

# LAC+USC MEDICAL CENTER POLICY

Subject: <b>BOMB THREAT PROCEDURE</b>	Original Issue Date: 10/26/04	Policy # <b>613</b>
	Supersedes: 5/08/12	Effective Date: 12/2/15
Departments Consulted: Facilities Management Medical Center Safety Office Los Angeles County Sheriff's Department (LASD) Medical Center Telephone Office Information Services – Telecommunications Nursing Services	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by:  Chief Medical Officer
		Chief Executive Officer

## PURPOSE

To enable staff to take appropriate and immediate action in the event of a bomb threat and to ensure employee and customer safety.

## POLICY

Employees at all LAC+USC Medical Center facilities shall be trained in Bomb Threat/ Explosive Device/ Terrorist Awareness and shall follow the described procedures. "Code Yellow" will be activated at the discretion of the Medical Center Chief Executive Officer, Chief Operating Officer, Chief Nursing Officer, Facility Administrator, or their respective designees in collaboration with LASD and/or the responding law enforcement agency.

## DEFINITION

**Code Yellow:** The term used by the Medical Center to indicate a bomb threat situation.

## PROCEDURE

### **Employee**

Any employee receiving a bomb threat shall immediately notify his or her supervisor, the Medical Center Emergency Telephone Operator at "111," (alternatively, call [323] 227-0410), LASD at "3333," or facility emergency number and follow the guidelines found on the *Telephone Bomb Threat Report Form* (attached).

- The area in question should be examined for objects that do not belong there. If a suspicious object is discovered, it is **not** to be touched, jarred, or moved. Only trained bomb squad personnel will handle suspicious objects. The search is to be orderly and systematic, conducted by the area supervisor(s) or designated representative with law enforcement assistance. If imminent danger exists, the area shall be evacuated.
- Staff will assist with the evacuation of patients and visitors in accordance with the facility's evacuation plan.

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	Chief Executive Officer's Initials:	

- Contact the Telephone Office and request that the Hospital or Facility Administrator be notified.
- Coordinate with LASD Arson/Explosive Detail or with the local law enforcement agency, if appropriate.
- Secure any area(s) designated as dangerous to prevent unauthorized entry.
- Assist with evacuated personnel, patients, and visitors after the area is pronounced safe by the law enforcement officer in charge.

#### **Hospital/Facility Administrator**

- Consult with LASD to assess the bomb threat and decide whether to order a search and/or evacuation of the hospital/facility.
- Confer with nursing and medical staff on evacuation protocols for patients.
- Notify Los Angeles County Department of Health Services and other appropriate agencies.

#### **RESPONSIBILITY**

Senior Executive Council  
 Department Managers and Supervisors  
 LASD  
 All Employees

#### **PROCEDURE DOCUMENTATION**

LAC+USC Medical Center Emergency Preparedness Training Handbook

#### **REFERENCES**

Los Angeles County Sheriff's Department Policy and Procedure Manual 5-06/080.00 & 5-06/080.10.  
 DHS Policy No. 960, Bomb Threats

#### **ATTACHMENT**

Medical Center "Telephone Bomb Threat Report Form"

#### **REVISION DATES**

October 26, 2004; September 5, 2008; May 08, 2012; December 2, 2015