



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 when necessary. A bear drill procedure 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 judgement in using this administrative procedure when possible threats of other animals are in the area.

2.0 Bear Warnings

- 2.1 If the school is notified that a bear has been sighted in the vicinity of the school the principal, upon verification of a bear sighting from the proper authorities, will:
 - 2.1.1 Inform all students and staff about the bear sighting.
 - 2.1.2 Direct all walkers, if near lunch hour or dismissal, to walk home with a

friend or, sibling, leave the school grounds immediately, go directly home and notify a parent and/or guardian of his/her safe arrival;

- 2.1.3 Ensure that all bus students have safely boarded buses before departing the school grounds.

3.0 Bear Sightings On School Property

3.1 During the School Day:

- 3.1.1 If a bear is sighted immediately outside of the fenced area that borders the school property, or within the school grounds while students are outside at recess or lunch hour:
 - a. The staff members on supervision duty will blow their air horns several times as a warning to the students.
 - b. 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.
 - c. Students must enter the school immediately and proceed quickly and quietly to their classrooms.
 - d. All staff and students working within the school during the warning, must also proceed immediately to their classrooms. The principal may need to activate the hold and secure procedure to keep students and staff safe.
 - e. All teaching staff are required to take attendance promptly and must notify the office that all students are present and accounted for.
 - f. If the problem of a bear 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.

3.2 During School Dismissal:

- 3.2.1 If the problem of a bear still persists on school property at dismissal time, students who normally walk, will not be allowed to walk home.
- 3.2.2 If time permits, the administrative assistant will notify the transportation carrier to have students picked up at the front entrance of the school.

- 3.2.3 If there is sufficient time, the principal will be responsible for ensuring that buses relocate to the front entrance of the school, to pick up students, if applicable.

4.0 Duties of the Principal

- 4.1 During bear season, ensure the yard is inspected for the presence of bears, prior to recess.
- 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 Students are required to line up inside the school at the front entrance. 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 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 school yard (ie: food).
- 4.8 Coordinate actions with the principal of the French School Board, if applicable.
- 4.9 Conduct a bear drill in the Spring of each school year.
- 4.10 Review the bear policy and procedures annually, at the September staff meeting. The policy and procedures are to be shared with all staff members.
- 4.11 Ensure that staff and students are compliant with the bear and other animal threat policy and procedures.

5.0 Duties of the Administrative Assistant

- 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.