



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

GCC-3 Reporting of Bomb Threats **APPROVED:** December 6, 1978 **REVISED:** November 3, 2006
Year of last review: 2021
AUTHORIZING BOARD POLICY: GCC

Classification: Institutional

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

OBJECTIVE: To outline the procedure for reporting bomb threats.

PROCEDURE: Since the District has a direct inward dialing telephone system, it is possible for a bomb threat to be received on any telephone within the District. If such a threat is received, the following actions should be taken.

- I. Try to get as much information as possible from the caller, specifically:
 - A. Which campus and which building and room.
 - B. At what time the bomb is set to explode.
- II. Report the bomb threat as soon as possible to the El Paso Community College Police Department at 831-2200. Identify yourself, indicate that you have received a bomb threat, and report as much information as you have been able to obtain.
- III. If evacuation of the building is necessary, the following steps should be taken:
 - A. **Do not** activate the fire alarm!
 - B. All individuals should leave the emergency scene according to designated evacuation routes in a calm and orderly manner. All District employees and students should familiarize themselves with the evacuation routes indicated for each area of the District facilities. Floor maps showing these designated evacuation routes are posted throughout each campus where exits or exit signs are not in line of sight.
 - C. Whenever the alarm sounds, all individuals should regard the alarm as a signal to evacuate the premises.
 - D. The EPCC Police will assume control of directing the evacuation. All District employees and students should follow the instructions given by the EPCC Police.
 - E. The EPCC Police will assist the Fire Department and other agencies, as directed, upon their arrival.
 - F. Only the President has the authority to prolong evacuation or cancel classes.
 - G. If a suspicious object is discovered, **DO NOT** attempt to move or touch the object. The area should be evacuated immediately. Notify the EPCC Police Department at 831-2200.