

PATHWAYS ABILITIES SOCIETY

PROCEDURE: BOMB THREAT

Applies to: All Personnel, Volunteers and Persons Served

Original Effective Date: January 26, 2002

Effective Date: November 21, 2012

Replaces Procedure Dated: March 5, 2012

Preparation

1. Complete the biannual bomb threat evacuation drill as outlined in the Evacuation and Society Closure policy and procedure in the months of February and August.

During a Bomb Threat

1. Stay calm. You must be able to help yourself and others.
2. Telephone threat: The person receiving the call follows the procedure outlined on the "Action on Receipt of a Telephone Bomb Threat" form. It is very important to inform the caller which building or location you are answering from. If possible, complete the form during the call, if not arrange to complete when it is safe. Do not hang up the phone even if the caller does. Proceed to step 4.
3. Written threat: Once determined that the correspondence is a bomb threat, cease handling without gloves, place in a bag or file folder and proceed to step 4. Take the correspondence with you when exiting the building.
4. Pull the fire alarm. Inform everyone this is a "**Code Black**" situation. Adhere to the Evacuation and Society Closure procedures.
5. Call 911 to report the bomb threat.