



TITLE: BOMB THREATS CODE 10

PURPOSE:

To establish a protocol for employee response to bomb threats, including but not limited to, communicating the emergency and initiating a search of the buildings.

POLICY:

When notice has been issued that a bomb threat has been received WCHN utilizes employees to search their own workspaces for suspicious packages and items that are not part of the normal operating equipment within their workspaces.

PROCEDURE:

The Security Supervisor shall ensure that the Clinical Administrator has been made aware of the threat and that the Administrator-on-call, or if they can't be immediately contacted, a senior Leadership member has been advised of the threat.

The Security Supervisor shall notify the Director of Security.

The Security Supervisor shall instruct the Operations Officer to contact the Danbury Fire Department and Danbury Police Department after the Clinical Administrator and Administrator on Call have been briefed.

The Security Supervisor shall ensure that the overhead page is given, and that it is repeated every fifteen (15) minutes until rescinded.

The Security Supervisor shall make a determination whether public access to specific locations is a safety issue, and may at his/her discretion restrict access, whether electronically using the access control system, or by posting guards or staff members

The Security Supervisor shall organize on-duty security personnel to initiate a thorough search of all public areas of the hospital

Employees shall search their respective work areas and report by dialing 55 and suspicious packages or items.

Upon the arrival of the Fire Department the ranking fire officer on scene shall have the legal authority to order building evacuations, should the facts known present an imminent danger to the occupants.

Security Operations shall notify the BSI-EMS Manager / Supervisor on duty of the bomb threat. EMS will make the decision whether to move all ambulances & medic cars, on duty and off, from Hospital property.

At a point in time Security believes all search efforts have been completed and there is no information to reasonably believe a dangerous situation exists the Director and/or Supervisor shall confer with fire and police officials to determine if the emergency situation may be resolved as unfounded.

When the ranking fire official on-scene declares the scene secure the Security Supervisor shall notify the Operator to overhead page that Code 10 is terminated.

ORIGINATOR:
DATE OF INCEPTION:
REVISION DATE:
LATEST REVIEW DATE:
APPROVED BY:

SECURITY DEPARTMENT
08/1/2000
10/01/2012
07/21/2015
VP FACILITIES