

BOMB THREAT

Tab I

1. Immediately, upon receipt of a written communication, telephoned bomb threat, or identification of a suspicious package, the recipient will notify the Vice Chancellor 4-1010 and/or his/her designee, and Administrator-on-Call (AOC) by calling extension 4-4100 (Monday through Friday from 8 a.m. until 5 p.m. excluding official University holidays) or by notifying the nursing supervisor at 4-4130 after hours. **The recipient should not alert patients or visitors that a bomb threat, or a suspicious package, has been identified.**
2. Upon notification, the Vice Chancellor and/or his/her designee and the AOC will immediately call the Director of Campus Security (or designee) at 4-7777, the Hospital Director (or designee) at 4-4100, the Vice Chancellor designee at 4-1010, the Emergency Preparedness Coordinator 955-5880, and Public Affairs at 4-1100.
3. The Hospital Director (or designee), after consulting with the Vice Chancellor (or designee) and the Director of Campus Security (or designee), will determine the appropriate response in accordance with the form of threat. The Hospital Director (or designee) will notify Hospital Administrators (or designees) of the appropriate response.
4. If deemed necessary, Hospital Administrators (or designees) will contact each of their Department Directors and inform them of the appropriate response to the bomb threat. Department Directors will then communicate the plan to their staff and will remain available to receive additional instructions.
5. Search Procedure
 - Campus Police and any external special police units will be given authority during the bomb search. Cooperation with the police is essential.
 - Selected hospital personnel may be instructed by authorized individuals to search for and identify suspicious objects.
 - The search of the facilities should be thorough, eliminating those areas that are locked and unavailable to the public. If a caller indicates a specific area, it should receive immediate attention. Security must be maintained until the entire investigation is completed.
 - All hospital business should proceed normally and calmly as searches are conducted.
 - If an object matching the description of the bomb is found, it should not be moved. Clear the area and obtain professional assistance. Also try to isolate the object as much as possible by keeping the area free of people and equipment.

- Searches should be conducted in a manner that does not alarm patients, family members, and visitors. Personnel should seek to immediately comfort any patients, family members, or visitors who become disturbed in the course of the search.

6. Evacuation

The decision to evacuate, if necessary, will be made by a joint decision of the Vice Chancellor (or designee), the Hospital Director (or designee), the Chief of the Medical Staff (or designee), and the AOC. However, if there is an extreme emergency as determined by the Director of Campus Security and AOC, the AOC may authorize a partial evacuation in an orderly fashion using procedures found in the Nursing Service Policy and Procedure Manual.

BOMB THREAT REPORT FORM

Remember: Try to keep the caller on the line.

If possible, slip a note to a co-worker to alarm switchboard to attempt to trace the call.

V. Exact time of call: _____ Date: _____

Person answering call: _____

Exact words of caller: _____

Questions to ask caller:

1. When is the bomb going to explode? _____ A.M. _____ P.M.
 What time zone? (Central, eastern...) _____
2. Where is the bomb? _____
3. What does the bomb look like? _____
4. What kind of bomb is it? _____
5. What will cause the bomb to explode? _____
6. Did you put the bomb in the hospital? Yes No
7. If yes, why did you put the bomb in the hospital? _____
8. Where are you calling from? _____
9. What is your name? _____
10. How old are you? _____

Description of caller's voice:

- Male Female
- Calm Disguised Nasal Angry Broken Stutter Slow Sincere
 Lisp Rapid Giggling Deep Crying Squeaky Excited Stressed
 Loud Slurred Normal
 Accent: Describe accent: _____
 What background noises did you hear? _____

Additional comments: