



Monterey County Behavioral Health Policy and Procedure

Policy Number	446
Policy Title	Bomb Threat Procedure
References	None
Form	None
Effective	April 1, 1994 Revised: August 15, 1997

Policy

Behavioral Health Division staff shall be prepared and informed of procedures to follow in the event of a bomb threat.

Procedure

"What to do in case of a bomb or a bomb threat when detonation is eminent."

I. Staff member discovering a bomb or receiving a bomb threat should STAY CALM.

A. If a bomb is found on the premises:

1. For buildings without a fire alarm he or she shall calmly, clearly and loudly announce, "Please evacuate the building immediately. Please evacuate the building immediately."

2. For buildings with a fire alarm he or she shall pull the fire alarm.

B. All staff shall evacuate to the nearest fire exit assisting clients in their office or hallways and closing their respective doors. All staff and clients shall proceed to the pre-assigned location by the Behavioral Health Service Manager (see floor plan, Attachment 1).

C. The Behavioral Health Service Manager or a designated staff shall be responsible for accounting for all staff members and clients who were in the building. If any person is missing, the ranking officer of the bomb team shall be notified by the Behavioral Health Service Manager of designee.

D. The Behavioral Health Service Manager or designee shall be responsible for ensuring that all clients and staff are out of the building in a timely fashion during the evacuation.

E. The Behavioral Health Service Manager or designee shall call 911 and advise the operator of the nature of the emergency.

F. Upon the arrival of the police:

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1. Have the Behavioral Health Service Manager or designee available for conference.
2. Have the person who received of the telephone threat available for an interview.
3. Have the layout or blue print of the premises available.

G. Members of the bomb team will immediately assume full command.

H. The ranking officer of the bomb team will advise the Behavioral Health Service Manager or designee when the search is completed or the bomb is safely off the premises.

I. All employees and clients should remain away from the threatened building and area until it is safe to return as instructed by the Behavioral Health Service Manager or designee.

J. The Director shall be initially notified verbally and later in writing, of any bomb threats and all actions taken.

II. These procedures shall be followed for the following circumstances:

A. If a bomb threat is made by a caller, the staff shall calmly obtain as much information as possible about the threat. Write as soon as possible with exact wording, such as:

1. What time is the bomb set to explode?
2. How many bombs are involved?
3. Where is the bomb located?
4. What does it look like?
5. What type of bomb is it?
6. Name of the caller, if possible.
7. Address of the caller, if possible.
8. Description of the callers voice....-- young, middle aged or old
 - sex
 - tone of voice
 - accent, impediment
 - background noise
 - is voice familiar, if so who did it sound like
 - anything else that can help describe the caller
9. The exact time of the call and the time the call terminated.
10. All information obtained shall be given to the Behavioral Health Service Manager or designee. The Behavioral Health Service Manager or designee shall call 911 and advise the operator of the nature of the emergency.

B. If a threat is received by an employee of an off-site program he or she must call the center clerical staff and advise of the threat. The clerical staff shall give all information obtained to the Behavioral Health Service Manager or designee. The Behavioral Health Service Manager or designee shall call 911 and advise the operator of the nature of the emergency.

C. In the event a note is used to make a threat:

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1. Obtain as complete a description as possible of the person passing the note, such as:
 - sex, height, weight, hair (color, style, length, straight or curly) color of eyes, race, how dressed.
 - anything unusual, scars, tattoos, birth marks, permanent features.
2. Do not handle or let anyone else handle the note more than is absolutely necessary, for the purpose of obtaining fingerprints.
3. All information obtained shall be given to the Behavioral Health Service Manager or designee. The Behavioral Health Service Manager or designee shall call 911 and advise the operator of the nature of the emergency.

D. 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.

1. If a bomb is found on the premises:

- a. For buildings without a fire alarm he or she shall calmly, clearly and loudly announce, "Please evacuate the building immediately. Please evacuate the building immediately."
- b. For buildings with a fire alarm he or she shall pull the fire alarm.
- c. All information obtained shall be given to the Behavioral Health Service Manager or designee. The Behavioral Health Service Manager or designee shall call 911 and advise the operator of the nature of the emergency.