

Emergency Procedures

Handling a Threat: Plan

The Person In Charge is required to:

- Assess the threat. Consult immediately with either the Superintendent or Assistant Superintendent or Secretary-Treasurer or Director.
- Delegate an adult to monitor the same phone line for another call from the threat maker.
- Advise the RCMP who will generally dispatch a member to assist.
- Supervise the preparation of emergency measures for countering the bomb threat.
- Delegate the assignment of emergency functions and appropriate authorities.
- Direct emergency measures for the building, e.g. Evacuation.
- Continue to communicate with District Administration (Director).

Factors for Consideration– (Provided by the RCMP)

- The RCMP categorize threats as “Non-Specific” or “Specific”
- When specific information is provided, the threat is given higher priority.
- 90% of bomb threats, are false or hoax devices

Make Your Assessment, In Consultation With Your Director, Considering:

- the amount of detail provided by the caller/message
- the caller's apparent knowledge of explosives
- the maturity and seriousness of the caller's message
- the caller's description of the explosive device
- the reason for the call reported by the caller.

Always place the safety of students and staff before other considerations.

Handling a Threat: Plan (Cont.)

MAKE AN IMMEDIATE PLAN FOR:

- Informing and directing all staff; itinerant, and volunteers
- Controlling/monitoring building entry
- Evacuating (yes/no) or maintaining normal activities (consult with Director)
- Activating fire alarms (yes/no) or announcing “evacuate” over PA system
- Ensuring that the evacuation assembly area/s are “safe”
- Assessing recent incidents with employees or former employees
- Assembling and leading a team of volunteers to search the building/s for unusual objects.

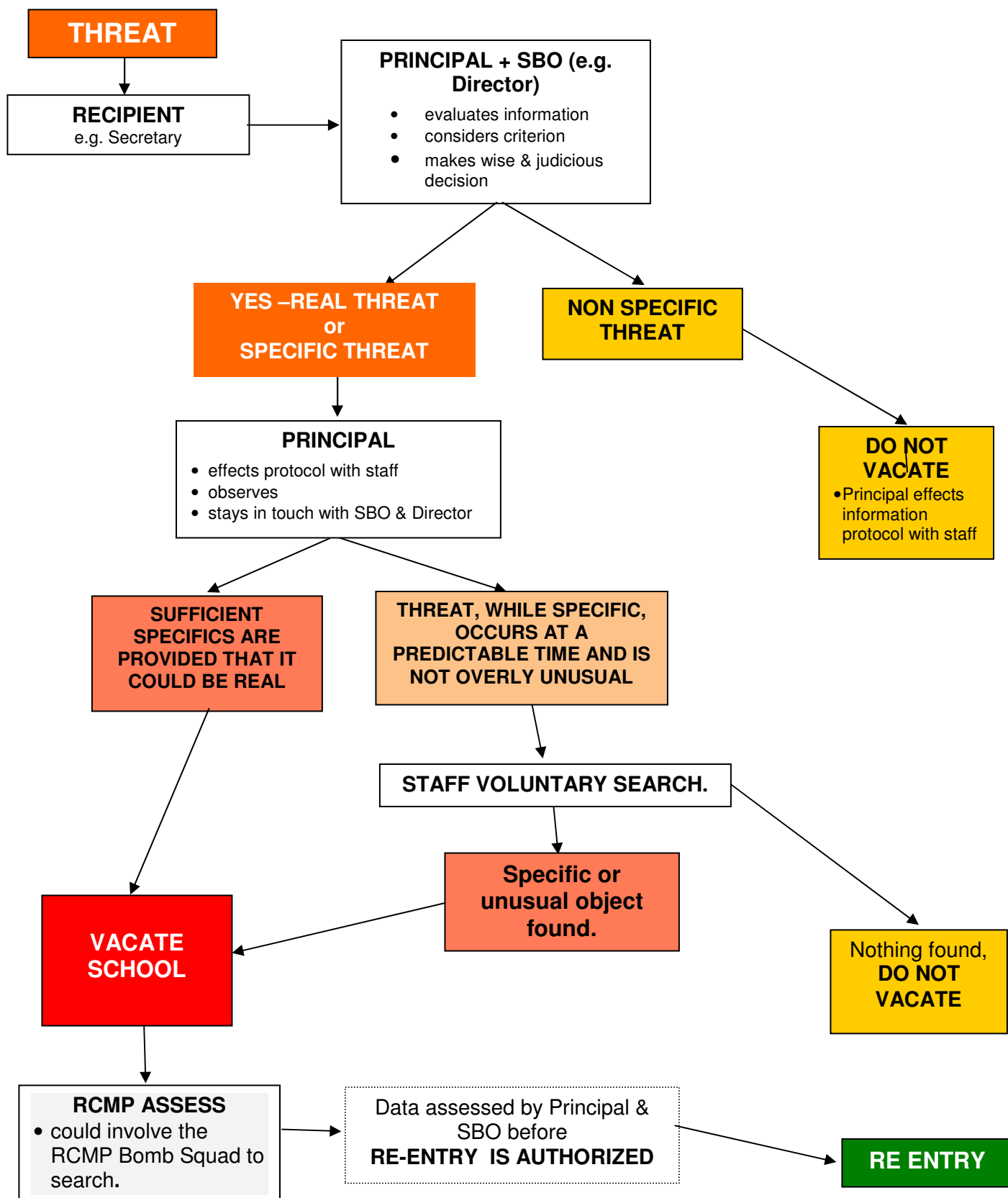
*(The RCMP will provide guidance and assist in the search if they have resources available. **In the event a suspect device is located, evacuate the area and advise the RCMP who then assume responsibility for the device.**)*

