as part of a school's emergency evacuation drills."

Police/School Board Protocol (2016), Page 57

- Training all staff, including part-time, and itinerant;
- Ensuring students receive adequate training – ie. training could be provided to secondary students via an assembly – elementary students may be trained by classroom teacher;
- Setting the date(s) for training and drills during each school year;
- Determining the type of drill and whether to involve Police Services;
- Making Police, Fire, and Emergency Medical Services (EMS) aware of drills and training dates and inviting them to participate, when appropriate;
- Overseeing the drill with Police Services support/assistance;
- Notifying the Family of Schools Superintendent and the Manager of Communications of the impending drill, when appropriate; and
- Providing staff, students, and parents with some warning of an impending bomb threat response related drill.

Communication with Parents/Guardians/Community

- Ensuring written communication is sent to all parents/guardians, the same day or the following day, in all instances of a bomb threat related response that resulted in a partial or full evacuation; and
- In consultation with the FOS Superintendent, Superintendent of Safe Schools, and Manager of Communication, initiating a Synrevoice message to all parents and guardians.

School Recovery Following a Bomb Threat

- Organizing a debriefing session with Police Services and staff;
- Requesting/providing for board support staff to be present to support staff and students; and
- Updating the bomb threat plan, if necessary.

Plan Review

- Reviewing annually; and
- Tracking the review of the plan.

Staff are responsible for:

- The safety and well-being of the students during a bomb threat situation;
- Supporting student training;
- Supporting the posting of colour coded floor plan in their classrooms;

- Conducting a visual scan of their immediate surroundings upon request from the principal;
- Providing information to students about procedures to follow during an evacuation;
- In the event of a bomb threat evacuation:
 - checking the washroom(s) for students, if it is safe to do so;
 - supporting the plan for students to have access to required medication in the event of an evacuation;
 - following the direction of the principal (or designate) and Police Services.
- Reporting, to the Principal, any knowledge of:
 - suspicious devices/packages*;
 - an explosives incident; or
 - a bomb threat.

*note – suspicious devices/packages must not be moved.

Manager of Communications is responsible for:

- Working with Police Services to develop a plan which includes how to communicate with media, parents and the community during a crisis;
- Co-operating with Police Services;
- Communicating with media; and
- Preparing communication for parents/guardians.

Students are responsible for:

- Being familiar with the plan;
- Responding quickly to direction during a crisis situation;
- Refraining from using any electronic devices during a crisis situation; and
- Sharing, with school staff, information of anyone or anything that may be associated with or result in a bomb threat situation.

Parents are responsible for:

- Ensuring contact information is kept up to date so they can easily be reached by staff in the event of an emergency;
- Following direction as outlined by the school Principal and Police Services Service; and
- Reinforcing with their children their responsibility to follow directions during a crisis and the importance of sharing, with school staff, information of anyone or anything that may be associated with or result in a bomb threat situation.

DEFINITIONS:

Bomb Threat – a threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death or injuries, whether or not such a device actually exists.

Incendiary Device – any firebomb or device designed or specifically adapted to cause physical harm to persons or property by means of fire, and consisting of an incendiary substance or agency and a means to ignite it.

PROGRESS INDICATORS:

- All Board sites have bomb threat plans included in their Emergency Response Plans, which reflect this Administrative Procedure, as per Ministry mandate;
- Staff and emergency services personnel work together to manage bomb threat situations effectively;
- There is a consistent approach across the Board with respect to bomb threat planning; and
- Consistent bomb threat response practices and procedures will be in place in all PVNCCDSB schools and Board buildings.

REFERENCES:

- [Police Services/School Board Protocol \(2016\)](#)
- [Provincial Model for a Local Police Services/School Board Protocol, 2015](#)