

**JAMES BAY LOWLANDS
SECONDARY SCHOOL BOARD****ADMINISTRATIVE PROCEDURE
GENERAL ADMINISTRATION: NO. 144**

Effective	August 21, 2019
Last Revised	June 30, 2023

BOMB THREAT

PURPOSE

This administrative procedure has been developed by system and school administrators of the James Bay Lowlands Secondary School Board to support Board Governance Policy GOV-23 Emergency Response Plans.

This administrative procedure is intended to promote a safe learning and working environment in Northern Lights Secondary School and the Board office.

PROCEDURES**1. Bomb Threat**

- 1.1. Most bomb threat warnings are received through the telephone switchboard with a certain time interval before the device is to be activated.
- 1.2. Bomb threats should always be taken seriously. The staff must be aware that use of a cellular phone, pager, or portable radio (walkie-talkie) during a bomb threat may ignite a bomb.

2. Procedures for Person Receiving the Call

- Remain calm.
- Do not ignore a bomb threat. It must be treated as genuine until established otherwise.
- Keep the caller on the line as long as possible in order to obtain as much information as possible.
- Record vital information.
- Do not interrupt the caller.
- Listen for background noises.
- Record accents, voice characteristics.
- Notify the principal/designate as soon as possible.
- The call may be able to be traced by pressing *69 on the touch tone phone.
- Complete the Telephone Checklist Form. [See Appendix A.]

3. Role of the Principal/Designate

- 3.1. Notify the police. Do not use a cell phone or other device that could detonate a device. The police may take some time to arrive.
- 3.2. Notify the finance and human resources administrator and Director of Education.
- 3.3. Alert staff through the use of a coded message. DO NOT make an announcement of either a bomb threat or the presence of an explosive device.
- 3.4. Initiate a school or Board office search after assessing the nature of the threat in consultation with the police.
- 3.5. Identify individuals available for searching halls, stairways, and exits. Facilities staff assisted by office staff can check common areas: hallways, washrooms, around the perimeter of the building.
- 3.6. Visually inspect corridors, stairways, and exits prior to anyone leaving in case of an evacuation.
- 3.7. Direct staff members to conduct a visual search of their immediate, familiar work area. They should not be searching in areas unfamiliar to them.
- 3.8. Direct the staff to use a chair in the doorway of a searched room as a signal that the room has been searched.
- 3.9. Stop the search fifteen minutes prior to the time given in the threat and suspend until fifteen minutes after. Complete the search.
- 3.10. Do not assume that an absence of explosion means no bomb. The triggering mechanism may be malfunctioning.
- 3.11. Direct the staff to look for:
 - something that should not be there
 - signs of forced entry
 - an object(s) or package(s) suspicious in size, shape, labelling, location, volume
 - the presence of tape, wire, or explosive wrappings
 - signs of tampering with electrical installations
- 3.12. If a suspicious object is found, the staff should:
 - NOT TOUCH the object or package
 - NOT PLACE a blanket or anything else over the object or device
 - NOT DISTURB the object in any way or approach it
 - Clear everyone from the immediate area, including floors above and below
 - Notify the principal or person leading the search

- 3.13. Notify police if a suspicious object is found. The police will alert explosives disposal personnel only if a suspect device is located.
- 3.14. Have gas lines shut down in the vicinity, if possible, by directing appropriate staff.
- 3.15. Evacuate the school at the principal's discretion. Pull the fire alarm to evacuate once the decision has been made.
- 3.16. Refrain from giving media statements at this time with respect to the threat.

4. Evacuation

- 4.1. The decision to evacuate must be made after assessing possible hazards outside of the building. Prior to evacuation, ensure all corridors, stairways, and exits are clear.
- 4.2. During a bomb threat evacuation, take all personal belongings (purses, briefcases, lunch bags) from the immediate area so they do not confuse authorities during a search.
- 4.3. Do not allow locker visits by students.
- 4.4. Exit along searched paths and move away from the building, especially windows, to a previously determined location.
- 4.5. Have the teachers check attendance, and keep everyone well back from the building. Cordon off the area for at least 100 metres.
- 4.6. Do not re-enter the building until the principal/designate, in consultation with police, gives approval.