- Communicating with the Transportation Department to request busses, or delay busses
- Turning off gas valves or requesting help from Operations
- Establishing a communication centre (e.g. designate a vehicle, or area)
- Ongoing communication with staff, District Administration, fire, police, etc.
- Dealing with the media (consult with District Administration)

Handling a Threat: Follow-Up Procedures

- Authorize re-entry to buildings. (The authorizing decision is made by the Principal/Building Head in consultation with the Director of Instruction, Director of Operations and Secretary-Treasurer.)
- Conduct a debriefing session for staff (in consultation with District Administration)
- Consider an information meeting with parents (in consultation with District Administration)
- Cooperate with the RCMP in regard to the investigation
- Evaluate the school/site's pre-emergency plan
- Evaluate the school/site's emergency evacuation plan
- Evaluate the school/site's communication plan in emergency
- Provide suggestions that would improve the District's Administrative Procedure
- Provide a report to the appropriate Director

Handling a Threat: Communication Flow Chart



Handling a Threat: Building Head's Action Checklist

- RECORD TIME OF INCOMING CALL** _____ line # _____ extension # _____
- INITIATE CALL TRACE** before the line is used again. Dial * 57 and follow the prompts.
Contact's Name _____ or Trace # _____

Use a phone line other than the line on which the threat was received to:

- INFORM DISTRICT ADMINISTRATION OFFICE. CALL 860-8888**
- CONSULT REGARDING EVACUATION WITH DIRECTOR, OR SUPERINTENDENT OR SECRETARY-TREASURER**
If there has been an explosion, discuss implementation of (DLERP).
Contact made with: _____ (name of senior admin. staff person)
- INFORM EMERGENCY SERVICES – call 911 or 762-3300 (or deal internally)**
RCMP Contact's name _____ Fire Dept. Contact's name _____
- DECIDE ON EVACUATION SITE: grounds or off-site ___ Site #1 or ___ Site #2**
Site Contact/s _____ Site Contact/s _____
Cell No. _____ Cell No. _____
Phone No. _____ Phone No. _____

- GATHER INFORMATION ON STUDENTS, STAFF AND VOLUNTEERS**
____ Student Nominal Role _____ Daily Attendance _____ Field Trip List _____ Calendar
____ Staff List _____ Staff Attendance _____ Volunteer List

- RECORD SUBSEQUENT CONTACTS' NAMES**

RCMP		
Fire Dept.		
Board Office		
Facilities		
PAC		

NEWS MEDIA

Reporter	Organization	Reporter	Organization

Form for Recording Threat Conversation

Person receiving the threatening call listens calmly, is courteous, and does not interrupt the caller.

1. Attracts attention (quietly) of a colleague, who notifies the person in charge (principal/designate or manager/designate), or a supervisor by a pre-arranged signal, that a bomb threat caller is on the line.

2. Records:

DATE _____ TIME _____ INCOMING PHONE # _____

BACKGROUND NOISE _____

Words used by caller :

3. Stays on the line in conversation for as long as the caller will talk.

4. Tries to draw out the caller and obtain as much information as possible for the principal and RCMP, by asking:

Record Answers:

When is the bomb going to explode?	
Where is the bomb now? Where should we start evacuating first?	
What kind of bomb is it?	
What does the bomb look like?	
Why are you calling?	
Why did you place a bomb in this building?	
Do you belong to a group or political affiliation?	
Do you realize people may be killed and injured?	
How old are you? What's your name?	
NOTE THE SEX OF THE CALLER	
GUESS THE MATURITY LEVEL	
NOTE THE VOICE: e.g. Loud, soft, low high, slow, fast, nasal, accent, lisp, slurred	
NOTE THE MANNER: e.g. Polite, vulgar, calm, excited	
Did the caller seem familiar with the area?	

5. When the caller hangs up, **STAY ON THAT LINE** to activate Call-Trace immediately, by following the instructions on the next page.

