


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
<b>TITLE:</b> Bomb Threat and Suspicious Package	<b>POLICY NO:</b> AD-HS-09	Page 1 of 4
<b>RESPONSIBILITY:</b> Health and Safety		
<b>APPROVED BY:</b>  THERESA C. ARRIOLA, DIRECTOR	<b>DATE OF ORIGINAL APPROVAL:</b> 03/17/2017	
	<b>LAST REVIEWED/REVISED:</b> 2/10/2020	

**PURPOSE:**

- A. To provide a guideline for volunteers and staff so they can respond promptly and effectively in the event of a bomb threat.
- B. To ensure consumers, visitor's, volunteers and staff are safe in the event of a bomb threat.

**POLICY:**

- A. It is the policy of GBHWC to take a bomb threat seriously.
- B. If a bomb threat is announced, staff shall immediately turn off all communication devices, especially two-way radios, transistor radios, cell phones, pagers, lap tops, etc. until the all clear is given to turn them back on. **DO NOT USE two way radios or cell phone, radio signals have the potential to detonate a bomb**
- C. Staff should **NEVER** pull/activate the fire alarm for a bomb threat, but should follow the bomb threat protocol.
- D. The decision to evacuate the building is based on the circumstances of the bomb threat and will be under the discretion of the Health and Safety Officer or Director and or the local authorities.
- E. Once an evacuation has been announced, all staff shall evacuate the building and follow the *AD-HS -08 General Evacuation Plan* and the evacuation map posted in the buildings.

**DEFINITIONS:**

**Bomb Threat:** Any threat or appearance of a bomb either within or near the facility and could be communicated in various forms (i.e., phone, fax, note, email).

**Code Black:** Bomb Threat warning code.

**Evacuation Kit:** Includes the updated floor plans, master key, flash lights, first aid kits, pads, pencils, and phone list

**Command Post Personnel:** Director, Deputy Director, Safety Officer, ESF8 Coordinator, Facility Operations Supervisor, Guard and receiver of bomb threat.

**Response Agency Coordinator Emergency Support Function 8: (RAC-ESF8):** Coordinates with the Homeland Security

**RESPONSIBILITIES:**

**A. Command Post Personnel**

1. Decides on the course of action after interview of the personnel who received the bomb threat and the review of ALL information that was gathered.

**B. Safety Officer**

1. Ensures all GBHWC staff is properly trained on this policy and evacuation procedures and updates policy as needed.
2. Guards shall assist receiver of the call with completion of the GBHWC Bomb Threat Checklist attached to this policy.

**PROCEDURE:**

**A. General Procedure**

**1. Bomb Threat Received by Phone**

- a. Remain calm; keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
- b. Listen carefully. Be polite and show interest.
- c. Try to keep the caller talking to learn more information. (Refer to GBHWC Bomb Threat Checklist)
- d. If your phone has a display, copy the number and/or letters on the display.
- e. Immediately upon termination of the call, do not hang up but from a different phone contact the Guards at 647-5341 or contact 911 (if at satellite or Home location) with information and ask for instructions.
- f. Complete the attached GBHWC Bomb Threat checklist immediately. Write down as much detail as you can remember. Try to get exact words.

**2. Bomb Threat Received by Handwritten Note, Fax, or Email**

- a. Save all materials including any envelope or container. Once the message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort must be made to retain evidence such as fingerprints, handwriting or typewriting, paper, and postal marks, which are essential to tracing the threat and identifying the writer.
- b. Do not delete the email
- c. Call the Guard Office at 671-647-5341 or contact 911 (if at satellite or Home location) and ask for instructions.
- d. Do not respond to the letter/fax or email.

**B. Procedure for the Guards**

1. Guards should notify the following persons using landline telephones or PA system. **(DO NOT USE RADIOS. DO NOT USE CELLPHONES).**

<b>Bomb Threat Call List</b>	<b>Office Phone</b>
GPD/GFD	911
Safety Officer	647-5336
Deputy Director	647-1902
Director	647-1946
Facility Operations Supervisor	647-5336
<b>ESF 8 Coordinators</b>	
Richard Richards	647-5471

\*\* Cell phones are just as capable as radios to detonate devices.

2. A bomb threat call list of the Director and Deputy Director should be kept in the guards section for easy reference in case of a threat.
3. Guards shall assist receiver of the call with completion of the GBHWC Bomb Threat Checklist attached to this policy.

C. GBHWC Command Post Set Up

1. Command Post shall be set up in the Director's Office once the bomb threat has been validated.
2. Ensure person who received the bomb threat call has completed the Bomb Threat Checklist (see Attachment I: Bomb Threat Checklist). Interview the person who received the call and review the Bomb Threat Checklist to validate the credibility of threat. The first arriving police officer should be given a copy of the completed Bomb Threat Report.
3. If location was given, have Guards search that location immediately. If a suspicious item is found at that location. Evacuation is necessary.

