

UNIVERSITY OF TOLEDO

SUBJECT: CODE BLACK: BOMB THREATS

Procedure No: EP-08-004

PROCEDURE STATEMENT

Specific procedures shall be undertaken to investigate all bomb threats and protect patients, staff, visitors and students in the event of a credible 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 bomb threat is received through a telephone call, the person receiving the call should:

- Keep calm.
- Obtain a copy of the UT Bomb Threat Checklist ([Bomb Threat Checklist](#))
- Note and write down the extension/phone number of incoming call if displayed.
- 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 2600 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 University Police Officer when they arrive. Additional blank copies of the Bomb Threat Checklist shall be kept at the switchboard, University 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, call Campus Police at x2600.

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

III. NOTIFICATION

A. Switchboard

If the building involved is a Hospital building, upon notification by the UT Police or HSC Security, the switchboard operator on duty shall notify the following:

- House Supervisor
- Environmental Health and Radiation Safety Staff

IV. CONTROL AND COORDINATION OF RESPONSE

A. Authority

1. The UT Officer on duty shall assume overall responsibility.
2. UT Police shall confer with the Building Coordinator (See Appointment of Building Coordinators for Emergency Planning, S-08-027) regarding an immediate evacuation. If patient care area, the House Supervisor 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 regarding an immediate evacuation. If patient care area, the House Supervisor 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 UT Police Officer on duty following consultation with the House Supervisor 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.

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 UT Police Dispatcher via Ext. 2600.
 4. For more information on hospital evacuation, see the Code Green: Internal Evacuation Procedure Policy, EP-08-005.

GUIDELINES - OFF CAMPUS SITES

When a suspicious object/suspected explosive device is discovered, call UT Police at 419-530-2600. You may evacuate the building if you feel that action is warranted.

All other procedures as described throughout this policy will herein be followed.

VI. ALL CLEAR

UT Police shall declare the "all clear", and inform the Building Coordinator and the UT 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

Effective Date: 6/8/92

Review/Revision Date: 2/23/96
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