
11. Code Yellow: Bomb Threat

_____ (facility name) shall treat all bomb threats as serious dangers, although many prove to be false. All staff shall receive training on the Bomb Threat Procedure.

_____ (facility name)
Emergency Procedure
BOMB THREAT

The following procedure shall be utilized when _____ (facility name) receives a bomb threat.

- A. Staff members shall utilize the **Bomb Threat Telephone Procedure (see attachment)**, if telephone threats or warnings about bombs in the facility are received. Individuals should try to keep the caller on the phone as long as possible by asking the questions outlined in the Telephone Procedure. Staff are responsible for immediately notifying:
 1. Administrator and/or the highest-ranking staff member on duty, who will activate the Recall Roster
 2. Police Department or local law enforcement (call 911)
- B. If staff member(s) receive written threats or warnings about bombs in the facility, they are responsible for immediately notifying:
 1. Administrator and/or the highest-ranking staff member on duty
 2. Police Department or local law enforcement (call 911)
- C. Facility management staff should report to the Incident Command Post for a briefing and instruction.
- D. Activate the Incident Command System (ICS) to manage the incident. The most qualified staff member (in regard to the Incident Command System) on duty at the time will assume the Incident Commander position. If severity of incident warrants, then appoint other positions of ICS structure.
- E. Administrator or Incident Commander shall instruct staff members to discreetly and quietly conduct a thorough search of their respective areas and departments.
 1. Staff members shall look for any unusual or extraneous items, such as boxes, packages, bags, etc.
 2. If any unusual item is found, staff members are not to disturb it.
- F. Staff members should not approach or touch a suspicious package/device and shall immediately evacuate everyone away from such discoveries and immediately report all findings to the Administrator or Incident Commander, so additional actions may be implemented, including consideration of complete facility evacuation.
- G. It will be essential to coordinate all actions with law enforcement officials.
- H. If a suspected bomb is located within the building, the responsibility for investigation will be that of the law enforcement officials having jurisdiction over such matters.

Telephone Procedures: All staff members who normally receive telephone calls from the general public shall be instructed on the Bomb Threat Telephone Procedure, as well as the following:

- Keep the caller on the line as long as possible
- Ask the caller to repeat the message
- Record every word spoken by the person making the call