

HARBOR-UCLA MEDICAL CENTER

**SUBJECT: CODE YELLOW – BOMB THREAT PLAN**

**POLICY NO. 407**

**PURPOSE:**

To provide guidance about how to respond during a bomb threat situation.

**POLICY:**

In the event Harbor-UCLA Medical Center receives a bomb threat, all Medical Center staff shall act in accordance with standardized procedures to report the threat, and upon activation of “Code Yellow” search for and respond to any bomb or suspicious object found.

**PROCEDURE:**

**I. PERSON RECEIVING THE BOMB THREAT CALL**

- Keep calm.
- Signal a co-worker – if possible – to report the threat while the caller is still talking.  
**Note:** The co-worker should call the Hospital Operator at x111.
- Keep the caller talking as long as possible by asking the following:
  - Where is the bomb?
  - When is it set to explode?
  - What does it look like?
  - What will make it explode – timer, radio control?
  - Why was it placed?
- **Write down the exact words of the caller. Do not paraphrase.**
- Listen and make note of any of the following – identifying accent or lisp, coherency, indication of intoxication, background noise, caller’s gender of caller.
- **Do not hang up on the caller.**
- **Do not put the caller on hold.**
- If/when the caller hangs up:
  - Immediately report the threat to the Hospital Operator at x111 if a co-worker hadn’t already done so.
  - Notify your supervisor immediately.
  - **Keep the phone line on which the caller called clear.**

**EFFECTIVE DATE: 7/1/15**

**SUPERSEDES:**

**REVISED: 7/18**

**REVIEWED: 7/18**

**REVIEW COMMITTEE: Environment of Care Committee**

**APPROVED BY:**

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**Kim McKenzie, RN, MSN, CPHQ**  
 Chief Executive Officer

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**Anish Mahajan, MD**  
 Chief Medical Officer

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**Patricia Soltero Sanchez, RN, BSN, MAOM**  
 Chief Nursing Officer

Signature(s) on File.

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- Complete the Bomb Treat Checklist (see attached), and give it to the first Los Angeles County Sheriff's Department (LASD) Deputy to arrive at the scene.
- Await further instructions and prepare to repeat all information provided by the caller.

**II. GENERAL CODE YELLOW INSTRUCTIONS**

- **Do not turn on switches.**
- **Look for:**
  - Something out of place – a tool box in a surgery room, a suitcase in kitchen, etc.
  - Something easily carried – a Thermos, lunch box, etc.
  - Suspicious persons/activities.
- **If you see any suspicious object, don't touch it.**
  - Isolate it by closing doors, if possible.
  - Call the Hospital Operator at ext. 111 and report the object's location.
  - **Do not use a cell phone to make the call.**
- **Do not discuss the bomb threat**, in order to avoid alarming patients, visitors, or other employees.
- When law enforcement arrives, follow their instructions.
- Prepare to evacuate area, if so ordered.

**III. NOTIFICATION PROCEDURES**

The Hospital Operator who receives a bomb threat or a call reporting such a threat will use the following standardized notification procedures:

- If the call occurs weekdays, 8:00 a.m. to 5:00 p.m., the Operator will notify, in the following order:
  1. LASD
  2. Chief Executive Officer (CEO) or authorized designee
  3. Telecommunications supervisor on duty.
- If the call occurs weekdays, 5:00 p.m., to 8:00 a.m., weekends, or holidays, the Operator will notify in the following order:
  1. LASD
  2. House Supervisor (House Supervisor will notify the CEO, Administrator on Duty)
  3. Telecommunications supervisor on duty.
- Announce activation of "Code Yellow" over the Unit 1 public address system as directed by the CEO or authorized designee, AOD, or House Supervisor.
- Notify the following individuals in order listed:
  1. Facilities Management's supervisor on duty
  2. Emergency Preparedness Coordinator.

**IV. SEARCH PROCEDURES**

- LASD Deputies on duty will conduct the search, unless otherwise directed by outside law enforcement or other County officials.
- The search team will consist of at least one LASD deputy, and may include other hospital personnel. The other personnel involved will depend upon the time and day of the incident.
- The search plan will depend on the circumstances of the bomb threat.

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- If a suspicious object is found, LASD shall:
  - Guard it from a safe distance
  - Direct traffic away from the suspicious object
  - Contact the Los Angeles County Sheriff's Department Bomb Squad
  - **Note:** Upon arrival of the Bomb Squad, the squad's senior officer shall assume command of the scene.
- Workforce members will assist the Sheriff's Department or other public safety personnel as required.

**V. SPECIFIC DUTIES**

The CEO or authorized designee shall:

- Determine whether or not to activate "Code Triage" and the Hospital Emergency Incident Command System (HICS) per Policy No. EPP 4a, and No EPP 5.
- **Immediately advise all Hospital employees and contractors issued walkie-talkies or CWIRS radios to turn off those units until further notice.**
- **If a suspicious object is found**, the hospital staff will follow the instructions of the public safety official in charge of the scene.
- If a suspicious article is not found and clearance is obtained from the public safety official in charge of the scene: Restore normal operations.

**VI. EVACUATION**

A decision to fully evacuate the Hospital will be made only following activation of the Medical Center's Emergency Preparedness Plan and shall be implemented in accordance with Policy No. EPP12 "Evacuation Procedures."