



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## ADMINISTRATIVE REGULATION

**Regulation Name: Procedures in the Event of a Bomb Threat**      **Regulation Code: ES-1.1.8**  
**Section: Educational Services**      **Policy Code Reference: ES-1.1**

Established: June 21, 1999

Revised or

Reviewed: January 31, 2008; June 21, 2018; June 20, 2023

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### 1. OBJECTIVE

This administrative regulation is written in accordance with the guiding principles in Board Policy ES-1.1, Safe and Caring Schools.

### 2. DEFINITIONS

#### Administrative Regulation

A document issued through the Director of Education, governing the implementation of a Board policy or required to coordinate and control certain aspects of system operations.

#### Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

#### Board of Trustees

The elected governance branch of the Board.

#### Policy

A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

### 3. APPLICATION

This administrative regulation applies to all employees involved in the development, review and practice of emergency procedures.

### 4. RESPONSIBILITY

Each school principal shall be responsible for developing and maintaining an emergency response plan to deal with a bomb threat. The Emergency Response Plan should be uploaded by September 30 each year to the Emergency Response Database. Additional information regarding bomb threats is available to school administrators in the Police/School Board Protocol (2016).

**5. PROCEDURE**

The Emergency Response Plan for a Bomb Threat shall be developed in accordance with the Police/School Board Protocol (2016) and shall include information on:

- 5.1 receiving information on a bomb threat,
- 5.2 contacting police,
- 5.3 the emergency response team,
- 5.4 search procedures,
- 5.5 evacuation, and
- 5.6 reporting procedures.

**6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS**

Board Policies:

[ES-1.1, Safe and Caring Schools](#)

[ES-2.1, Emergency Preparedness](#)

Administrative Regulations:

[ES-1.1.1, Discipline/Promoting Positive Student Behaviour/Code of Conduct](#)

[ES-1.1.1A, Appendix A: Discipline/Promoting Positive Student/Behaviour/Code of Conduct](#)

[ES-1.1.2, Suspension](#)

[ES-1.1.3, Expulsion](#)

[ES-1.1.4, Child in Need of Protection](#)

[ES-1.1.9, Substance Use](#)

[ES-1.1.10, Safe Arrival Program](#)

[ES-1.1.12, Sexual Misconduct by Students](#)

[ES-1.1.12A, Appendix A: Police/School Board Protocol](#)

[ES-1.1.13, Anti-Sex Trafficking](#)

Procedural Documents (internal):

Emergency Response Plan Template

[Police/School Board Protocol \(2016\)](#)

Violence Threat Risk Assessment (VTRA)