5. General Directives

- 5.1. When police arrive, the principal/designate and police will co-operate to manage the situation. The management of the search will be under police direction. The principal is responsible for students and staff.
- 5.2. The location of the centre, to which all reports will be forwarded from search teams, should be planned ahead of time.
- 5.3. The search must be continued to completion even though one suspicious parcel or device has been located, because a decoy package may be used to draw attention from the primary device.
- 5.4. Do not re-enter the building until the "all clear" signal has sounded.

6. Search Procedures

- 6.1. Searches are conducted—rather than immediate evacuation—for the following reasons:

- Most threats are hoaxes
- The authenticity of the threat has not been established
- School events such as evaluation days should not be disrupted without cause

6.2. The police lack familiarity with the buildings and staff members know their own workspace and can readily identify something that is unfamiliar or out of place. A police search would take longer. Also, the police do not have the human resources to cover all the areas in a short time.

6.3. **Note:** Employees do not have the right to refuse to search their immediate work areas for suspicious packages. The Ministry of Labour advises that since employees are most qualified to notice an unusual or suspicious object in their own work area, conducting a search of that area could be considered a reasonable job function. Also, the Ministry of Labour considers that until a suspicious object has been found, reasonable grounds for believing a bomb is present have not been established.

6.4. Good housekeeping and security will reduce the possibility of unnoticed intrusion and the number of areas where a bomb might be left.

7. Reporting on the Bomb Threat Incident

7.1. Complete the Telephone Checklist in Appendix A as soon as possible.

7.2. Report to the Board following the conclusion of the emergency.

REFERENCE DOCUMENTS

Legal:

Education Act, Section 169.1 (1) Board Duties and Powers: Promote Student Well-Being

Education Act: Section 265 Duties of Principal: Care of Pupils

Provincial Model for a Local Police/School Board Protocol 2015. Appendix C: Provincial Policy for Developing and Maintaining Bomb Threat Procedures for Elementary and Secondary Schools in Ontario.

Board:

Board Policy GOV-22 Police/School Board Protocol

Board Policy GOV-23 Emergency Response Plans

APPENDIX A

Telephone Checklist

This form is to be completed by the person who received the bomb threat call. It is strictly for the information of the police and James Bay Lowlands Secondary School Board. Its contents are confidential. cc: Health and Safety

EXACT TIME AND DATE OF CALL: _____

TELEPHONE EXTENSION CALL RECEIVED ON: _____

SEX OF CALLER: MALE ___ FEMALE ___

APPARENT AGE OF CALLER: YOUTH ___ ADULT ___

Questions to ask:

a) When is the bomb going to go off? _____

b) Where is it right now? _____

c) What does it look like? _____

d) What kind of bomb is it? _____

e) What will cause it to explode? _____

f) Did you place the bomb? _____

g) Why? _____

h) What is your address? _____

i) What is your name? _____

Caller's Voice:

___ Calm ___ Angry ___ Excited ___ Soft ___ Loud ___ Emotional
 ___ Laughter ___ Deep ___ High pitched ___ Deep Breathing
 ___ Nasal ___ Stutter ___ Lisp ___ Accent: _____

Threat Language:

___ Well-spoken ___ Foul ___ Irrational ___ Righteous ___ Taped ___ Incoherent

Background Noise:

___ Quiet ___ Street Traffic ___ Party ___ Voices ___ Music ___ Office
 ___ Factory ___ Long Distance ___ Static ___ Planes ___ Trains ___ Other _____

Specific Area and Time Limit given by Caller: _____

Exact Wording of Threat:

Other Pertinent Information: (use reverse if necessary)

Name of Principal/School:

Date: