

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
POLICY and PROCEDURES**

Title	Effective Date	Revision Date	No. of Pages
No. 531 BOMB THREAT	March 7, 1996	Sept. 26, 2000 April 7, 2009 March 5, 2013	1

It is the policy of the Tri-County Regional Centre for Education that the reaction to bomb threats be administered in a consistent manner.

PROCEDURE under Policy No. 531

Whenever a 'bomb threat' is received by a school, the Principal or designate shall immediately notify the police, and regional office switchboard. The school principal or designate shall order the evacuation of a school building whenever, in their opinion, the safety of staff and pupils is endangered. However, schools will not necessarily be evacuated or classes dismissed as a result of threatening messages.

In the event that a phone call or other notice is received indicating that a bomb has been placed in a school, the staff will be notified to report any suspicious objects to the administration.

In a case where there is an evacuation, the principal or designate shall have students and staff go to a predetermined location deemed to be safe and appropriate, and the following steps shall be taken:

1. The police, the school administrators and any other staff members who volunteer, will search the building immediately to ensure (to the best of their ability) that there is no bomb in the school.
2. Students and staff may return to the building if, upon assessment of the situation by the principal and the police officer present, there is reasonable assurance that no danger exists.
3. If the principal deems it necessary to dismiss the students, those students transported by bus will remain out of the building until busses are available to transport them home.
4. Principals are required to have a school emergency management plan for such possible events. This would include a communication plan. Please see Tri-County Regional Centre for Education's Emergency Management Plan.