D. Evacuation Procedure

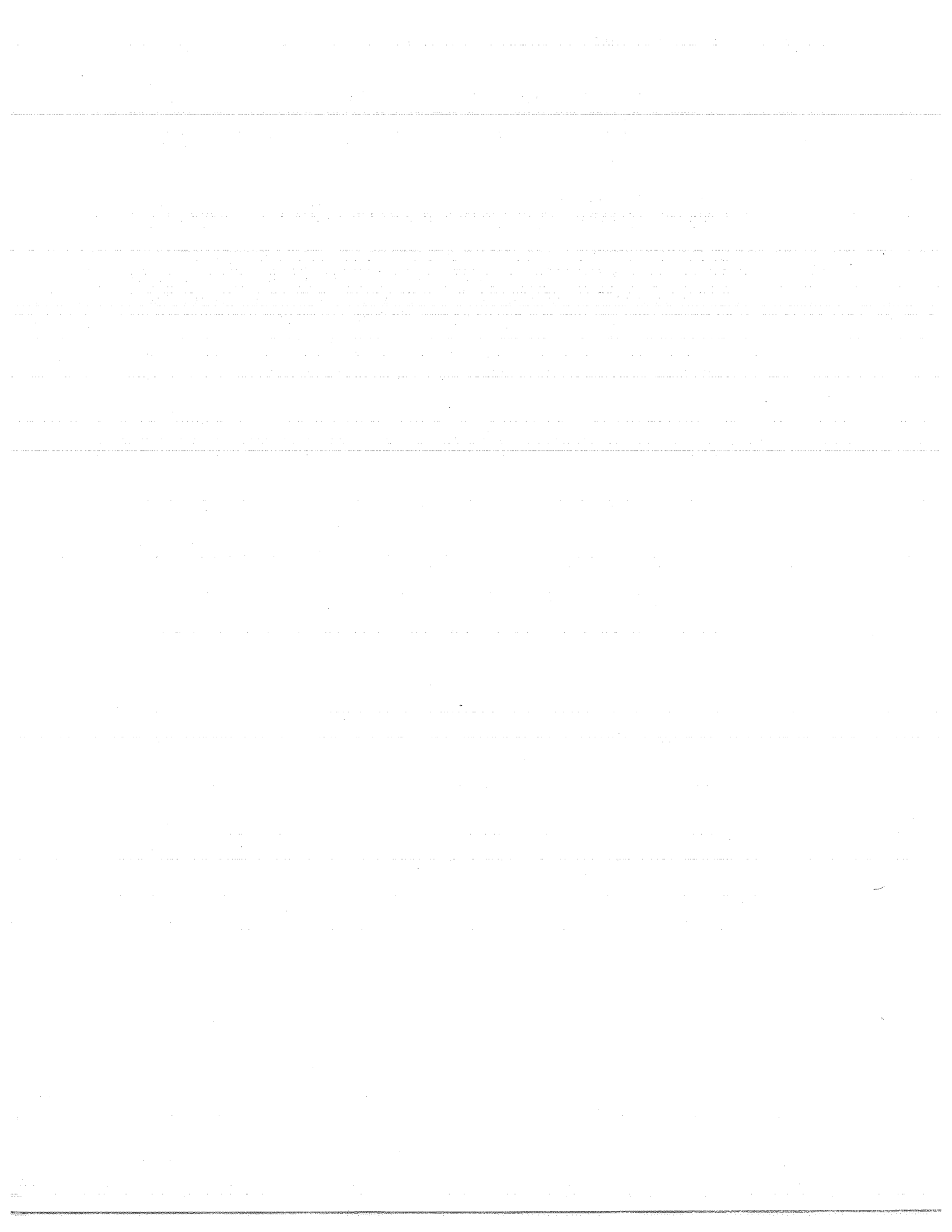
1. Unless a suspicious object or bomb has been located, the decision to evacuate is based on the circumstance of the bomb threat.
2. The facility may choose NOT to evacuate unless a suspicious device has been identified, and then proceed under the direction of the local authority. Safety procedures take precedence over all other activities.
3. Once a decision to evacuate is called for by the Director or the Health and Safety Officer, a **CODE BLACK** shall be ordered and announced in the Public Address (PA) system.
4. If the decision to evacuate has been made, refer to *AD-HS-08 General Evacuation Policy and Procedure* and posted evacuation maps.
5. Do not re-enter the building until law enforcement has removed the device and/or declare it safe to re-enter.

## APPENDIX A- RESIDENTIAL HOMES AND SATELLITE OFFICES

- A. All satellite offices and Residential homes shall follow the procedures of this policy when receiving a bomb threat
- B. If a bomb threat is received by handwritten note, it shall be brought to the supervisor.
- C. If a bomb threat is received by email, a printout should be done and brought the supervisor.
- D. An up —to —date bomb threat kit shall be stored in an unlocked area in the Office at all times
- E. During evacuation the Supervisor, or designee, is responsible for obtaining the Bomb Kit.
- F. The supervisor will immediately contact the Directors Office.
- G. Evacuate only upon the instruction from the Director, designee or 911 personnel.

## ATTACHMENT(S):

*F-AD-HS-09 GBHWC Bomb Threat Checklist*





**GUAM BEHAVIORAL HEALTH & WELLNESS CENTER**

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**REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and approved the following:

**Policy Title: Bomb Threat and Suspicious Package**

**Policy No: AD-HS-09**

**Initiated by: EOC Committee**

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