

Bomb Threats

Upon receipt of a bomb threat, the recipient will:

- A. Immediately notify building principal.
- B. Complete the District Information Form EBCC-E1 (see below).

Building Admin will:

- A. Empty the building.
- B. Notify Superintendent's office.
- C. Notify the local police.
- D. In conjunction with the local police officials, organize a search of the plant with District personnel and local police.
- E. Follow police/sheriff for next steps including building search and determination of when the building may be re-occupied.

General

- A. No student or staff member will be required to remain in a building following a bomb threat (~~24 hours~~).
- B. Security may be placed on a building which has been searched following a bomb threat to screen all people entering the building.
- C. It shall be the responsibility of Building Administration to see that the building is emptied as rapidly as possible.
- D. School officials will make arrangements for re-locating and educating the students for the remainder of that school day or to send students home.
- E. Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate (or practicable) opportunity, as determined by the superintendent in consultation with the Board and through meet & consult with the Association. Time lost may be rescheduled on a weekend or vacation day or after what would normally be the last day of school, except on days when schools are closed as required by law.
- F. School officials, in consultation with the local police official in charge, will determine how soon the building may be re-occupied.
- G. School officials will work closely with police officials on the search, investigation, and prosecution of those responsible for bomb threats.

The Call

- A. Be sure to listen for background noise: traffic, music, etc.
- B. Try to determine the sex and age of the caller.
- C. Try to determine if the voice sounds natural or is the person attempting to disguise the voice.
- D. Jot down the exact words that are used.
- E. Record the exact time of the call.

Response

- A. Attempt to have the caller respond to questions.
- B. Ask specifically where the bomb is located.
- C. Ask the caller to describe the bomb.

Adopted: March 24, 1986

Previous Revisions: October 8, 1996, February 29, 2000

Reviewed: January 22, 2002, March 31, 2009

Revised: March 15, 2023