


Strathmere Lodge

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|  | Manual | Fire & Emergency |
| | Policy Number | FEB001 |
| | Original Date | May 16, 2022 |
| | Revised/Reviewed Date | May 8, 2024 |
| | Issued By | Environmental Service Manager |
| | Approved By | Administrator |

BOMB THREAT PLAN**TREAT ANY INFORMATION RECEIVED BY THE HOME CONCERNING A BOMB AS A REAL THREAT****Role of Staff Receiving Telephoned Bomb Threat:**

Keep the caller on the line. Attempt to obtain as much information as possible.

1. BE CALM. BE COURTEOUS. ASK THESE QUESTIONS:
 - When will the bomb explode?
 - Where in the building is the bomb placed?
 - What does it look like / what kind of bomb is it?
 - Why did you place the bomb?
 - What is your name?
 - Where are you calling from?
 - Why do you want to kill or injure innocent people?
2. DO NOT HANG UP. Call may still be traced even if the caller hangs up.
3. NOTIFY THE CHARGE NURSE ASAP (Administrator if on site)

If Bomb Threat is received by letter

- Do not handle letter or envelope any further

Role of Charge Nurse

1. Call 911. Ask for Police.
2. Note the time of call
3. Have person who received the call complete the Bomb Threat Fact Sheet
4. Announce "Code Black" and initiate premises search
5. Call Administrator or designate
6. Report findings of search to Police
7. Advise staff when search is called off

If a device or a suspicious package is found:

- Do not touch
- Remove residents from Home area
- Advise Police
- Prepare for full evacuation

BOMB THREAT FACT SHEET

Date:

Time call received:

Time call ended:

Gender of caller: M F

Age of Caller:

EXACT WORDING OF THREAT:

[Also note responses to your questions]

Voice Characteristics (circle)

Loud
Deep
Intoxicated

Soft
Raspy
Other (explain)

High Pitch
Pleasant

Speech (circle)

Fast
Distorted
Slurred

Slow
Stutter
Lisp

Distinct
Nasal
Other (explain)

Language (circle)

Excellent
Poor
Other (explain)

Good
Foul

Fair
Unusual Phrases

Accent (describe)

Manner (circle)

Calm
Irrational
Deliberate

Angry
Coherent
Emotional

Rational
Incoherent
Laughing

Any Background noise? If so, what was it or what did it sound like?

Did the caller indicate knowledge of Home and if so how?

Signature: _____ Date: _____

Name: [please print] _____