

BOMB THREAT EVACUATION INSTRUCTIONS

(Refer to Policy S044 - Bomb Threat)

Person Receiving Threat:

1. Alert another staff member
2. Use Bomb Threat Call Checklist (fluorescent orange sheet) to collect as much information from caller as possible

Person Alerted:

1. Inform Executive Director or designee immediately

Executive Director or Designee:

1. Notify front office to evacuate building and which evacuation area to use - building is evacuated by making face-to-face contact using fluorescent orange sheet
2. Notify authorities

All Staff:

1. DO NOT use the telephone, intercom or alarm systems.
2. Examine immediate area to determine if any objects look suspicious or out of place before evacuating, including trash cans.
3. Make sure that you escort your clients/visitors out of the building – inform clients/visitors to take their personal belongings with them when evacuating.
4. Shut all office doors.
5. Zone coordinators will check all common areas (bathrooms, group rooms, etc.) and escort clients/visitors from these areas.
6. Zone coordinators will ensure everyone on hall/wing evacuates.
7. Designated zone coordinators will remove fire extinguishers and staff roster. Staff roster will be used for checklist after evacuation.
8. Front desk personnel will take the client/visitor sign-in/out list with them when evacuating – this list will be used for checklist after evacuation.
9. Administrative wing zone coordinator will remove emergency kit and OSHA kit from the mailroom.
10. Medical records staff will take cell phone and client emergency information list when evacuating.
11. Staff will meet at designated evacuation area.
12. Person receiving threat needs to meet the authorities and give them as much information as possible.
13. Do not reenter building until instructed by Executive Director or designee.