

TITLE: BOMB THREAT / SUSPICIOUS PACKAGE "CODE BLACK" AND "CODE BLACK"-EXERCISES		
FACILITY: St. Vincent's East	FUNCTION:	ORIGINATING DEPT: Safety
HOSPITAL SHARED POLICY? __ Yes __ No		EFFECTIVE DATE: 11/5/97
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SCOPE: St. Vincent's East Campus and Family Medicine Clinic
PURPOSE: To help ensure the safety and security of patients, visitors and associates of St. Vincent's East during a bomb threat situation.
DEFINITIONS:
POLICY:
<p>PROCEDURE:</p> <p>I. Bomb Threat:</p> <p style="padding-left: 40px;">A. The person receiving the call will try to obtain as much information as possible from the caller. Ask where the bomb is located; when will it explode; what type of bomb?</p> <ol style="list-style-type: none"> 1. Take special note of any kind of background noise while the caller is on the phone. Listen for sounds that may let you know from where the call is being made. 2. If possible, try to determine nationality of the caller, any type of accent, sex of the caller. Did the caller seem nervous,

*The contents of this document rescind any previous document covering similar material.
The online version of this document is deemed current.*

- upset, calm, loud, etc? Attention to these types of details could be of importance as a situation develops.
3. If time permits, complete the Bomb Threat Report (Attachment A) while the caller is still talking. If not, complete the form as soon as possible after reporting the threat.
- B. The person receiving the call will notify a co-worker to call the Code Line at 3500 or Protective Services Department at extension 3911, giving their name and department. Provide as much information as possible to the dispatcher. The Protective Services dispatcher will in turn page "CODE BLACK" three times. The dispatcher will then notify the Administration or Administrator on call (weekends/after-hours) or designated representative.
 - C. Person receiving call will notify Supervisor who will incorporate staff into search of area.
 - D. The dispatcher will also alert all Protective Services personnel (on duty), the Birmingham Police Department (Phone: 328-9311) and the Birmingham Fire Department (Phone: 250-7575), providing as much information as possible.
 - D. Investigation of the Bomb Threat will be conducted by St. Vincent's East Protective Services Department personnel, the Birmingham Police Department and the Birmingham Fire Department. All other hospital personnel will be responsible for closing all fire doors and searching their respective areas for any type of suspicious device or package.
 - E. Patient care areas will receive priority and be searched prior to other areas.
 - F. If a bomb or suspicious item is located, DO NOT HANDLE THE ITEM, notify the Protective Services Code Line at 3500, and give the exact location of the item along with your name and department. The dispatcher will then page "CODE BLACK" -followed by the location of the item; this will be paged three times. (Example: "Code Black" - First Floor Atrium)
 - G. Upon notification of a Bomb or Suspicious items location, the dispatcher will direct all Protective Services personnel and the authorities to the specified location. No other associates will be allowed into the area in which the item is located. Advise all personnel to avoid the use of radios while in the vicinity of the bomb or suspicious item, use the phone to the maximum extent possible. While it is known some types of devices can be detonated by a radio signal, it is not likely in the case of a standard hand-held two-way radio.

- H. An order to evacuate the hospital will be given only by Administration or the Administrator on call or designated representative after consultation with Birmingham Police Department and Birmingham Fire Department. If in fact an explosive device is located and the decision is made to evacuate the area, the dispatcher will be notified to page "CODE BLACK" - three times, along with the exact location. If this call is made, all available personnel will respond to the area and assist in the evacuation process.
 - I. All visitors and patients will be kept out of the immediate area until the all clear signal is given. Incoming visitors will be refrained from entering the hospital until the all clear signal is given.
 - J. After the Bomb Threat is over, the dispatcher will page "CODE BLACK - CLEAR" three times.
 - K. When a Bomb Threat Drill is being conducted, the procedures will remain the same with the exception the dispatcher will page "CODE BLACK-EXERCISE" three times. The Birmingham Police and Fire Departments will not be notified and normal traffic flow to, through and from the hospital will continue as normal. The Safety Committee will conduct all Bomb Threat Drills.
- II. Search of the Area:
In the event of a bomb threat, the occupants of each area will be responsible for searching their respective areas. Divide the area into sections and conduct a thorough search of the area to include vents, suspended ceilings, closets, etc. If a suspicious item is noted, do not attempt to move or touch, contact Protective Services Code Line immediately at extension 3500, giving the exact location of the suspicious item.
- III. Suspicious Package:
- A. If a package is received or found within the hospital or properties, that appears to be suspicious, notify the Protective Services Code Line at extension 3500 giving your name and department, along with the exact location of the package. DO NOT HANDLE the item. Clear the immediate area. The hospital mailroom must maintain safety awareness when sorting, posting, and opening hospital mails. Take care to note letters that seems ridged, look uneven or lopsided, or feel bulkier than normal. An excessive amount of postage may be present - often far more than needed. There may be no return address; handwritten notes appear such as, "Rush", "Personal", "Private", etc. Be very cautious of packages that emit an odor, slosh or sound like liquids, some packages may even have a buzzing sound. If such an item is encountered, contact the Protective Services Department immediately.

B. The dispatcher will dispatch an officer to investigate the item. If in the opinion of the officer the item is of a suspicious nature the dispatcher will be notified and the situation will be handled as a bomb being found. (See section I, paragraph 6)
REFERENCES:
ATTACHMENTS:
APPROVAL ROUTING:
REVIEW HISTORY: 11/06 Don Dickens, Safety Director 12/4/07 Jonathan Daniel, Safety and Operations Manager
REVISION HISTORY: 12/4/07