



School District No. 27 (Cariboo-Chilcotin)

EMERGENCY EVACUATION PROCEDURES INCLUDING BOMB THREATS

Policy No. 3511.1

Effective: June 2007

Initial Adoption: June 2007

Preamble

Policy

The Board of School Trustees has established the following procedures to be used when bomb threats are received or an emergency evacuation of the school is required. All such situations are to be treated seriously until such time as the validity has been determined.

Regulations

A. EMERGENCY EVACUATION INCLUDING BOMB THREATS

1. Receiving and Tracking Calls:
 - a. The school should ensure that the bomb threat policy checklist attached to this policy is immediately available and known to staff that answer the phone.
 - b. Training for receptionist(s) / staff as it relates to taking calls and the checklist should occur each year.
 - c. The call should be traced using Star 57 (*57).
- 2.. Evacuation Procedures:
 - a. Determine safe exits - using either primary or alternate routes.
 - b. School is evacuated for the day.
 - c. Principal(s) secure the school building while teachers take attendance as per fire drill procedures.
 - d. Student runners take attendance list to collection point. Runners return to classroom teachers with Bomb Threat code so that teachers are aware to take students to safe site.
 - e. Teachers take their classes to Safe Site(s) determined in 'School Evacuation Plan'.
 - f. Principals will call District Office with names of missing students
 - g. Safe Site(s) will have 'School Site Evacuation Plan' including student/staff names and phone numbers and map of school.

3. Principal Communication Responsibilities:
 - a. Principal to call RCMP.
 - b. The Principal to call District Administration Office.
 - c. District Office to call:
 - i. Fire Department
 - ii. Ambulance Service
 - iii. Safe Site(s) for school receiving bomb threat.
 - iv. Other schools in District
 - v. Operations Department
 - vi. Senior Management
 - d. 'School Site(s) Evacuation Plans' and student phone numbers should be on file at District Office.
4. School Site Evacuation Plan:
 - a. This is to be developed by each school and should include a checklist of information to be completed by the school:
 - i. name of safe site
 - ii. current list of students and staff names and phone numbers
 - iii. method of communication with parents
 - iv. transportation arrangements
 - v. teacher responsibilities for day of Emergency Evacuation/Bomb Threat
 - vi. method of communication to staff re: day two duties/plans
 - vii. plans for school site plan to be communicated to staff, TOCs, students and parents at beginning of school year
 - viii. clear understanding to staff, students and parents that school will be closed for day so that school can be made safe
 - ix. clear understanding of where the safe site is and how to communicate with safe site(s)
 - x. clear indication that unless otherwise stated through the media, school will resume the next day
 - xi. clear indication that RCMP, Administration, District Office and staff reps will consult about the school being safe to re-enter before anyone returns to the school
 - xii. clear indication that any personal items left in the school will remain until the school is authorized for re-entry
 - xiii. staff debriefing plan after re-entry
 - xiv. info sharing plan for students, parents and community
 - xv. evacuation process assessment
 - xvi. medic alert plan and Coordinator for students with

medical conditions requiring special treatment or medication i.e. epilepsy, diabetes, etc.

- xvii. disposable shoes for students to wear if they have no shoes on when evacuated
5. School Search: No Need to search the facility right away
 - a. To be conducted by the RCMP and (if applicable) trained volunteer firemen.
 - b. Staff/student list available for RCMP at safe school along with school maps and pictures.
 6. School Re-entry:
 - a. No re-entry on the day of the evacuation.
 - b. Expectation that school will be open the day following the evacuation.
 - c. Media notification if the school is not to be open on day two.
 - d. RCMP/Principal/District rep/ Staff rep/IUOE rep/Operations rep to meet at call of District to discuss school re-entry for day two.
 - e. School District Office will determine / authorize school re-entry.
 7. Post Evacuation - District Office will convene a debriefing of evacuation process with:
 - a. Staff debriefing plan after re-entry.
 - b. Info sharing plan for students, parents and community.
 - c. Evacuation process assessment.

