

EDUCATION: STUDENTS

Policy 504.11-R

Bomb Threats

1. Upon receipt of a bomb threat, the receiver is advised to follow the instructions as explained in the manual, "Bomb Threat Telephone Procedures". Record all information as obtainable.
2. Evacuation
 - (a) If the decision is made to evacuate the school, the principal shall:
 - Inform the R.C.M.P. requesting immediate assistance by telephoning 911. A call to 911 automatically indicates to the R.C.M.P. that the school will be evacuated.
 - Give his/her name and the name of the school.
 - Give the essential facts of the bomb threat.
 - Inform the Superintendent of Schools office and give the essential facts.

(The Fire Department will be notified from the 911 office that assistance is required at the school.)
 - (b) If the decision is made not to evacuate the school, the principal shall:
 - Inform the Superintendent of Schools office and give the essential facts.
 - Not inform the R.C.M.P.
 - (c) For evacuation of the school, the fire alarm procedure, which is familiar to the staff and students, should be utilized.
3. Follow-up of Evacuation

When the R.C.M.P. have completed their investigation, they will advise the principal when to re-assemble the pupils.
4. Release of information on bomb threats should not take place. It is not desirable for the student body to be made aware of any "bomb threats". If subsequently you receive inquiries from members of the media your answer should be to the effect that, "I am not permitted to make a statement; however, you may get in touch with one of the officials at the School Board office".
5. Familiarization by the appropriate staff with the manual, "Bomb Threat Telephone Procedures", is extremely important.
6. The Superintendent of Schools office shall keep a log of all bomb threats.