

CODE: DBCC.AR

EFFECTIVE DATE: (29-01-2020)

TOPIC: Bomb Threats

ISSUE DATE: (29-01-2020)

REVIEW YEAR: (2015)

REGULATION

1. All bomb threats shall be reported immediately by the school to the Edmonton Police Service (911). The following pertinent information shall be provided:
 - a. who received the call;
 - b. the time the call was received;
 - c. what was said by the person making the threat;
 - d. description of the person making the threat (male/female; youth/adult; accent, etc.);
 - e. what action has been taken.
2. Police advice regarding further action shall be followed by the school.
3. Security Services (Emergency Line 780-429-3772) shall be notified by the school immediately after the police have been called.
4. Schools shall follow site bomb threat protocols as outlined in their school's emergency plans.
5. An alert email shall be sent notifying the Superintendent of Schools, Assistant Superintendents and key central personnel.
6. A Division security consultant shall complete an incident report on all bomb threats.
7. Security Services shall maintain a record of all threats to schools.