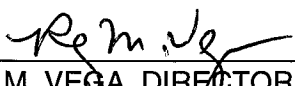


Guam Behavioral Health and Wellness Center		
TITLE: Bomb Threat and Suspicious Package	POLICY NO.: AD-HS -09	Page 1 of 3
RESPONSIBILITY: Health and Safety		
APPROVED BY:  REY M. VEGA, DIRECTOR	EFFECTIVE: MAR 17 2017	
	LAST REVIEWED/REVISED:	

PURPOSE:

- A. To provide a guideline for volunteers and staff so they can respond promptly and effectively in the event of a bomb threat.
- B. To ensure consumers, visitor's volunteer's and staff are safe in the event of a bomb threat.

POLICY:

- A. It is the policy of GBHWC to take a bomb threat seriously.
- B. If a bomb threat is announced, staff shall immediately turn off all communication devices, especially two-way radios, transistor radios, cell phones, pagers, lap tops, etc. until the all clear is given to turn them back on. **DO NOT USE two way radios or cell phone, radio signals have the potential to detonate a bomb**
- C. Staff should **NEVER** pull/activate the fire alarm for a bomb threat, but should follow the bomb threat protocol.
- D. The decision to evacuate the building is based on the circumstances of the bomb threat and will be under the discretion of the Health and Safety Officer or Director and or the local authorities.
- E. Once an evacuation has been announced, all staff shall evacuate the building and follow the *AD-HS -08 General Evacuation Plan* and the evacuation map posted in the buildings.

DEFINITION:

- I. Bomb Threat: Any threat or appearance of a bomb either within or near the facility and could be communicated in various forms (i.e., phone, fax, note, email).
- II. Evacuation Kit: Includes the updated floor plans, master key, flash lights, first aid kits, pads, pencils, and phone list
- III. Command Post Personnel: Director, Deputy Director, Safety Officer, ESF8 Coordinator, Facility Operations Supervisor, Guard and receiver of bomb threat.
- IV. Response Agency Coordinator Emergency Support Function 8: (RAC-ESF8): Coordinates with the Homeland Security

RESPONSIBILITIES:

- I. Command Post Personnel: Decides on the course of action after interview of the personnel who received the bomb threat and the review of **ALL** information that was gathered.
- II. Safety Officer:
 - A. Ensures all GBHWC staff is properly trained on this policy and evacuation procedures and updates policy as needed.

PROCEDURE:

I. General Procedure

A. Bomb threat received by phone

1. Remain calm; keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information. (Refer to GBHWC Bomb Threat Checklist)
4. If your phone has a display, copy the number and/or letters on the display.
5. Immediately upon termination of the call, do not hang up but from a different phone contact the Guards at 647-5341 or contact 911 (if at satellite or Home location) with information and ask for instructions.
6. Complete the attached GBHWC Bomb Threat checklist immediately. Write down as much detail as you can remember. Try to get exact words.

B. If a bomb threat is received by handwritten note/fax or email

1. Save all materials including any envelope or container. Once the message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort must be made to retain evidence such as fingerprints, handwriting or typewriting, paper, and postal marks, which are essential to tracing the threat and identifying the writer.
2. Do not delete the email
3. Call the Guard Office at 671-647-5341 or contact 911 (if at satellite or Home location) and ask for instructions.
4. Do not respond to the letter/fax or email.

II. Procedure for the Guards

- A. Guards should notify the following persons using landline telephones or PA system. **(DO NOT USE RADIOS. DO NOT USE CELLPHONES).**

Bomb Threat Call List	Office Phone	Cell Phone	Home
GPD/GFD	911		
Safety Officer	647-5332	929-2155	N/A
Deputy Director	647-1902	488-2842	734-2842
Director	647-1946	688-3151	653-4250
Facility Operations Supervisor	647-5315	858-5725	
ESF 8 Coordinators			
Ignacio Guerrero	647-5470		
Rich Richards	647-5471		

** Cell phones are just as capable as radios to detonate devices.

- B. Guards shall assist receiver of the call with completion of the GBHWC Bomb Threat Checklist attached to this policy.

