

BOMB THREAT

IF YOU RECEIVE THE THREAT:

1. Stay calm and listen to the caller carefully
2. Keep them on the line and gather as much information as possible while writing it down
3. Notify your department supervisor IMMEDIATELY or CEO/Administrator or House Supervisor
4. Do Not make statements to other employees, patients, residents or visitors unless instructed to do so

INCIDENT COMMAND WILL DETERMINE WHEN THE CODE WILL BE ANNOUNCED AND WHEN LAW ENFORCEMENT WILL BE CONTACTED

AFTER THREAT IS ANNOUNCED:

- FOLLOW THE DIRECTIONS AS ANNOUNCED
- REPORT TO YOUR SUPERVISOR ANY SUSPICIOUS OBJECTS AND/OR PERSON(S)
- Do Not Touch objects or CONFRONT suspicious person(s)
- Do not turn lights on if they are off; use a flashlights
- Do not use your cell phone or radios to communicate

SWITCHBOARD/ED REGISTRATION WILL CLEAR CODE PER INCIDENT COMMAND

Department Head/House Supervisor completes an Unexpected Event Report, submits copies to Safety Coordinator, Risk & PCSA