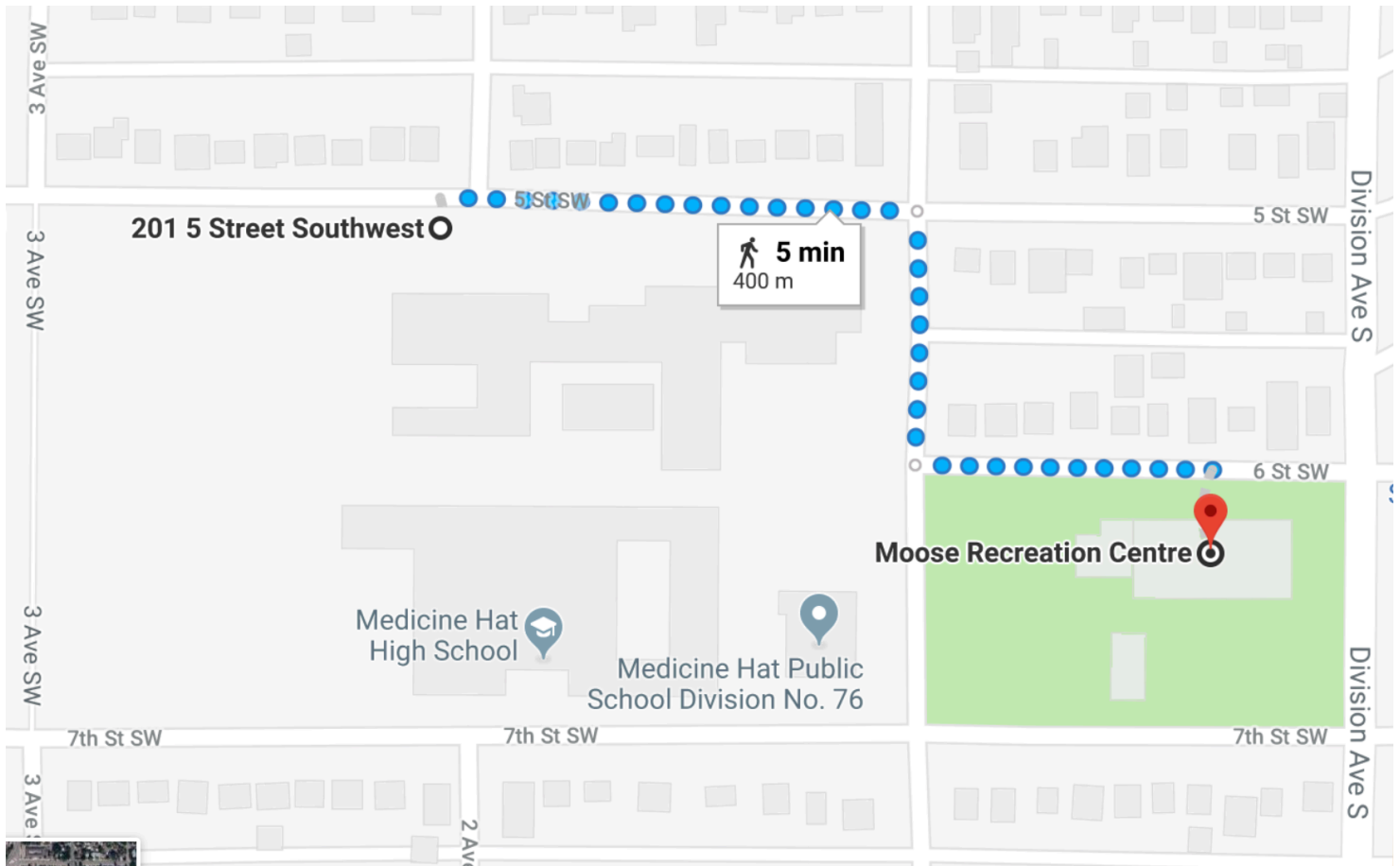




Section 3 *Managing In-School Threats*

3.1 *Bomb Threats*

1. The person who receives the threat should attempt to gather as much detail as possible (make notes or use checklist).
2. The principal or designate makes a decision whether or not to evacuate students using fire drill procedures.
Note: avoid bomb area – use alternate evacuation route.
3. Call Emergency Services **9-1-1**/Inform School Critical Response Team and staff regarding circumstances.
4. Have student attendance information available.
5. Ensure that copies of school floor plans are available to police.
6. Access alternate school location if required.
**CAPE Alternate locations: Moose Rec Centre
602 Division Ave S, Medicine Hat, AB**
7. If emergency responders determine the threat is real:
 - inform Superintendent who will:
 - utilize media, in co-operation with police, to inform parents of safety issues.
 - prepare a media statement and fact sheet to respond to telephone inquiries.
 - attend to intra-school communications.
9. Identify student and staff crisis counselling needs and arrange for required services.
10. Debrief in this order:
School Staff on site
Critical Response Team
School community
11. Complete Critical Incident Report (see section 6).



BOMB THREAT CHECKLIST

CALL: _____ Police Phone #: **911** and/or **403-529-8400**

NOTES: listen be calm/courteous do not interrupt gather information take notes

Type of Contact	Record	Ask	Identify /note
Note	Date: _____ Time: _____ Handle note with care Advise administration		
Call	Date: _____ Time: _____ Answering Machine Y N Voice Mail Y N Threat wording: _____ _____ _____ _____ _____	Where is it? _____ _____ What does it look like? _____ _____ Why are you doing this? _____ _____ _____ Who are you? _____ _____ When is the bomb going to go off? _____ _____ _____ What is it made of? _____ _____ _____ _____	Is the voice: _____ a man? _____ a woman? _____ a child? Any speech impediment? _____ Yes _____ No Is there any accent? _____ Yes _____ No nationality? _____ Is the voice familiar? _____ Yes _____ No Emotional state: _____ calm? _____ 'nervy'? _____ vulgar? Any background noise? _____ Children's voices _____ traffic _____ _____ talking _____ _____ machines _____ _____ bells _____ _____ other _____ Does the caller seem to know the building? _____ Yes _____ No

Type of Contact	Record	Ask	Identify /note
<p>In Person</p>	<p>Date: _____</p> <p>Time: _____</p>	<p>Where is it?</p> <p>_____</p> <p>What does it look like?</p> <p>_____</p> <p>_____</p> <p>Why are you doing this?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Who are you?</p> <p>_____</p> <p>_____</p> <p>When is the bomb going to go off?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>What is it made of?</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Is the person:</p> <p>_____ a man?</p> <p>_____ a woman?</p> <p>Ethnicity:</p> <p>_____</p> <p>_____</p> <p>Height:</p> <p>_____</p> <p>Built (ex: slim, heavy set):</p> <p>_____</p> <p>_____</p> <p>Eye colour:</p> <p>_____</p> <p>Any speech impediment?</p> <p>_____ Yes _____ No</p> <p>Is there any accent?</p> <p>_____ Yes _____ No</p> <p>nationality?</p> <p>_____</p> <p>Is the person familiar?</p> <p>_____ Yes _____ No</p> <p>Emotional state:</p> <p>_____ calm?</p> <p>_____ 'nervy'?</p> <p>_____ vulgar?</p>

CALL POLICE IMMEDIATELY

3.2 Suspicious Package

1. Should a staff member be suspicious of a package or backpack, administration must be informed immediately and conduct preliminary investigation.
2. The principal or designate will arrange for evacuation procedures.
3. The School office will Call Emergency Services 911
4. Students will leave building through fire exit doors and await instruction as to further movement of the students, if necessary.
5. Staff will activate the emergency phone tree to contact parents if classes will not resume.

