

ADMINISTRATIVE POLICY AND PROCEDURE

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Subject: BOMB THREATS

Policy No.: A404

Supersedes: April 7, 2021

Review Date: April 17, 2024

Origin Date: January 1, 1982

Revision Date: April 17, 2024

PURPOSE:

To protect employees, patients and visitors. To provide procedures to be activated in the event of a bomb threat.

PROCEDURE:

I. INITIAL RESPONSE TO THREAT

The person who receives the threat shall:

1. Remain calm
2. Obtain as much information as possible as to the location of the bomb and time of detonation. For instructions on a telephone threat, see Appendix D.
3. Prolong the conversation and listen for:
 - a. Background noise such as voices, music, machinery, traffic, etc.
 - b. Characteristics of caller's voice
 - c. Caller's knowledge of specific areas or functions of the medical center.
4. If the person who receives the call is not a telephone operator, notify the telephone operator at once.
5. Attempt to have the call traced by notifying the telephone operator, if possible.
6. A written message containing a bomb threat should be carefully handled (to preserve fingerprints) and the information telephoned to the Sheriff's Department Rancho Station immediately on extension 551.

NOTE: Person receiving the Bomb Threat must complete Appendix C & D immediately following the phone threat.

II. NOTIFICATION OF KEY PERSONNEL

1. During regular working hours, notify:
 - The LA County Sheriff's Department (LASD), Rancho Station extension 551.
 - The Administration Office, extension 7022
2. Outside of regular working hours, notify:
 - The LASD Rancho Station, extension 551.
 - Notify the Telephone Operator, who will notify:
 - Administrator on Duty (AOD)
 - Administrative Nursing Supervisor

The LASD, Rancho Station will notify Downey Police Department, when appropriate.

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III. THREAT ASSESSMENT

The Chief Executive Officer or his/her designee will assess the threat and decide:

1. If the threat area is to be evacuated. (See appendix A Attached).
2. To search the threatened area. (See Appendix B Attached).
3. To take another course of action based on the specific circumstances of the situation.

IV. REPORTS (After completion of Emergency Action)

1. The Chief Executive Officer or his/her designee will prepare a written report of the incident using the Bomb Incident Report (See Appendix C) and forward to the Emergency Medical Systems section of the Department of Health Services.
 - a. During working hours (8:00 a.m. to 5:00 p.m. Monday through Friday), notify the Director of Health Services Office.
 - b. Outside of regular working hours:
 1. Call the LAC+USC Medical Center Operator 323-409-4906 and request to notify the Health Services Disaster Officer and the Health Services AOD (Beeper number is on the AOD schedule).

ATTACHMENTS

Appendix A – Evacuation Procedure

Appendix B – Search Procedure

Appendix C – Bomb Threat Incident Report

Appendix D – Bomb Threats

EVACUATION PROCEDURE

Current County policy is DO NOT EVACUATE, however, the nature of the threat such as a smoking or ticking device may require immediate evacuation.

1. The Chief Executive Officer or his/her designee will define the area to be evacuated and the destination of the patients and personnel evacuated.
2. The senior available physician will be in charge of the evacuation of patients.
3. The movement of patients will be directed by the Administrative Nursing Supervisor.
4. Additional non-nursing personnel required to move patients will be provided by the Chief Executive Officer or his delegate upon request of the nurse in charge.
5. Evacuation of non-patient care areas will be directed by the appropriate department head or supervisor.
6. All personnel will remain in the evacuation area until a decision to permit re-entry is made.

SEARCH PROCEDURE

1. The Chief Executive Officer or his/her designee will define the area to be searched and designate the personnel to conduct the search.
2. Search parties will be organized under search group leaders who will report directly to the Chief Executive Officer or his/her designee on results of the search.
3. Searchers will be given the following basic instructions and other essential information by the search group leader:
 - a. Do not disturb any foreign objects or familiar objects with an unusual appearance.
 - b. Report to search group leader if a foreign object or unusual object is found.
 - c. Allow no one except Police or Fire Department personnel to touch or move the object.
 - d. Carry out instructions of Police or Fire Department personnel.

BOMB THREAT INCIDENT REPORT

Date _____

Time _____

1. Time actual bomb threat was made:
2. County Building
3. Summary of threat:

4. Action taken:

Search Made by: County Sheriff _____ Safety Police _____
County Marshall _____ Local P.D. _____
LAPD _____ Other _____

Building Evacuated _____ a.m. _____ p.m. Not evacuated

Time returned to work _____ a.m. _____ p.m.

5. Additional Information:

6. Name and telephone number of person making report:

Copy to: Disaster Service Section, E.M.S. Division
Department of Health Services
313 N. Figueroa Street, 7th Floor
Los Angeles, CA 90012

BOMB THREATS

Date and Time Call Received _____ Your Name _____

Number at which call was received _____ Length of Call _____

EXACT WORDING OF THE THREAT:

Sex of caller: _____ Race: _____
Age: _____

CALLER'S VOICE:

_____ Calm	_____ Nasal
_____ Angry	_____ Stutter
_____ Excited	_____ Lisp
_____ Slow	_____ Raspy
_____ Rapid	_____ Deep
_____ Soft	_____ Ragged
_____ Loud	_____ Clearing throat
_____ Laughter	_____ Deep breathing
_____ Crying	_____ Crackling voice
_____ Normal	_____ Disguised
_____ Distinct	_____ Accent
_____ Slurred	_____ Familiar
_____ Whispered	

QUESTIONS TO ASK In order:

If voice is familiar, who did it sound like?

1. When is bomb going to explode?

2. Where is it right now?

3. What does it look like?

4. What kind of bomb is it?

5. What will cause it to explode?

6. What will deactivate it?

7. Why?

8. What is your address?

9. What is your name?

BACKGROUND SOUNDS:

_____ Street noises	_____ Factory machinery
_____ Crockery	_____ Animal noises
_____ Voices	_____ Clear
_____ PA System	_____ Static
_____ Music	_____ Local
_____ House noises	_____ Long distance
_____ Motor	_____ Booth
_____ Office machinery	_____ Other

LANGUAGE:

_____ Well Spoken (educated)	_____ Incoherent
_____ Foul	_____ Taped
_____ Irrational	_____ Message read by threat maker

Remarks:

Report called immediately to: