

**DIVISION: PROGRAMS**

**PROG-302**

**POLICY NAME**  
BOMB THREATS

---

**POLICY STATEMENT**

The Newfoundland and Labrador English School District (“NLESD”) treats all bomb threats as very serious and will take every precaution to ensure the safety of all building occupants. The NLESD will establish procedures to provide for a safe, appropriate and consistent approach to dealing with bomb threats throughout its schools and other properties.

---

**BACKGROUND**

The NLESD believes that the safety of students and staff is paramount in the event of a bomb threat. Bomb threats can be extremely disruptive to the school day and very unsettling for students and staff. Schools are expected to follow an established process for responding to bomb threats, and to work with local emergency response authorities to resolve the situation.

---

**SCOPE**

This policy applies to all students, employees, visitors and properties under the NLESD’s jurisdiction.

---

**DEFINITIONS**

Local Emergency Response Authorities

Local Emergency Response Authorities include local police (Royal Newfoundland Constabulary or Royal Canadian Mounted Police), fire department and health/emergency authorities and/or other designated community members.

---

**APPROVED:** June 14, 2014

**Effective:** September 1, 2014

**AMENDED:** \_\_\_\_\_

## Bomb Threat

A bomb threat can be received in a number of ways that include in written format (a paper note or a message on a wall), through phone calls, or through various other technological means (email, text message, social media avenues).

---

### **POLICY DIRECTIVES**

1. All schools must prepare a response plan in the event of a bomb threat, consistent with the Administrative Procedures/Regulations associated with this policy.
2. The Principal/designate and all staff are expected to respond to all bomb threats in a prudent and expeditious manner. Local emergency response authorities must be notified as soon as possible.
3. All bomb threats must be reported to the Director's office at the earliest possible opportunity.
4. In the event a school receives a bomb threat, the Principal must inform parents/guardians in a timely manner of the threat and the action taken.
5. The Principal must ensure that all pertinent information related to the bomb threat is recorded and filed for future reference.
6. Where it is determined that a student made a bomb threat, s/he will be subject to discipline up to and including suspension. This will be separate from any criminal charges, convictions or penalties imposed.

---

**APPROVED:** June 14, 2014

**Effective:** September 1, 2014

**AMENDED:** \_\_\_\_\_