3.3 Intruder Threats

3.3.1 Unauthorized/Suspicious Person(s)

1. The principal or designate shall determine whether the person is a legitimate visitor and/or poses a threat to school safety.
2. If the intruder is determined not to be a serious threat, alert staff and students to the intruder's location by asking them to remain out of the specific area. Ask intruder to leave school premises and warn police are *en route*.
3. If intruder refuses to leave, instruct teachers in contact with the intruder to take all steps to ensure their own safety and that of the students. Do not engage in violent confrontation.
4. If intruder is determined to be a serious threat, initiate school Lock Down.
5. Call Emergency Services **9-1-1**.
6. If appropriate, maintain direct observation of the intruder to monitor developments until arrival of police.
7. Request police arrest intruder if he/she refuses to leave.
8. When incident is resolved, inform all staff and students.
9. Complete Critical Incident Report.

3.3.2 *Irate Person(s)*

1. The staff member who identifies and irate or threatening individual(s) initiates Lock Down.

3.3.2 *Dangerous or Deadly Weapons*

Note: An intruder with a weapon – whether using it or not – is treated as a clear threat to school safety. It is a hostage or hostile situation. School personnel should focus on the safety of students and staff and leave negotiations to trained responders.

1. School staff who detect an intruder with a firearm should immediately call a Lock Down.
2. Follow Lock Down procedures for school.
3. Office to contact Emergency Services **9-1-1**.
4. Open communication are maintained via GroupMe Application/website on laptops computers/iPads.
5. Inform Superintendent who will attend to all media and inter-school communications.
6. If possible, inform School Critical Response Team.
7. Gather as much information as reasonably possible prior to the police arriving: number of persons involved, location, number and types of weapons, names, number of victims, statements made, description of clothing.

Do Not:

- **evacuate school until the police have arrived, determined the locations concerned, and have directed an evacuation**
 - **attempt to remove the firearm(s) from the intruder**
 - **attempt to negotiate with the intruder**
 - **remove lock down until given clearance by the police**
8. When safe to do so provide first aid to any victims until Emergency Responders arrive.
 9. Use previously established location (Reception Area) for family members to wait and be kept informed. This is the location to which students will be released.

CAPE alternate locations: Moose Rec Centre
602 Division Ave S, Medicine Hat, AB

10. Release students only after police approval.
11. Teachers should remain with students until they are released.
12. Use attendance file when releasing students to verify information.
13. Use prearranged site, if necessary, as a safe area for students/staff to meet immediately upon evacuation.

CAPE alternate locations:

Moose Rec Centre 602 Division Ave S, Medicine Hat, AB

counselling

14. Debrief in this order:
 - School Staff on site
 - Critical Response Team
 - School community
15. The School Critical Response Team will determine the nature and extent of the crisis counselling required and will access the necessary resources.
16. Complete Critical Incident Report.

3.3.3 Gang Violence

1. Ensure the safety of students and staff:
 - isolate students from the disruption – initiate Lock Down or Evacuation procedures.
2. Assess the danger of the situation and respond accordingly. Call Emergency Services **9-1-1**.
3. Provide first aid as required.
4. Convene School Critical Response Team, as circumstances dictate.
5. Re-establish order with help from police and available staff.

6. Inform Superintendent, who will:
 - prepare a statement for the media and a fact sheet to answer telephone inquiries.
7. Identify witnesses (with police) and help determine what caused the altercation.
8. Identify all students involved in the gang violence and follow CAPE disciplinary procedures.
9. Provide follow-up counselling and referral services to students who were the victims of the gang violence or who may be at risk.
10. Debrief in this order:
 - School Staff on site
 - Critical Response Team
 - School community
11. Complete Critical Incident Report.

3.4 Hostage/Abduction Threats

3.4.1 Hostage Taking

Note: Do not attempt to rescue hostages or threaten the perpetrator.

1. Call Emergency Services **9-1-1**.
2. Gather as much information as reasonably possible:
 - information on the perpetrator, weapons, explosives, etc.
 - assess immediate danger to hostage; assess potential threat to others.
3. Follow procedures for school Evacuation or Lock Down if required or as directed by Emergency Responders.
4. Inform Superintendent who will:
 - prepare a statement for the media. The media may assist in informing parents of the location and time of the students' release.
 - prepare a fact sheet to respond to telephone inquiries.
 - attend to inter-school communications.
5. Convene School Critical Response Team.

