

BOMB THREAT

Upon receipt of a bomb threat, it is impossible to know if it is real or a hoax. Therefore, precautions need to be taken for the safety of residents and employees.

Procedure: If a bomb threat is received over the phone, at the office or in a patient's home, follow these procedures:

1. Keep the caller on the line as long as possible.
2. Ask the caller to repeat the message.
3. Ask the caller his/her name.
4. Ask the caller where the bomb is located.
5. Document as much of the conversation as possible
6. Record time call was received and terminated.
7. Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.

If possible, during the call:

1. Call **911**.
2. Call the Administrator on Call, if not present.
3. Follow the orders of police or emergency personnel to facilitate staff/patient evacuation.

Once the police have arrived:

- Have all keys available so that police can enter and inspect all rooms, desks, file cabinets and storage areas.
- If a suspected bomb is located within the building/home, the responsibility for investigation will be that of the law enforcement officials.