
Policy:

Responsible to respond quickly and effectively to any acknowledgement of a bomb placed in the facility and provide assistance where, when and as needed.

Prevailing Codes and Standards:

LSUHSC Hospital disaster plan, and University Hospital Safety Manual, TJC EC .02.05.01

Procedure:

I. Individual Responsibilities For Receiving A Bomb Threat

- A. Anyone with a telephone can receive a bomb threat. If this happens, the person receiving the call should perform the following (See attached sample form):
1. Listen carefully.
 2. Keep caller on the line as long as possible. Ask the caller to repeat the message.
 3. Ask the caller the following:
 - a) When it will go off?
 - b) Where it is?
 - c) What kind of bomb it is?
 - d) Why are they doing this?
 - e) Who they are?
 - B. After the caller hangs up, notify University Police immediately at 5-6165 and give them the information exactly as you received it.
 - C. Notify your immediate supervisor.
 - D. Provide assistance as outlined in Maintenance Responsibilities for a Bomb Threat below.

II. Maintenance Responsibilities For A Bomb Threat

- A. Maintenance Supervisors are to conduct an immediate inspection of all maintenance shops and work areas under their control.
- B. Two-way radios and cell phones shall not be used during a bomb search.
- C. Plant Supervision is to coordinate with and assist University Police in the search of public and outside areas.
- D. Supervision will inform all supervisors to be prepared to secure and cut off utilities to the threatened areas.
- E. Supervision will have bolt cutters immediately available to assist University Police in the search of the facility.
- F. Under no circumstances shall a Physical Plant employee handle any suspicious item.

For Use of Listener:

BOMB THREAT/CALL CHECKLIST

DATE _____ TIME OF CALL _____

CALL RECEIVED BY _____ TELEPHONE NO. _____

EXACT LANGUAGE OF THREAT: _____

VOICE OF PHONE (Circle as applicable):

MALE FEMALE ADULT CHILD ESTIMATED AGE _____ RACE _____

SPEECH: SLOW RAPID NORMAL EXCITED LOUD DISGUISED

BROKEN SINCERE ACCENT INTOXICATED IMPEDIMENT

BACKGROUND NOISES: _____

Circle as applicable:

MUSIC TALKING LAUGHING BARROOM TYPING MACHINES

TRAFFIC AIRPLANES

NOTICE GIVEN TO: _____

(Supervisor) (Time) (Date)

AT THIS POINT, CALL: _____

BOMB THREAT

PAGE 2 or 3

BOMB THREAT/CALL CHECKLIST

ASK:

1. WHEN will it go off?

[Empty rectangular box for answer to question 1]

2. WHERE is it located?

[Empty rectangular box for answer to question 2]

[Empty box]

3 . WHAT

type of bomb is it?

[Empty box]

4 . WHY

are you doing this?

[Empty box]

5 . WHO

are you?

[Empty box]

At this point call: University Police - 6165