6. Provide facilities for emergency personnel and prepare for a possible lengthy situation.
7. Use previously established location for family members to wait and be kept informed.
This is the location from which students will be released.
6. Release students only after police approval:
 - teachers should remain with students until they are released.
 - use attendance file when releasing student to verify information.
 - use prearranged evacuation site if necessary, to release students to their parents.
7. Debrief in this order:
 - School Staff on site
 - Critical Response Team
 - School community
8. The school Critical Response Team will determine the nature and extent of the crisis counselling required and will access the necessary resources.
9. Complete Critical Incident Report.

3.4.2 Abduction

1. Attempted:

- Do not physically intervene.
- Gather as much information as possible if safe to do so (i.e. license plate number, color of vehicle, etc.).
- Call Emergency Services **9-1-1**.
- Inform Parent.

2. Suspected:

- Verify that the student is missing and possibly abducted. Search building and grounds.
- Question student's friends to obtain information.
- Call Emergency Services **9-1-1**.
- Inform Parent.

3. Confirmed:

- Call Emergency Services **9-1-1**.
- Inform Parent.

4. Convene School Critical Response Team, as circumstances dictate.

5. Inform Superintendent who will:
 - with the police, develop a fact sheet for the media and to respond to telephone inquiries.
 - attend to inter-school communications.
6. Meet with staff if possible and advise teachers on sharing information with students.
7. Based on circumstances, determine need for more active intervention – visit classrooms, identify students at risk, provide counselling as required.
8. Send letter home to all parents outlining facts as known and alerting them to any possible concerns as well as school/police initiatives.
9. Prepare classmates to be supportive when student returns and provide counselling as needed.
10. Complete Critical Incident Report.

3.5 Fire Threats

1. Engage the fire alarm and inform school office of location and extent of fire.
2. Commence evacuation procedures (see Fire Drill P&P)
3. Call Emergency Services **9-1-1**.
4. Staff should be familiar with the location and operation of fire extinguishers, including fire hoses, in the building. These may be used at staff discretion in an emergency.
5. Assemble students and staff in previously determined places well away from the fire (at least 60 feet from the building), leaving fire routes clear. Use predetermined alternate facility if required (see fire maps).
6. Inform the Superintendent who will:
 - determine communication needs – media statement; telephone response fact sheet; parent notification.
 - attend to inter-school communications.
7. Re-enter building only after fire services have declared it safe.
8. Debrief in this order:

School Staff on site
Critical Response Team
School community

9. Determine whether crisis counselling services are required and to what extent.

10. Complete Critical Incident Report.

Fire Drill Procedure

Upon hearing the fire drill:

1. Instruct the students to be quiet, rise, and line-up at the emergency exit #1.
2. Take your Mark Book/iPad/laptop.
3. Instruct the students to file out quietly and go to the designated homeroom meeting area outside of the school, regardless of the time of the drill.
4. Take the yellow evacuation folder from the room you are in.
5. Leave the lights and close the door behind you as you go, keep closing all doors behind you as you exit the building.
6. Take the yellow folder to the homeroom meeting spot for the class you were with. Give the folder to the homeroom teacher, teaching assistant, or to a responsible student.
7. Each staff member and class is assigned a specific evacuation spot. Always report to your assigned evacuation meeting post. Do a roll call to make sure all the students are there. Use the marker to record the information. Do not include absent students as missing. Only students that are attending school at that time and NOT at the meeting spot are to be considered missing.
10. Look for the drill administrator in **the alleyway between the field and the playground**. When the blue card, is raised, hold up your colored card(s). If all your students attending school at that time are accounted for, hold up the green card. If a student or adult is missing, hold up the red card. Should you have any extra adults or students, please hold up the orange card. It is possible to hold up more than one card; only red and green should not appear together.

Stay with your students until advised to either return to class (administrator will show dark green card) or evacuate to the Moose Rec Centre (red card.)

