

## EMERGENCY PLANS MANUAL

**Policy No:** FEB001  
**Issue date:** February 27, 2006  
**Revised:** July, Oct. 2014, June 2015, May 2022  
**Issued by:** Environment Services Manager  
**Approved by:** Administrator

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### BOMB THREAT PLAN

#### TREAT ANY INFORMATION RECEIVED BY THE HOME CONCERNING A BOMB AS A REAL THREAT

##### **Role of Staff Receiving Telephoned Bomb Threat:**

Keep the caller on the line. Attempt to obtain as much information as possible.

1. BE CALM. BE COURTEOUS. ASK THESE QUESTIONS:
  - When will the bomb explode?
  - Where in the building is the bomb placed?
  - What does it look like / what kind of bomb is it?
  - Why did you place the bomb?
  - What is your name?
  - Where are you calling from?
  - Why do you want to kill or injure innocent people?
2. DO NOT HANG UP. Call may still be traced even if the caller hangs up.
3. NOTIFY THE CHARGE NURSE ASAP (Administrator if on site)

##### **If Bomb Threat is received by letter**

- Do not handle letter or envelope any further

##### **Role of Charge Nurse**

1. Call 911. Ask for Police.
2. Note the time of call
3. Have person who received the call complete the Bomb Threat Fact Sheet
4. Announce "Code Black" and initiate premises search
5. Call Administrator or designate
6. Report findings of search to Police
7. Advise staff when search is called off

If a device or a suspicious package is found:

- Do not touch
- Remove residents from Home area
- Advise Police
- Prepare for full evacuation

## BOMB THREAT FACT SHEET

Date:

Time call received:

Time call ended:

Gender of caller: M F

Age of Caller:

EXACT WORDING OF THREAT:

[Also note responses to your questions]

### Voice Characteristics (circle)

Loud  
Deep  
Intoxicated

Soft  
Raspy  
Other (explain)

High Pitch  
Pleasant

### Speech (circle)

Fast  
Distorted  
Slurred

Slow  
Stutter  
Lisp

Distinct  
Nasal  
Other (explain)

### Language (circle)

Excellent  
Poor  
Other (explain)

Good  
Foul

Fair  
Unusual Phrases

### Accent (describe)

### Manner (circle)

Calm  
Irrational  
Deliberate

Angry  
Coherent  
Emotional

Rational  
Incoherent  
Laughing

Any Background noise? If so, what was it or what did it sound like?

Did the caller indicate knowledge of Home and if so how?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: [please print] \_\_\_\_\_