

EBCC—Emergency Procedures for Bomb Threats

Bomb Threats

If a phone call or other notice is received indicating that a bomb has been placed in the school, the following procedures will be followed:

- The person receiving a threat by phone will note the exact time of the call and attempt to get a voice description of the caller (i.e., age, sex, identifying patterns of speech, et cetera). If recording capability exists in the School for telephone calls of this nature, a recording of the call will be attempted.
- The call will be reported to the Administrator.
- The Administrator shall determine whether or not to:
 1. Evacuate the building immediately as per designated procedure; and,
 2. Notify the police and the fire department.
- If the police and the fire department are called, the Administrator will comply with the instructions of the ranking officer.
- Staff members and students will be allowed to return to school only when authorized by the ranking officer.