

Policy Statement: The Western School District shall follow established procedures to provide for a safe, appropriate and consistent approach to dealing with bomb threats throughout the schools and properties of Western School District, in cooperation with local police authorities and other agencies.

1. Application

This policy applies to all students, employees and properties under the Western School District.

2. Rationale

A primary concern of the Western School District is the safety of the students, staff and visitors. Therefore, all bomb threats will be treated seriously.

3. Procedures

3.1 Receipt of Threat

- a) When the call is received, the secretary or person receiving the call shall utilize the *57 telephone procedure to initiate a phone call trace. If the threat is a note, handle as little as possible. If the threat is through email, print and save a copy.
- b) When a phone call, note or email is received indicating a bomb is on the premises, the secretary, or person receiving the call, note or email shall advise the principal or vice-principal of its contents and, if applicable, provide a copy of the written threat.
- c) If the bomb threat is received by phone, the phone shall be left off-the-hook until the police have completed their investigation.
- d) The principal (or designate) shall evacuate the school immediately, following the procedure for fire drills, or in a manner deemed safest by the principal (or designate).
- e) The principal (or designate) shall immediately inform the police and the Assistant Director of Education - Programs (or designate) by telephone from outside the school.

- f) The police will conduct a search of the school, if they deem it necessary, following which they will advise the principal whether students may return to classes.
- g) Students will be sent home if deemed appropriate by the administration, after consultation with the Assistant Director of Education - Programs (or designate) considering the direction provided by the police.

3.2 Record

The completion of a *Bomb Threat Recording Form* is required in all cases in which a bomb threat has been received. It is very important to record as many details as possible.

- a) If the threat is received by telephone, the person receiving the bomb threat shall complete a *Bomb Threat Recording Form*.
- b) If the threat is received by note or email, the first person who became aware of the threat shall complete the *Bomb Threat Recording Form* or, if the threat is discovered by a student, a staff member of the school shall complete the form.
- c) The report is to be submitted to the Principal (or designate).
- d) The Principal (or designate) shall ensure a copy of the *Bomb Threat Recording Form* is provided to the RCMP/RNC.

3.3 Communication

All district personnel are advised to give minimal publicity to such threats. Lack of publicity operates as a further deterrent to those callers who receive satisfaction through public acknowledgement of the disruptive effects of their actions. All district personnel shall fully cooperate with the police in their investigation.

Approved: May 17, 2012	Review Date: May, 2015	Drafted: September 18, 2008 Updated: April 27, 2012
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