

Administrative Procedure 3040 MR3

***Emergency Preparedness and Response –
Threatening Communication***

1. The person receiving the communication should gather all the pertinent information possible and immediately inform the principal or site supervisor.
2. Written or electronic communication and/or any recording of phone calls shall not be removed or erased unless directed to do so by the school administration or site supervisor.
3. To prevent large-scale movement of students, bells may be turned off, and recesses, breaks and lunch periods may be cancelled.
4. The principal or site supervisor shall contact the RCMP and the school district office for assistance.
5. The principal and, if available, vice-principal and janitor shall, along with the RCMP, search public areas of the school at the same time sending students in these areas to supervised classrooms if appropriate.
6. Teachers shall be expected to look around classrooms for unnatural objects or packages.
7. If any unexplained object is discovered, staff shall move students away from the area in question and place the area 'out of bounds'. Staff shall then inform the administration or the RCMP.
8. After assessing all available information, consulting with the RCMP and/or emergency personnel, the principal shall make a decision regarding evacuation. This decision is based on such factors as:
 - the nature and specificity of the threatening communication;
 - the ages of the students;
 - the locations and accessibility of exit routes;
 - the advice of the RCMP and/or emergency personnel.
9. In most circumstances, evacuation procedures should be similar to those already in place for other emergencies. However, the principal and school staff may be required to exercise different procedures depending on the situation.

10. If the school/site is evacuated, re-entry should be made only after the RCMP have given clearance to do so.
11. The RCMP and/or the school board office personnel shall be responsible for working with the media.