



Applies To: **UNMCC**
 Component(s): All
 Responsible Department: Facilities Services

Title: Bomb Threat	Guideline
Patient Age Group:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> All Ages <input type="checkbox"/> Newborns <input type="checkbox"/> Pediatric <input type="checkbox"/> Adult

DESCRIPTION/OVERVIEW

This guideline outlines the preferred response to a bomb threat or bomb emergency.

REFERENCES

- UNMH Suspected Package Policy
- UNMH Emergency Response to Off-Site Locations
- UNMCC Suspicious Package

AREAS OF REONSIBILITY

GUIDELINE PROCEDURES

1. Notification of bomb threat:
 - A. Handle the caller “quietly” and “calmly.” Ask questions. Engage the caller in as lengthy a conversation as possible to determine the following information:
 1. The exact location of the device,
 2. The time the device may detonate,
 3. A description of the device.
 - B. If time permits, get an “extra” person to quietly listen and take notes for later reference.
 - C. Note the caller’s accent, if any, the kind of voice, kind of language used (e.g., is the caller calm, angry, excited, intoxicated?). Note sex, voice pitch, speech defects, etc.
 - D. Be alert for distinguishing background noise (e.g., music, voices, aircraft, church bells, etc.).
 - E. Note if the caller indicates knowledge of the facility by his description of locations.
 - F. Do not discuss the incident anymore than absolutely necessary.
 - G. ABOVE ALL, REMAIN CALM.
2. The individual receiving the call will immediately call 911, UNM Police Department (UNMPD) and give name, department and all pertinent information related to the “bomb threat,” as delineated in section 1 above.
3. UNMPD, when summoned:
 - A. Will take charge of the operation,
 - B. Will be responsible for assisting with the bomb search,
 - C. Only UNMPD will be authorized to notify the Albuquerque Police Department (APD) if deemed necessary. APD will be responsible for notifying the Explosive Disposal Unit and the Albuquerque Fire Department (AFD)/
4. Maintenance Personnel:

Title: Bomb Threat
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- A. Will be responsible for searching machine room, electric panel rooms and any other area pertaining to the mechanical makeup of UNMCC.
 - B. Will plan for the possible immediate shut-off of all piped gases (i.e. oxygen and air), electrical power and steam lines which might add fuel to flames or create an additional hazard, should an explosive device detonate.
 - C. Will maintain close liaison with the Facilities Services Manager and/or UNMPD and APD.
5. Nursing Resource Person:
- A. Will quietly and confidentially alert all nursing staff by word of mouth of the “bomb threat: and possibility of evacuation of patients should an explosive device be found near their area.
 - B. Make all possible preparation, short of actual evacuation.
 - C. Remain in contact with nurses and evacuate ONLY when orders to do so are received from Administration.
 - D. Make every effort not to alarm patients and visitors.
 - E. Will remain close liaison with the UNMPD and General Services.
 - F. Nursing personnel on duty will ensure that, in the event of an evacuation from one area or the entire facility, no patient will be left unattended in an evacuated area.
6. Administrator on call:
- A. Will initiate full or partial evacuation order should an explosive device be discovered or if deemed necessary, on advice of Law Enforcement Officials in charge.
 - B. Will, if necessary, instruct the Director of Community Affairs as to what is occurring or what has occurred, for news media information in order to avoid a panic situation.
 - C. At NO time will an employee offer information to the news media. All queries will be referred to the Director of Community Affairs.
7. Discovery of Suspicious Objects:
- A. DO NOT TOUCH IT!
 - B. Immediately notify UNMPD and General Services.
UNMPD will notify APD, if necessary.
Staff will take direction from UNMPD and APD.
8. Resumption of Normal Operations:
- A. Once the Administrator on-call gives the “all Clear,” normal operations may resume.
 - B. Determine public information release, if any.

SUMMARY OF CHANGES

Replaces document with the same title, effective 8/06

RESOURCES/TRAINING

Resource/Dept	Internet/Link
Facilities Services Manager	

DOCUMENT APPROVAL & TRACKING

Item	Contact	Date	Approval
Owner	Facilities Services Manager		
Consultant(s)			
Committee(s)	UNMCC Policy, Procedures and Guidelines Committee UNMCC Management Group		Y Y
Nursing Director	Sandra Peacock, Nurse Manager		Y
Medical Director	Ian Rabinowitz, MD		N/A
Human Resources			N/A
Compliance	Stanton Royce, Mgr Clinical Therapy Programs, Administration		Y
Legal			N/A
Official Approver	Donald Whitehead, COO		Y
Official Signature		1/8/08	
Effective Date		1/8/08	
Origination Date		8/06	

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