WHEN A BOMB THREAT IS RECEIVED:

- LISTEN
- BE CALM AND COURTEOUS
- DO NOT INTERRUPT THE CALLER
- OBTAIN AS MUCH INFORMATION AS YOU CAN
- INITIATE CALL TRACE ACTION (where possible) AND NOTIFY YOUR *PRINCIPAL* BY PRE-ARRANGED SIGNAL WHEN THE CALLER IS ON THE LINE.

FOR TELEPHONE TRACING CALL: _____

QUESTIONS TO ASK:

- WHAT TIME WILL THE BOMB EXPLODE?
- WHERE IS IT?
- WHAT DOES IT LOOK LIKE?
- WHERE ARE YOU CALLING FROM?
- WHAT IS YOUR NAME?

THREAT RECIPIENTS PARTICULARS:

Name: _____

Sect./Br./Dept. _____

Person to Contact: _____ Telephone: _____

RECORDED DATA:

Date: _____ Time: _____ a.m. / p.m. Duration of Call: _____

EXACT WORDING OF THREAT:

IDENTIFYING CHARACTERISTICS:

SEX: _____ ESTIMATED AGE: _____

ACCENT (Eng./Fr. etc) _____

VOICE (loud, soft, etc.) _____

SPEECH (fast, slow, etc.) _____

DICTION (good, nasal, lisp, etc.) _____

MANNER (calm, emotional, vulgar, etc.) _____

BACKGROUND NOISES: _____

Y / N - Voice was familiar (specify) _____

Y / N - Caller was familiar with area _____

SCHOOL-WIDE SECURITY ALERT SYSTEM

Background

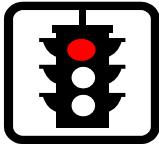
The School-Wide Security Alert System protects staff and students from a threat such as an armed intruder, when it may be more dangerous to leave the building than to stay in a locked room.

These procedures will be used when we have strong evidence of a dangerous situation and when:

- It is safer to stay in an area that can be secured than to move through the building where the potential threat may be encountered.
- There is no possibility of uncontrolled fire or explosion.

Procedures for Teacher or Supervising Adult: (Each school will develop site specific plans.)

SCHOOL-WIDE SECURITY ALERT SYSTEM



CODE RED
(announced over intercom)

Full Lock Down

OCCURS WHEN:

- There is an intruder.
- Reasonable belief of danger to staff / students.
- Call from the RCMP.

INSIDE BUILDING:

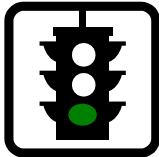
- Gather students into nearest classroom.
- Check the hall for passing students and direct them to immediately enter the classroom.
- Close and lock door(s).
- Close windows and blinds.
- Contact RCMP and District Office.
- Keep students away from doors, window and outside walls.
- Remain calm, reassure students.
- Ask for quiet – no talking.
- Record names of those present and list any now missing.
- Adult answers phone.
- Make a list of communication devices in the room, without using them. Ask students not to use their cell phones, but note students who have cell phones.
- Follow directions from Principal / Vice-Principal or police (who will identify themselves).

Remain in secured classrooms until given **CODE GREEN – ALL CLEAR** by police, Principal or Vice-Principal

OUTSIDE BUILDING:

- Do not enter building. Go to protected area near school grounds (off site assembly area).
- Stay put.
- Write down names of persons in your care.
- Remain in place until **CODE GREEN – ALL CLEAR** is announced.

Note: It is recommended that at all times, classroom doors are kept locked, but open, so it is easy to secure the room if necessary.



CODE GREEN
(announced over intercom)

All Clear

- Back to homeroom for class attendance check.
- Class debriefing.
- Staff debriefing.

CLASSES NOT IN SESSION
(before / after school, lunchtime, between classes)

- Direct all staff and students to the nearest room where space is available.
- Follow procedures under Code Red