III. Procedure for Command Post

A. GBHWC Command Post Set Up:

1. Command Post shall be set up in the Director's Office once the bomb threat has been validated.
2. Ensure person who received the bomb threat call has completed the Bomb Threat Checklist (see Attachment I: Bomb Threat Checklist). Interview the person who received the call and review the Bomb Threat Checklist to validate the credibility of threat. The first arriving police officer should be given a copy of the completed Bomb Threat Report.
3. If location was given, have Guards search that location immediately. If a suspicious item is found at that location. Evacuation is necessary.
4. If no location is given, go to **SEARCH PLAN** below. Upon receiving notification by Search Team (see Search Techniques below) of suspicious object, note the exact location and immediately notify Command Post and Police. Advise persons in that area not to touch, jar, or move the object. Then consider complete evacuation. Refer to Evacuation Policy and Procedure.

B. Evacuation Procedure

1. Unless a suspicious object or bomb has been located, the decision to evacuate is based on the circumstance of the bomb threat.
2. The facility may choose NOT to evacuate unless a suspicious device has been identified, and then proceed under the direction of the local authority. Safety procedures take precedence over all other activities.
3. Once a decision to evacuate is called for by the Director or the Health and Safety Officer, a code bomb threat shall be ordered and announced in the PA system.
4. If the decision to evacuate has been made, refer to *AD-HS-08 General Evacuation Policy and Procedure* and posted evacuation maps.
5. Do not re-enter the building until law enforcement has removed the device and/or declare it safe to re-enter.

APPENDIX A- RESIDENTIAL HOMES AND SATELLITE OFFICES

- A. All satellite offices and Residential homes shall follow the procedures of this policy when receiving a bomb threat
- B. If a bomb threat is received by handwritten note, it shall be brought to the supervisor.
- C. If a bomb threat is received by email, a print out should be done and brought the supervisor.
- D. An up -to -date bomb threat kit shall be stored in an unlocked area in the Office at all times
- E. During evacuation the Supervisor, or designee, is responsible for obtaining the Bomb Kit.
- F. The supervisor will immediately contact the Directors Office.
- G. Evacuate only upon the instruction from the Director, designee or 911 personnel.

ATTACHMENT: I. GBHWC Bomb Threat Checklist



GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER

BOMB CHECKLIST

Date: _____ Time Rcvd: _____ Time caller hung up: _____

Phone # where call received: _____ Phone # on caller I.D: _____

Ask the Caller

Where is the bomb located: _____ When will it go off: _____

What does it look like: _____ What will make it explode: _____

Did you place the bomb? If No who did _____

Why: _____

Name of caller : _____

Exact Words of the Threat

Information about the Caller

Estimated age: _____ Is the voice familiar? Sounds like: _____

Other points: _____

Callers Voice:

- Female Male
- Accent
- Angry
- Calm
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Laughter
- Lisp
- Loud
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slurred
- Soft
- Stutter

Background Sounds:

- Animal noises
- House noises
- Kitchen noises
- Street noises
- Booth
- PA system
- Music
- Motor
- Static
- Machinery

Threat Language:

- Incoherent
- Message read
- Taped
- Irrational
- Profanity
- Well-spoken

Other Information:



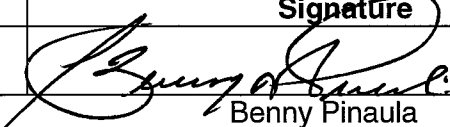
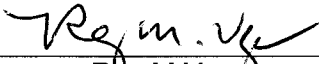
**GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER
REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and approved the following:

Policies and Procedure Submitted by: Health and Safety

Protocol/Form Policy No: AD-HS-09

Bylaws Title: Bomb Threat

Reviewed/Endorsed Title	Date	Signature
	3/16/17	
Name Title	Alfred Garrido Health and Safety Officer	
Reviewed/Endorsed Title	Date	Signature
	3-16-17	
Name Title	Edward Palacios Facility Operations Supervisor	
Reviewed/Endorsed Title	Date	Signature
	3/17/17	
Name Title	Benny Pinault Deputy Director	
Reviewed/Endorsed Title	Date	Signature
	3/17/17	
Name Title	Rey M Vega GBHWC Director	