

NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

FIRE OR BOMB THREATS

AS 22.0
NPS 55-99

POLICY:

IT SHALL BE THE POLICY OF THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD to expect that in cases of emergency, each school will offer the best possible protection with the least possible disruption to pupils, teachers and other employees.

ADMINISTRATIVE PROCEDURES:

GENERAL

In compliance with the Ministry of Education and Training Regulations

1. The principal of each school or his/her delegate shall establish procedures that will be followed in the event of fire and other emergencies that may develop on, or adjacent to, school property and shall provide for drills in such procedures. He/she will also submit a copy of such procedures to the Superintendent of Education on or before September 30 of each year.
2. Every principal or his/her delegate will hold emergency drills, in accordance with the procedures established in section 1, at least three times between the first school day of the school year and the 31st day of December and at least three times between the 1st day of January and the last school day of the school year, and report in writing to the Superintendent of Education the day following each drill.
3. Every person in a school building will take part in emergency drills.
4. It will be the responsibility of the principal to see that emergency procedures are diligently reviewed at least once a year with all members of the staff and the pupils.
5. The principal or his/her delegate will submit through the Superintendent of Education a written report to the Director of Education, within one week of the emergency, stating all pertinent details of the incident.
6. Each principal will bring to the attention of his/her staff the following materials:

General Information Bulletin 1-75
Canadian Bomb Data Centre
Ottawa, Ontario K1A 0R2

Bomb Threat Telephone Procedures
Commissioner, R.C.M.P.
Protective Policing Directorate
Ottawa, Ontario K1A 0R2

Replaces former Section E14

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A. FIRE

1. Procedures in case of fire will be clearly posted inside the exit doorway of each classroom.
2. Members of the staff and pupils will be instructed to familiarize themselves with these procedures.
3. The procedures will include:
 - a) a description of the fire drill signal(s);
 - b) clear indication of the exits to be used including alternate exits;
 - c) a statement of what conduct is expected for a safe evacuation;
 - d) a clear delineation of responsibilities: calling fire department, use of extinguishers, removal of registers, opening and closing of doors, assistance to disabled children, checking of auxiliary areas, removal of animals, etc.;
 - e) a description of the signal "all clear".
4. The large fire evacuation cards issued by the office of the Fire Marshall will be correctly filled and prominently posted near the exits.
5. The procedures will also include a contingency plan for sheltering the pupils when the entire building has to be evacuated for a long period of time (more than twenty (20) minutes) in inclement weather or more than two (2) hours in good weather.
6. The procedures will also include a plan for dismissal of pupils to their homes if evacuation is for a long period of time (one half day or more).

B. OTHER EMERGENCIES INCLUDING BOMB THREATS

1. Bomb threats cannot be regarded as a meaningless nuisance. Consequently, each bomb threat shall be considered bona fide until proven otherwise.
2. The principal, or his/her delegate, will establish procedures dealing with bomb threats. A copy will be submitted to the Superintendent of Education on or before September 30th of each year.
3. These procedures will determine:
 - a) who will be in charge in the event of a bomb threat and who will be his/her alternate;

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<p>b) what <u>search</u> procedures will be followed and who will be responsible;</p> <p>c) if <u>evacuation is decided</u> upon what procedures will be followed and who will be in charge.</p> <p>4. The principal will ensure that the following topics are dealt with in these procedures:</p> <p>a) "What makes a bomb threat and for what reason" (1-75 Canadian Bomb Data Centre and 1205 Control Sheet);</p> <p>b) initial assessment of bomb threat credibility;</p> <p>c) nearest medical assistance;</p> <p>d) fire and rescue procedures;</p> <p>e) blast effects;</p> <p>f) reporting to media;</p> <p>g) availability of transistor-type radio, first aid supplies, flashlights, etc.;</p> <p>h) advising police, fire department and the Superintendent of Education;</p> <p>i) the use of the *57 code, immediately after hanging up on a call, in order to have it traced and to have its origin and date-stamp archived at Bell Canada for future access by the police (\$5.00 charge).</p> <p>5. Principals shall ensure that their school's current evacuation plans are forwarded to the local fire department.</p>	