

## **BOMB THREAT PROCEDURES**

All bomb threats whether received by telephone, note or letter, will be taken seriously and handled as though an explosive device is in the building. If a bomb threat is received, contact the Winnipeg Police “911” immediately.

When there has been a threat or if you see a package or foreign object in an unusual place – don’t touch it! Survey your immediate work area and immediately call “911” to report the device.

### **If you answer a Bomb Threat Call, follow These Steps:**

- Do not transfer the call or place the call on hold. When appropriate, signal another secretary and/or administrator.
- Refer to the Bomb Threat Report Form EBCC-E
- Ask a lot of questions: Where is the bomb? When is it going to go off? What kind is it? What does it look like? Let the caller talk as long as possible without interruption.
- Take notes on everything said and on any observations you can make about background noise, voice characteristics, etc.
- Call police “911” to report the threat. If possible, get a coworker to do this while you continue talking to the caller. The purpose of keeping a person talking is to assist in identifying the caller. Tracing is not always possible.
- All bomb threats are assumed to be real; they are to be considered a threat to students and staff. After police have been notified, the Principal will decide if evacuation is necessary. This decision may involve consultation with the police, the school Emergency Response Team, and the Superintendent or designate. Follow the instructions given by the Principal or emergency personnel.
- If an explosion of any type occurs at any time, it should be reported immediately to the Fire Department.
- At the conclusion of the call do not hang up the phone until advised to do so by the authorities.

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- Complete the Bomb Threat Report.
- Report the call immediately to the Principal.

**If a search is deemed necessary:**

Should it be determined that a search is necessary, it should be carried out by the principal, head caretaker, and members of the Emergency Response Team in conjunction with and assisted by the members of the Police Department, if present. School personnel should not wait for police to arrive to do a search.

- Search personnel should know what they are looking for. It could be an unusual object in an unusual place, i.e. something that is not normally in their area such as a box or paper bag behind a sink or toilet, or in a stairwell.
- Special attention should be given to areas to which the general public has easy access, i.e. lobbies, washrooms, stairwells, halls, etc.
- The outside of the building and the parking lot must be included in your search plans.
- **IF AN UNIDENTIFIED PACKAGE OR OBJECT IS FOUND, “DO NOT TOUCH IT”.**

**If a decision is made to evacuate:**

If the decision is made to evacuate the building, the following steps will be taken:

- Hallways and stairways to be used during the evacuation are to be checked to verify that no foreign objects are in the evacuation route.
- **Evacuate by calling a fire drill.**
- Evacuate to a minimum distance of 300 feet in all directions.
- Elevators should not be used. Special provision will have to be made for the transportation of persons requiring assistance with mobility.
- Use tact. Do not create panic or alarm.
- Pupils may return to the building if, upon assessment of the situation by the principal and the senior police officer present, there is reasonable assurance that no danger exists.
- If the principal in consultation with the Superintendent’s Office deems it necessary to dismiss the

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students, those students transported by bus will remain out of the building until buses are available to transport them home.

- The building will remain closed to the students and the public until the building has been declared safe by the police.
- The principal will inform the public by whatever means available that school has been dismissed early.
- The Superintendent's Office will be notified of the evacuation immediately.
- An investigation of the event will be requested from the police with a report going to the Superintendent.

### **Always debrief**

- Review the school's and staff's response to the threat.
- Meet with the person who received the call to offer support and determine if counselling support is required.
- Be mindful of the trauma a bomb threat can bring to students, parents and staff and take appropriate steps to relieve such trauma.
- Communicate all reports of threats to the Superintendent as soon as reasonably possible.

### **SOME TIPS**

#### **Recognizing a suspicious package or letter:**

- It may have grease marks on the exterior.
- It may have an unusual odor such as almonds or machine oil.
- It may have visible wiring or tinfoil.
- It may be unusually heavy for its size.
- It may have uneven weight distribution or rigid contents in a flexible package.
- It may have excess wrapping.

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- There may be poor handwriting, spelling or typing.
- There may be too many stamps for its weight.
- It may have been hand delivered by an unknown source.

**If you receive a suspicious package or letter:**

- Do not place the package or letter near water, sand, chemicals, heated surfaces, flames or gaseous substances.
- Contact the police at 911 and advise the Principal.
- Evacuate the immediate area leaving windows and doors open and inform others near the area to evacuate.

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