County of San Bernardino
Department of Behavioral Health

Bomb Threat Procedure

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Revision Date 12/12/06

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Purpose

To inform staff of the procedure to follow in the event of a bomb threat

Notifications

In the event of a Bomb Threat, notifications should be made immediately by staff as indicated below:

Staff	Who to Notify
Employee receiving Bomb Threat	Call 9-911 and notify immediate supervisor
Employee's Supervisor	Clinic Supervisor and Location Safety Coordinator
Clinic Supervisor	Program Manager II
Program Manager II	Deputy Director and Director's Office
Director's Office	Office of Safety and Security, **(909) 387- 0607**
Facility Supervisor	County Risk Management, Monday through Friday, between 6:30 a.m. and 5:30 p.m., at: • **(909) 386-8623** • **(909) 386-8624** • **(909) 386-8620** • **(909) 386-8631** After hours or on weekends, call the Communication Center at **(909) 386-3811**

Bomb Threat Received Over the Phone

When a bomb threat is received over the phone, follow the steps below:

- **STAY CALM**
- Obtain as much information as possible about the threat using the Bomb Threat Checklist
- Write the threat down in exact wording
- Use pre-arranged signal to another employee to allow monitoring of the call

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Bomb Threat Note Delivered

When a note is used to make a bomb threat, follow the steps below:

- **STAY CALM**
- Obtain as much information as possible by using the Bomb Threat Checklist
- Obtain as complete a description as possible of person who delivered the note, such as, sex, height, hair color, hair style (i.e., length, straight, curly), color of eyes, nationality/race, how dressed. Note anything usual such as scars, birthmarks, tattoos, and prominent features
- Do not handle or let any one else handle the note more than is absolutely necessary. Remember who handles the note for the purpose of elimination of fingerprints

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Caution

If a bomb or suspicious-looking object is found, **DO NOT TOUCH OR DISTURB THE ITEM REGARDLESS OF HOW HARMLESS OR INNOCENT IT MAY APPEAR.** It may be armed with an anti-disturbance device or timing mechanism.

Evacuation

The table below describes what to do when **bomb detonation is imminent** and when **bomb detonation is not imminent**.

If a caller or note indicates an explosion is imminent	• Employee receiving the threat is to announce in a loud and calm voice, **"Evacuate the building"** or use the PA system if one is available • All staff, clients and visitors should evacuate the building immediately and assemble in the primary evacuation location point (if safe to do so) or the secondary evacuation assembly location if necessary • **If the general location of the bomb is known, occupants should evacuate in the OPPOSITE DIRECTION of the bomb's known location**

If bomb detonation is not imminent	• The Location Safety Coordinator, Program Manager II and Clinic Supervisor should make the decision whether or not to evacuate the building • If the area supervisor is unable to contact the above persons or any management staff, he or she should make the decision

Staff Responsibilities

Listed below are staff responsibilities to be carried out:

Roles	Responsibilities
Location Safety Coordinator	The Location Safety Coordinator or designee shall be available to assist local law enforcement officers upon their arrival.
Lead Secretary or Office Assistant	The lead secretary or office assistant shall maintain a current listing of all staff that works in the building (also used for fire evacuation drills). The list will be used to conduct a roll count of all evacuated staff. The lead secretary or office assistant will notify the Location Safety Coordinator and local law enforcement officers of individuals not accounted for at the roll call. A search of these individuals will start immediately.
Staff	It is expected that staff will be aware of all clients and visitors who are in the building at the time of the evacuation and should assist them to evacuate to the primary assembly point and account for them.