

## CENTRAL CARE POLICY BOMB THREAT/EXPLOSION

<b>SUBJECT:</b>	<u>BOMB THREAT/EXPLOSION</u>
<b>ANNUAL REVIEW MONTH:</b>	<u>June</u>
<b>RESPONSIBLE FOR REVIEW:</b>	<u>Director of Central Care</u>
<b>LAST REVISION DATE:</b>	<u>August 2010</u>

**POLICY:**            **It is the policy of Central Care to be prepared in the event of a bomb threat or explosion in order to insure the safety of consumers and staff.**

### **PROCEDURE:**

- Any bomb threat made against any Central Care site will be taken as a serious threat could turn into an explosion. Under no circumstances will a **bomb threat** be ignored or considered a prank.
- It is important that the person who answers this call remains calm and try to obtain as much information as possible from the caller. This person should use the bomb threat call checklist to document the information obtained.
- If at all possible, try to obtain the location (even a general location) and the time the device is set to explode.
- **Immediately notify 911.**
- Evacuate building if directed to do so by law enforcement.
- After evacuation is complete, no persons will re-enter without clearance from the Fire Department or the Sheriff's Department.
- Staff will notify the Team Leader, Service Director, Central Care Community Services Director and the Chief Executive Officer/Regional Coordinator immediately.
- If there is an explosion from a bomb, in addition to following the above procedures, the clients and supervising staff will be relocated to another home, motel or Central State Hospital until evaluation of the physical site is completed. (See Emergency Relocation Plan)
- Appropriate documentation will be completed and family members/guardians will be notified.

**Reference:** *Central State Hospital Emergency Preparedness Manual and Bomb Threat Checklist.*

**APPROVED:** \_\_\_\_\_ **TITLE:** Central Care Director **DATE:** \_\_\_\_\_  
George Harris, LCSW