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| Org: | <i>WVU Physicians of Charleston</i> | Policy #: | <i>Safety & Health Bomb Threat</i> |
| Dept: | <i>Administration; Health & Safety Committee</i> | Effective Date: | <i>04-01-2011</i> |
| | <i>Page: 1 of 2</i> | Revision Date(s): | |

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| Policy: | <i>BOMB THREAT PROTOCOL</i> |
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I. PURPOSE

To provide instruction for all WVUPC staff in the event of a bomb threat. The process, procedures and responsibilities of office personnel are outlined below.

II. COMMAND & CONTROL

The individual who discovers or first becomes aware of the bomb threat situation must immediately notify the Security Office for the specific clinical location. Clinical locations operated by WVUPC within CAMC facilities must contact CAMC Security. Other WVUPC operated offices or locations should call 911. Supervisors of each WVUPC operated location are responsible for posting relevant emergency numbers at readily visible locations throughout their worksite.

III. POLICY

The processes outlined in this Policy shall be followed by all WVUPC personnel in the event of a bomb threat in order to protect the safety and health of all staff, patients and visitors.

IV. PROCEDURE

- a. Treat all bomb threats seriously. Never consider it a prank.
- b. If the bomb threat is by phone, while taking the call, the recipient should
 - i. Record the information the caller provides in order to complete the “Bomb Threat Checklist” to the extent reasonably possible. Such information would include:
 1. When and where the bomb will explode
 2. Voice and speech characteristics
 3. Background noises
 4. Caller’s description of the area or location of the device
 5. Any other information provided
 - ii. Remain calm
- c. When a written threat is received, save all materials, including any envelope or container. Further handling should be avoided. Every effort possible must be made to retain evidence such as fingerprints, handwriting or typing, paper and postal marks. Written threats must never be ignored.
- d. The recipient of the notification, whether by phone or in writing, should immediately call either CAMC Security or 911, depending upon the location where the threat was received.
- e. Coordinate all further follow-up, including evacuation, with the Security personnel of the relevant location.

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f. For evacuation, follow the location's Fire and Evacuation plan.

V. AMENDMENT OR TERMINATION OF THIS POLICY:

This policy may be amended or terminated at any time.

VI. REFERENCES: Related Policies or Laws

WVUPC Fire & Evacuation Policy
 29 C.F.R. 1910.33-39 ("*Exit Routes, Emergency Action Plans and Fire Prevention Plans*")

VII. QUESTIONS OR PROBLEMS:

List person responsible for interpretation or maintenance of this policy

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|---------------|-----------------------------|
| Name: | Tiffany Edwards, MBA, FACHE |
| Title: | WVUPC Security Officer |
| Phone number: | 304-388-4615 |
| Email: | edwardst@rcbhsc.wvu.edu |

VIII. RESPONSIBILITY:

List the highest authority, officer or group authorizing this policy:

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|---------------|---------------------------------|
| Name: | WVUPC Health & Safety Committee |
| Title: | Tiffany Edwards, Safety Officer |
| Phone number: | 304-388-4615 |