3.6 *Early Dismissal due to Inclement Weather or Hazardous Road Threats*

1. The Superintendent or designate (principal) will determine if road and/or weather conditions are a threat to the physical safety of students and call for Early Dismissal.
2. The principal or designate will institute the Emergency Phone Tree to inform all staff and parents of the early school closure.
3. Staff are expected to be at their normal place of work until each student has been signed out and picked up by a parent or designated individual.
4. Staff may leave the school facility once all students have left. Staff continue to be paid if they are absent from work in such circumstances.

3.7 *Emergency School Closure*

For the safety of CAPE students, the school may be closed or closed early. Such circumstances include:

- Blizzard conditions or heavy snowfall
- Unsafe travel/road conditions or road closures
- Extreme wind chill (approaching -40°C)
- Interruption of basic services (water, electricity, heat)
- Emergency situations
- Act of God (tornado, flooding, etc.)

1. **Emergency School Closure** - The Superintendent or designate (Principal) has the authority to temporarily close the school in emergency situations where the health and/or safety of students and staff may be endangered.
2. **Early Dismissal and/or Closure** – Whenever possible, students should remain at school until normal school closure.
 - (a) If early school closure is required, the decision shall rest with the Superintendent or designate (principal).
 - (b) If early closure occurs, the principal must activate the Emergency Phone Tree to ensure that parents and/or guardians are informed.
 - (c) The school staff is to ensure that each child is in the care of a responsible person until parental or bus pick up.

- (d) Parents of students that take a bus will be contacted to make arrangements for emergency pick-up.
3. In the case of an early morning school closure, one staff member, the one that has the fastest and safest access to the school, is expected to be at his/her normal place of work until he/she is sure that no students are likely to arrive and be dropped off, unless inclement weather conditions or hazardous road conditions endanger his/her physical well-being. Staff continue to be paid if they are absent from work in such circumstances.
4. When school is closed, no teachers and support staff will be required to attend school.

Guidelines for Dealing with Extreme Temperatures / Weather

In order to keep staff and students safe, CAPE uses the following guidelines for dealing with extreme weather or temperature conditions.

- **Temperatures warmer than 28°C (Humidex warmer than 30°C)**
 - Students need to acclimatized to hot temperatures over a series of days for increasing periods of time.
 - Select shaded areas for activities when possible. If activities are in the sun, allow students frequent access to shaded areas for short periods of time.
 - Limit the amount of strenuous exercise to 20 minutes between rest periods.
 - Ensure each student is equipped with a full water bottle of cold water at the beginning of the activity. Access to extra water is strongly advised.
 - Avoid direct sunlight for more than 30 minutes at a time.
 - Students must wear sunscreen (recommended SPF of 20 minimum and UVA and UVB protection). This should be requested in a letter home well before the day of the activity. Students should also be educated in the proper use of sunscreen to protect often neglected body parts including the lips, face, neck, shoulders, back, knees, and tops of feet.
 - Encourage students to wear UV blocking sunglasses.
 - Students can use both sunscreen and insect repellents when they are outdoors to protect their health. Follow the instructions on the package for proper applications of each product. Apply the sunscreen first, followed by the insect repellent.
- **Temperatures colder than -20°C (including wind chill)**
 - Students must have flesh covered with appropriate clothing to participate in recess. Indoor recess is at the discretion of the office with consultation of the administration.
 - Outside activities for temperatures lower than -25°C must be limited to 15 minutes or less with students properly covered.

- Temperatures that exceed -30°C with wind chill will automatically mean that students remain inside for recesses and breaks.

- **Rainfall / thunderstorms**
 - Students will not take part in activities outside when the rainfall is moderate to severe or a thunderstorm is present.
 - In the case of a severe thunderstorm warning, caution must be taken to ensure that students have immediate access to shelter at all times in case of storm conditions.

- **High winds**
 - Should there be winds in excess of 30 km/hr, outside activities will be assessed and may be modified at the teacher's discretion.
 - In the case of a tornado sighting in the immediate area, the school will assume modified lockdown procedures.

TO BE UPDATED ANNUALLY