



Administrative Procedure: Bear and Other Animal Threat Protocol

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1.0 Procedures

- 1.1 As a precautionary measure, during the months of September, October, March, April, May and June, when bear sightings are highest, all staff who are responsible for outdoor supervision of students during the school day have easy access to and are required to use an air horn (whistle etc.) when necessary. A bear/other animal threat drill protocol will take place at least once a year, in April, as the bear season is beginning. During the school year, all staff and principals are to use their professional judgment in using this administrative procedure when possible threats of other animals are in the area.

2.0 Bear/Other Animal Threat Warnings

- 2.1 If the school is notified that a bear/other animal threat has been sighted in the community, the principal, upon verification of a bear sighting from the proper authorities, will:
 - 2.1.1 Inform all students and staff about the bear/other animal threat sighting.
 - 2.1.2 Close and latch all gates to the school grounds if applicable and safe to

do so.

- 2.1.3 The Principal will determine if parents and/or guardians need to be notified.
- 2.1.4 Ensure that all bus students have safely boarded buses before departing the school grounds.
- 2.1.5 Call the toll-free Bear Wise reporting line at 1-866-514-2327.

3.0 Bear/Animal Sightings On School Property

3.1 During the School Day:

- 3.1.1 If a bear/other animal threat is sighted immediately outside of the fenced area that borders the school property or within the school grounds, the school will initiate the Hold and Secure protocol and call 911 to make a report if the bear/animal enters the school yard.

3.2 During outside recess/nutrition break or lunch hour:

- 3.2.1 The staff members on supervision duty will blow their air horn (or whistle etc.) several times as a warning to the students.
- 3.2.2 Upon hearing the warning, the students must quickly vacate the playground area and go directly into the school. The staff on duty must ensure that all students have vacated the school playground.
- 3.2.3 Students must enter the school immediately and proceed quickly and quietly to their classrooms.
- 3.2.4 All teaching staff are required to take attendance promptly and must notify the office that all students are present and accounted for.
- 3.2.5 If the problem of a bear/other animal threat still persists on school property during the day, no student will be allowed to go outside or leave the school building unless supervised by a parent and/or guardian.

3.3 During School Dismissal:

- 3.3.1 If the problem of a bear/other animal threat still persists on school property at dismissal time, students who normally walk will not be allowed

to walk home.

- 3.3.2 The administrative assistant will notify the transportation carrier if an alternate pick-up location is needed.

4.0 Duties of the Principal

- 4.1 Ensure the yard is inspected for the presence of bears/other animal threats daily.
- 4.2 Notify staff and students of dismissal procedures.
- 4.3 Ensure teaching staff remain in their classroom until all students have been picked up by a parent and/or guardian or transported home by bus.
- 4.4 All Educational Assistants, who may have no specific responsibilities at dismissal time, will assist the principal with bus students at the main entrance.
- 4.5 Bussed students are required to line up inside the school. Students will be escorted out to the bus by an adult.
- 4.6 Make sure that staff on supervision duty have easy access to and are required to use an air horn (whistle etc.) when necessary.
- 4.7 Ensure that the inspection of any fencing and recording of this action on the log sheet is completed daily by the custodian and check that no attractants are left in the schoolyard (i.e., food).
- 4.8 Coordinate actions with the principal of the French School Board and/or Daycare if applicable.
- 4.9 Conduct a bear/other animal threat drill in the Spring and Fall of each school year.
- 4.10 Review and share the bear/other animal threat policy and administrative procedure annually at the September and March staff meeting.

5.0 Duties of the Administrative Assistant if a Bear/Animal Threat is sighted

- 5.1 Notify the transportation carrier to pick up students at a safe exit area of the school.

- 5.2 Activate the emergency phone list plan to notify parents and/or guardians of walkers who will need to be picked up at the school.
- 5.3 The administrative assistant will be responsible for answering any incoming telephone calls and relaying any messages to staff and/or students, as required.