

BOMB THREAT

| Initial Actions | |
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| <input type="checkbox"/> | Call 9-1-1 to report the threat. |
| <input type="checkbox"/> | Do NOT approach, disturb or touch the potential threat. |
| | Immediately evacuate anyone in the area surrounding the potential threat, saying: <i>"We have an emergency in the building and must evacuate this area immediately according to our plan. This is not a drill."</i> |
| <input type="checkbox"/> | Instruct staff to calmly and safely evacuate residents to a safe area. |
| <input type="checkbox"/> | Activate facility's EOP and appoint a Facility Incident Commander (IC) if warranted. |
| <input type="checkbox"/> | Notify your supervisor or facility administrator as specified in the EOP. |
| <input type="checkbox"/> | <p>If a bomb threat is called in, be calm and courteous. If you are not in danger, attempt to collect information from the caller that will help to identify the location of the potential bomb, e.g.,</p> <ul style="list-style-type: none"> • Where is the bomb? • What does it look like? • When will it explode? • What kind of bomb is it? • What is your name? <p>Record this and any other information you collect, such as whether the caller is male or female, characteristics of the caller's voice and any background sounds you notice. It is best to write this information down.</p> |
| <input type="checkbox"/> | Communicate relevant information with law enforcement. |
| <input type="checkbox"/> | If facility evacuation is required, see RAPID RESPONSE - EVACUATION. |