

Bomb Threat Plan

Facility Type: Acute Care Hospital

BOMB THREAT PLAN

Receipt of Bomb Threat (Telephone Communication):

1. Should a bomb threat be received by telephone, the person taking the call shall **IMMEDIATELY** institute the following procedures and complete a Record of Bomb Threat:
 - A. Remain calm. DO NOT panic.
 - B. Keep the caller on the line as long as possible.
 - C. Record, as near as possible, every word spoken by the person calling.
 - D. Listen for any strange or unusual background noises such as music playing, motors running, traffic sounds, etc., which might be helpful in providing clues to determine from where the call was made.
 - E. Determine whether the voice is male or female, familiar or unfamiliar, and listen for any accents, speech impairments, nervousness, etc.
 - F Record as much information as you possibly can. You may not be able to get everything, but do get all you can.
2. Immediately after the caller hangs up, contact the Switchboard Operator and relay as much information as possible.
3. The Switchboard Operator will contact the Police Department and then make the following announcement over the intercom:

ATTENTION PLEASE, CODE _____ IS NOW IN EFFECT

4. Once 911 has been notified and the announcement made over the intercom, the Switchboard Operator will contact the following and relay to them the information received:
 - a. Administrator
 - b. Chief Nursing Office and/or Med/Surg Nurse Manager
 - c. Director of Plant Operations/ Safety Director
 - d. Director of Environmental Services
5. The Chief Nursing Officer or Med/Surg Nurse Manager will appoint an employee who is on duty to report to the Switchboard Operator to assist in calling off-duty personnel to report to the hospital if assistance is needed.

Evacuation Procedures:

1. When a bomb threat has been received by XXXX Hospital, patients shall be evacuated until a place designated within the facility has been secured by a search team. Patients and personnel shall remain in the secured area until an ALL CLEAR has been given.
2. DO NOT use elevator.

3. The Department Heads/Supervisors of each department shall assign one personnel the duties of removing the patient's chart. All such records shall be taken to an area designated by the person in charge.
4. Preassigned personnel, or as may be assigned, shall be responsible for assuring that exit routes are safe.
5. One person must remain at the assembly area to assure that everyone remains in the area. DO NOT let anyone return to the building until ALL CLEAR as been announced.

Availability of Equipment:

1. Keys:

- a. All keys are located in the Housekeeping Department and Plant Operations department
- b. Housekeeping personnel shall make available to search teams all keys to locked rooms being searched.
- c. The Administrator, Director of Plant Operations and Housekeeping personal shall assist search commanders during the search so that his/her knowledge of the keys and floor area can be used to expedite the search.

2. Blankets:

- a. Additional blankets may be obtained from the Housekeeping Department.

3. Portable Oxygen Tanks:

- a. Emergency Room
- b. Respiratory Therapy (portable cart for hook-up)

4. Carts:

- a. Ambulatory Care Unit
- b. Emergency Room
- c. Surgery
- d. Radiology
- e. Ultra Sound

Law Enforcement Responsibilities:

1. Immediately upon arriving at the scene, the person in charge shall **relinquish all authority for the building search to the search commander and provide any assistance or information needed.**

2. The local law enforcement agency, having jurisdiction over such **matters, shall be responsible for the orderly search of the building and investigation of bomb threats received.**

Search Teams:

1. The each commander shall assign or designate a person(s) of this facility to assist in the search when deemed necessary.
2. This facility shall authorize the use of its employees to assist the search commander. However, employees shall have the right to refrain from assisting in the search if they so choose.
3. Any employee(s) so designated to assist in the search shall answer fully any questions posed by the search commander and provide any information requested.
4. Each search team shall have a law enforcement official designated as the team leader and all instructions issued by the team leader shall be followed completely.

Searching of Premises:

1. Once search teams have been organized, a thorough search of the building and grounds shall be made.
2. During the search, particular attention shall be given to all accessible areas to the general public, i.e.; windows, behind shrubbery, platforms, lobbies, waste cans, restrooms, stairways, telephone booths, ceiling lights, corridors, closet areas, storage areas, etc.

Locating Suspicious Objects:

1. It is imperative that you remember you are only employees involved as search members in the search. It must be emphasized that your mission is only to search for and report suspicious objects to the search team leaders.
2. Should a suspicious object be located, DO NOT move, jar or touch the object or anything attached to it. Leave it exactly the way you found it.
3. Immediately upon discovering a suspicious object, notify your search team leader and follow all instructions.
4. Once the search commander or search team leader has arrived at your location, the decision shall be made as to continue searching for other objects or not.

Removal of Suspicious Objects:

1. Once the search is completed, or has been terminated by the search commander, all employees participating in the search shall leave the premises and return to the assembly areas designated during the evacuation process unless otherwise instructed by the search commander.
2. Only authorized law enforcement officials shall remain in the building during the removal of the suspicious object(s) and such agencies shall direct the removal as quickly as possible.

3. A preselected area, designated for removing the object(s) found, shall be designated by the search commander prior to the removal of such objects(s). This area shall be away from designated assembly areas, as many buildings as possible, and shall be kept clear of all unauthorized personnel at all times.

All Clear Signals:

1. After the search has been completed an ALL CLEAR shall be announced after a confirmation has been obtained from the Police Department or Fire Department stating the building has been searched and nothing found.

Telephone Procedures:

1. The person answering the telephone SHALL NOT give out any information, unless so authorized, concerning the bomb threat to any caller.

Publicity:

1. Publicity shall be avoided as much as possible for this only generates a tendency to create additional threats.

2. Only the Administrator, or his/her designee, shall answer questions concerning this matter, and only to those persons with a need-to-know basis.

Damage To The Facility:

1. Should this facility be damaged by an explosion, immediate implementation of our Disaster Preparedness Plan shall be implemented.
