

Administrative Procedures Manual	Administrative Procedure 168
	Bomb Threats
	APPROVED: September 1, 2013
Page 1 of 1	AMENDED/REVIEWED: January 2023: September 2019
LEGAL REFERENCE:	Section 33, 52, 53, 196, 197, 222 Education Act Disaster Services Act Fire Prevention Act Section 3 Government Emergency Planning Regulation

Background

The Division has a moral and legal responsibility to develop procedures to handle threats to the safety and lives of children and employees. Consequently, the following procedures will be followed when a “bomb or threat to life” telephone call is received by a school or an office.

Procedures

1. Every “bomb or threat to life” call shall be taken seriously and appropriate action will be taken.
2. The following officials will be notified by the Principal immediately:
 - 2.1 The RCMP; and
 - 2.2 The Superintendent.
3. The RCMP will endeavour to send a member(s) to any school receiving a bomb or threat to life call. Upon arrival at the affected school, they will meet with the Principal and from this juncture will plan a course of action to be followed, bearing in mind the safety of the school population. These actions may include:
 - 3.1 Evacuation of the school; and
 - 3.2 A search of the school.
4. The Fire Department will be notified by the Principal of the call and be asked to be on standby.
5. The Superintendent or designate shall notify all other principals and the Superintendents of the surrounding school jurisdictions.
6. School administrative assistants will be instructed by the Principal or designate to follow the Safe Work Procedure for [Answering the Emergency Line and Emergency Phone Calls](#) including the completion of the [Emergency Phone Call Checklist](#) when dealing with “bomb or threat to life” calls.