

SUBJECT: Bomb Threat

EFFECTIVE  
DATE: 08-26-10 (replaces 08-01-96)

APPROVED BY:

Reviewed (no changes): \_\_\_\_\_  
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Executive Director

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POLICY

It is the policy of McIntosh Trail Community Service Board to be prepared in the event of a bomb threat in order to insure the safety of consumers and staff.

PROCEDURE

1. Any employee receiving a bomb threat should remain calm.
2. Do not transfer the call or put the caller on hold.
3. Listen attentively and speak politely - avoid interrupting.
4. Express your concern for potential loss of life.
5. Keep the call talking as long as you can.
6. Document as much information as you can on the attached Bomb Threat Checklist.
7. Notify the police (911) and ask for instructions.
8. Notify your supervisor/Program Director/Executive Director as soon as possible.
9. Evacuate the building.
10. Do not reenter the building until an "all clear" signal has been given.

Attachment: Bomb Threat Checklist