Bomb Threat

Policy:

Morgan Support Services shall take all possible precautions to ensure the safety of the employees, people we support, and visitors should there be a bomb threat to the premises.

Procedure:

All employees shall be trained on the bomb threat procedures at orientation and at least annually thereafter. Documentation of training shall be maintained in the MSS office. The training shall include, but not be limited to:
- Use of the Bomb Threat form
- Evacuation route(s)
- Ensuring that all staff, people we support, and visitors have safely evacuated
- Assembly area
- Staff assignments
- Documentation to take

A folder containing the Bomb Threat form shall be maintained at each office telephone location. The folder is to remain where it is quickly accessible, rather than in a file drawer. All employees shall be informed of the location of the folders in their area.

If a bomb threat is received:
1. The employee receiving the call should attempt to keep the caller on the telephone as long as possible and use the Bomb Threat form to obtain as much information as the caller will provide.
2. Call 911.
3. Evacuate the premises following the procedures for fire evacuation in policy H&S 3.6 Fire Evacuation.

When police arrive:
1. Provide them with any information gained while on the telephone with the caller.
2. If requested, assist with searching the premises for any suspicious devices, packages, or objects.

Return to the building only after the police have determined that it is safe to do so.

Staff Assignments

Designated staff shall be assigned the following areas of responsibility:
1. Directing the evacuation route and escorting staff, people we support, and visitors to the assigned assembly area
2. Searching the premises to ensure that all have safely evacuated

Documentation

Any incident involving a bomb threat on an MSS site must be recorded on the Internal Incident Report. In addition, if there were any injuries or deaths resulting from the incident, an IRIS report must be completed. All documentation shall be maintained electronically.

Supporting Forms/Documents

Internal Incident Report
Bomb Threat form
Emergency Procedures training material