

UNIVERSITY OF TOLEDO HEALTH

SUBJECT: CODE BLACK: BOMB THREATS

Procedure No: EP-08-004

PROCEDURE STATEMENT

Specific procedures shall be undertaken to protect patients, staff, visitors and students in the event of a bomb threat and/or threat of explosion.

PURPOSE OF PROCEDURE

To provide guidelines designed to facilitate optimum response in the event of a bomb threat and/or threat of explosion.

PROCEDURE

I. RECEIPT OF THREAT

A bomb threat shall be known as a Code Black.

In the event a telephone call is received, and the caller announces there is or will be a bomb placed in any University of Toledo facility, the person receiving the call should:

- Keep calm.
- Obtain a copy of the UT Bomb Threat Checklist (see attached copy).
- Note the time of the call.
- Note exact words of caller, ask when the bomb is due to go off, where it is located, and what the device looks like. Keep the caller on the phone as long as possible.
- Note description of the voice, age, sex, and any discernible back-ground noise.
- Call Extension 77 and report the threat.

The operator or the person receiving the information should complete the Bomb Threat Checklist as soon as possible. This check list should be retained and given to the Campus Police Officer when they arrive. Additional blank copies of the Bomb Threat Checklist shall be kept at the switchboard, Campus Police Department, Nursing Administration and Hospital Administration.

II. GENERAL RULES WHEN SUSPICIOUS OBJECT FOUND

1. In the event a bomb or suspicious condition is found, the call Campus Police at x77 on the Health Science Campus, or x2600 on the Main Campus.

2. DO NOT

- Attempt to touch or move a suspicious object
- Remove or permit anyone else to remove materials which may aid in the investigation of the crime
- Smoke in the vicinity of a suspected bomb. Do not permit others to smoke.
- Accept markings, names, etc., as being legitimate. Explosives can be put in any type container. Bombs are usually camouflaged in some way to prevent detecting them before the explosion.
- Use the telephone and tie up lines unnecessarily.

GUIDELINES - OFF CAMPUS SITES

When a suspicious object/suspected explosive device is discovered, call Campus Police at x77 on the Health Science Campus, or x2600 on the Main Campus. You may evacuate the building if you feel that action is warranted.

The building coordinator for the Educare Center (419-381-7350) is Caryn Vetter (home telephone: 419-474-8707). The building coordinator for Glendale Medical Center (419-383-5614) is Rebecca Rynn (pager: 419-218-3599).

All other procedures as described throughout this policy will herein be followed for bomb team searches, marking of areas, and composition of search teams.

The Campus Police supervisor on the scene, in consultation with the building coordinators as applicable, will announce the "all clear" for return to normal activities.

III. NOTIFICATION

A. Switchboard

If the building involved is a Hospital building, upon notification by the Campus Police Dispatcher and/or via the 77 phone the switchboard operator on duty shall notify the following:

- Administrative Coordinator on duty.
- Administrator On Call
- Medical Director
- Chief of Staff
- Director of Safety & Health
- Associate Vice President for Safety & Health
- If the building involved is a College building, the operator will contact the appropriate Building Coordinator and the Associate Vice President for Safety & Health or the Director of Safety & Health.

IV. CONTROL AND COORDINATION OF RESPONSE

A. Authority

1. The Campus Police Supervisor on duty shall assume overall responsibility.
2. The Campus Police Supervisor shall confer with the Building Coordinator regarding an immediate evacuation. If patient care area, the Administrative Coordinator shall decide if immediate evacuation is necessary after consultation -- should time permit -- with the Medical Director, the Chief of Staff, and the Administrator on call.
3. Following consultation with the Building Coordinator, should the situation warrant it, departments may be instructed to institute search procedures. The decision to institute departmental search procedures rests with the Campus Police Officer on duty following consultation with the Administrative Coordinator and the Administrator on Call in patient care areas.
4. No search shall be undertaken by departmental personnel unless the person in charge of the area has been instructed to do so.

B. Search Procedure

Should the decision be made to undertake a search by departmental personnel, the following procedure shall be followed:

1. The first shall be a brief preliminary survey.
2. The second shall be a complete detailed inspection of every area.
3. During the second comprehensive inspection, as each area is searched, it shall be marked by placing a piece of masking tape on the door handle. Campus Police will provide the tape.
4. If asked, "What's going on?", tell the public it is an emergency. Avoid using the term Bomb or Bomb Threat.
5. Upon discovery of a bomb or an object suspected of being explosive, call Extension 77 and report it or advise an Officer.
6. Continue the search unless a device is found. Once the search of an area is completed, the person in charge of the area shall notify the Campus Police Department.
7. Any suspicious individuals noted by any of the staff should be immediately reported to the Campus Police Department.
8. Facilities Maintenance personnel may be placed on standby to turn off power, water, gas and electricity if such action is deemed necessary.

V. EVACUATION

- A. In the event that an evacuation is decided to be the safest course of action, the Telephone Services operator shall announce throughout the affected building: ATTENTION ALL PERSONNEL: CODE BLACK, ____ BUILDING, ____ FLOOR. PLEASE EVACUATE THE BUILDING IMMEDIATELY. This announcement shall be repeated three (3) times.
- B. Evacuation should progress in sequential stages laterally (in floors above and below area) then vertically, then to other buildings as necessary.
 1. If possible, people in the area of the suspicious object and where applicable on the floor below and above, are to be moved laterally so that they remain on the same floor.
 2. The evacuated area shall be isolated and entrance restricted by the UT Police Department and members of the search team.

3. Should vertical evacuation be necessary the location to which patients will be taken will be determined based on the situation. This determination shall be based upon the type of patient involved and locations available. Once a location is identified, this shall be communicated to the Campus Police Dispatcher via Ext. 77.
4. For more information on hospital evacuation, see the Code Green: Internal Evacuation Procedure Policy, EP-08-005.
5. Possible activation of Code Yellow – Internal/External Disaster Procedure (EP-08-001): Activation of the Code Yellow policy may be required if there are multiple injuries in the community or among UTHSC staff, patients, students and/or visitors. The senior Campus Police officer will consult with administrative/medical personnel to make a joint decision concerning activation of the Code Yellow policy, and in turn the Hospital Emergency Incident Command System (HEICS). For further details on HEICS procedures, see policy EP-08-001, Code Yellow – Internal/External Disaster Procedure.

VI. ALL CLEAR

Campus Police shall declare the "all clear", and inform the Building Coordinator and the Campus Police Dispatcher.

The switchboard operator will then notify all of those notified in section III A of this policy.

In addition, the Telephone Services operator shall announce over the public address system for the affected building: ATTENTION ALL PERSONNEL: CODE BLACK IS NOW COMPLETE. This announcement shall be repeated three (3) times.

VII. EVALUATION

After each activation of this procedure, a detailed critique should be made and the report sent to the UTHSC Safety & Health Committee as soon as is feasible. This critique should include those people who were involved in decision-making and implementation of the procedure, along with verification of all applicable telephone numbers and the contents of the policy.

Source: UT Safety & Health Committee

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