

# UNIVERSITY OF TOLEDO

SUBJECT: CODE BLACK: BOMB THREATS

Procedure No: EP-08-004

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## 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 suspicious object.

## 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 911 and report the threat.

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.

### II. GENERAL RULES WHEN SUSPICIOUS OBJECT FOUND

1. In the event a suspicious condition is found, call 911.

2. Remain alert to:

- items with excessive postage
- items with excessive weight
- items with excessive tape or string
- no return address
- oily stains/discolorations on package

3. 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 clinical 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 on-call

### IV. CONTROL AND COORDINATION OF RESPONSE

#### A. Authority

1. The UT Police Officer on duty shall assume overall responsibility.
2. If in a patient care area, the House Supervisor shall decide if immediate evacuation is necessary and the Administrator on call shall be notified.
3. 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 incident commander on scene.
  4. For more information on hospital evacuation, see the Code Green: Internal Evacuation Procedure Policy, [EP-08-005](#).

#### GUIDELINES – COMPREHENSIVE CARE CENTER (CCC) / EDUCARE CENTER

When a suspicious object is discovered, call 911. You may evacuate the building if you feel that action is warranted.

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

## GUIDELINES – OFF SITE CLINICS AND BUILDINGS

When a suspicious object is discovered, call 911. 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 ( or jurisdiction with authority) shall declare the "all clear".

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.

Source: UT Safety & Health Committee

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