

# **BOMB THREAT**

## SCENARIO

Your hospital main switchboard receives a call stating that an explosive device has been placed within your facility and will detonate within 60 minutes. Based on the amount of detail provided by the caller, it is determined that this poses a credible threat to your facility, and you activate the bomb threat procedures.



# BOMB THREAT

## INCIDENT PLANNING GUIDE

### **Does your Emergency Management Plan Address the following issues?**

---

#### **Mitigation & Preparedness**

---

1. Does your hospital maintain bomb threat procedures that are reviewed annually and revised as needed?

---

2. Does hospital have process to develop unified command with local law enforcement and/or FBI?

---

3. Does your hospital provide training to security and hospital personnel on how to recognize and respond to suspicious activity, including unidentified packages and persons exhibiting suspicious behavior?

---

4. Does your hospital have procedures for identifying and immediately removing unattended vehicles during bomb threats?

---

5. Does your hospital have a bomb threat kit (updated blueprints, floor plans, light sticks, pads, pencils, phone list, etc.) available?

---

#### **Response & Recovery**

---

1. Does your hospital have a procedure to conducting a thorough search of the entire facility and grounds?

---

2. Does your hospital have a plan to use non-electronic communication methods during a bomb threat because case electronic signals could detonate the bomb(s)?

---

3. Does your hospital have a procedure to rapidly lockdown the facility and ensure all access and egress points of the building and grounds are secured?

---

4. Does your hospital have plans for vertical and horizontal evacuation (e.g., department, floor, wing, and building) of the facility?

---

5. Does your hospital have a mechanism for initiating bomb threat procedures and for disseminating information throughout the facility without causing alarm or panic?

---

6. Does your hospital have a safe external evacuation area accessible to large vehicles, in case it becomes necessary to move patients and staff to another location?

---

7. Does your hospital coordinate with local law enforcement to secure facility and campus areas?

---



# BOMB THREAT

## INCIDENT RESPONSE GUIDE

**Mission:** To safely manage staff, patients, and visitors during a bomb threat or suspicious package situation.

### Directions

---

- Read this entire response guide and review incident management team chart
  - Use this response guide as a checklist to ensure all tasks are addressed and completed
- 

### Objectives

---

- Document all bomb threat information
  - Immediate respond to the bomb threat when received or suspicious object is found
  - Maintain security of the facility, consider lockdown and/or evacuation
  - Control and inspect packages and materials entering critical areas for suspicious objects
  - Maintain patient care services
  - Ensure safety of the staff, patients, and visitors
- 

### Immediate (Operational Period 0-2 Hours)

---

#### COMMAND

(Incident Commander):

- Activate Command staff and Section Chiefs as appropriate
- Consider the possibility of a “dirty bomb” and evaluate/prepare for secondary radiation, chemical, and/or biological contamination

(Liaison Officer):

- Notify appropriate authorities of bomb threat and coordinate internal and external response agencies (e.g., law enforcement, bomb squad)
  - Communicate with other healthcare facilities to determine:
    - Situation status
    - Surge capacity
    - Patient transfer/bed availability
    - Ability to loan needed equipment, supplies, medications, personnel, etc.
-

# BOMB THREAT

## INCIDENT RESPONSE GUIDE

---

### COMMAND

(Safety Officer):

- Consider immediate evacuation of areas if threat is identified
- Monitor response activities to ensure safety of staff, patients, and responders

(Public Information Officer):

- Establish a media staging/briefing area and secure the media area to ensure media remain in designated areas
- Conduct media briefings and situation updates

---

### OPERATIONS

- Implement the bomb threat procedure
- Secure the facility and stop visitors and others from entering the facility
- Evacuate non-essential personnel out of the facility to a safe area
- Initiate and coordinate search activities to identify suspicious objects or suspicious activity
- Liaison with responding and investigating law enforcement agencies
- Consider evacuation or relocation of patients

---

### PLANNING

- Establish operational periods, incident objectives and Incident Action Plan, in collaboration with Incident Commander
- Prepare to track patients and personnel

---

### LOGISTICS

- If necessary, establish an external evacuation safe area
- Prepare to implement patient tracking protocols
- Prepare for possible transportation for evacuated patients
- Account for all personnel currently in the facility
- Provide staff information and mental health services, as appropriate

# BOMB THREAT

## INCIDENT RESPONSE GUIDE

---

### Intermediate (Operational Period 2-12 Hours)

---

#### COMMAND

(Incident Commander):

- Meet with Command Staff and Section Chiefs to evaluate the overall impact of incident on the facility

(PIO):

- Continue monitoring media reporting
  - Develop briefings and updates for staff, patients and visitors

(Safety Officer):

- Conduct ongoing analysis of existing response practices for health and safety issues related to staff, patients, and facility, and implement corrective actions to address
- 

#### OPERATIONS

- Continue securing the hospital and grounds and restricting non-essential personnel from entering the building
  - Continue facility search procedures
    - Evacuate patients and staff, as indicated
    - Continue to liaison with law enforcement
- 

#### LOGISTICS

- Continue to support facility response by providing appropriate personnel or equipment
- 

#### FINANCE/ADMINISTRATION

- Track expenses and lost revenues
- 

### Extended (Operational Period Beyond 12 Hours)

---

#### COMMAND

(Incident Commander):

- Implement patient, staff and visitor evacuation of the facility
    - Update and revise the Incident Action Plan
-

# BOMB THREAT

## INCIDENT RESPONSE GUIDE

---

### COMMAND

(PIO):

- Continue media briefings and situation updates

(Liaison Officer):

- Continue updating local emergency management, fire and EMS of situation status and need to evacuate facility

(Safety Officer):

- Continue monitoring safety practices and oversee safe evacuation of the facility

---

### OPERATIONS

- Continue patient management activities and evacuation of the facility
  - Oversee evacuation of the facility and transfer of patients to other hospitals
  - Continue hospital and grounds security, deny entry to non-essential personnel

---

### PLANNING

- Implement patient and staff tracking during the evacuation
  - Update and revise the Incident Action Plan

---

### LOGISTICS

- Continue to provide mental health support to staff and patients as needed

---

### FINANCE

- Continue to track response expenses
-

# BOMB THREAT

## INCIDENT RESPONSE GUIDE

---

### Demobilization/System Recovery

---

#### COMMAND

(Incident Commander):

- Ensure local law enforcement/bomb squad issue an “all clear” for the facility
- Oversee restoration of normal hospital operations

(PIO):

- Conduct final media briefing providing situation status, appropriate patient information and termination of the incident

(Liaison Officer):

- Notify local emergency management, fire and EMS of termination of the incident

(Safety Officer):

- Oversee the safe return to normal operations and repatriation of patients
- 

#### OPERATIONS

- Restore patient care and management activities
  - Repatriate evacuated patients
  - Re-establish visitation and non-essential services
- 

#### PLANNING

- Finalize the Incident Action Plan and demobilization plan
  - Compile a final report of the incident and hospital response and recovery operations
  - Ensure appropriate archiving of incident documentation
  - Write after-action report and corrective action plan to include the following:
    - Summary of actions taken
    - Summary of the incident
    - Actions that went well
    - Area for improvement
    - Recommendations for future response actions
    - Recommendations for correction actions
-

# BOMB THREAT

## INCIDENT RESPONSE GUIDE

---

### LOGISTICS

- Provide debriefing and mental health support services for staff and patients

---

### FINANCE/ADMINISTRATION

- Compile final response and recovery cost and expenditure summary and submit to the Incident Commander for approval

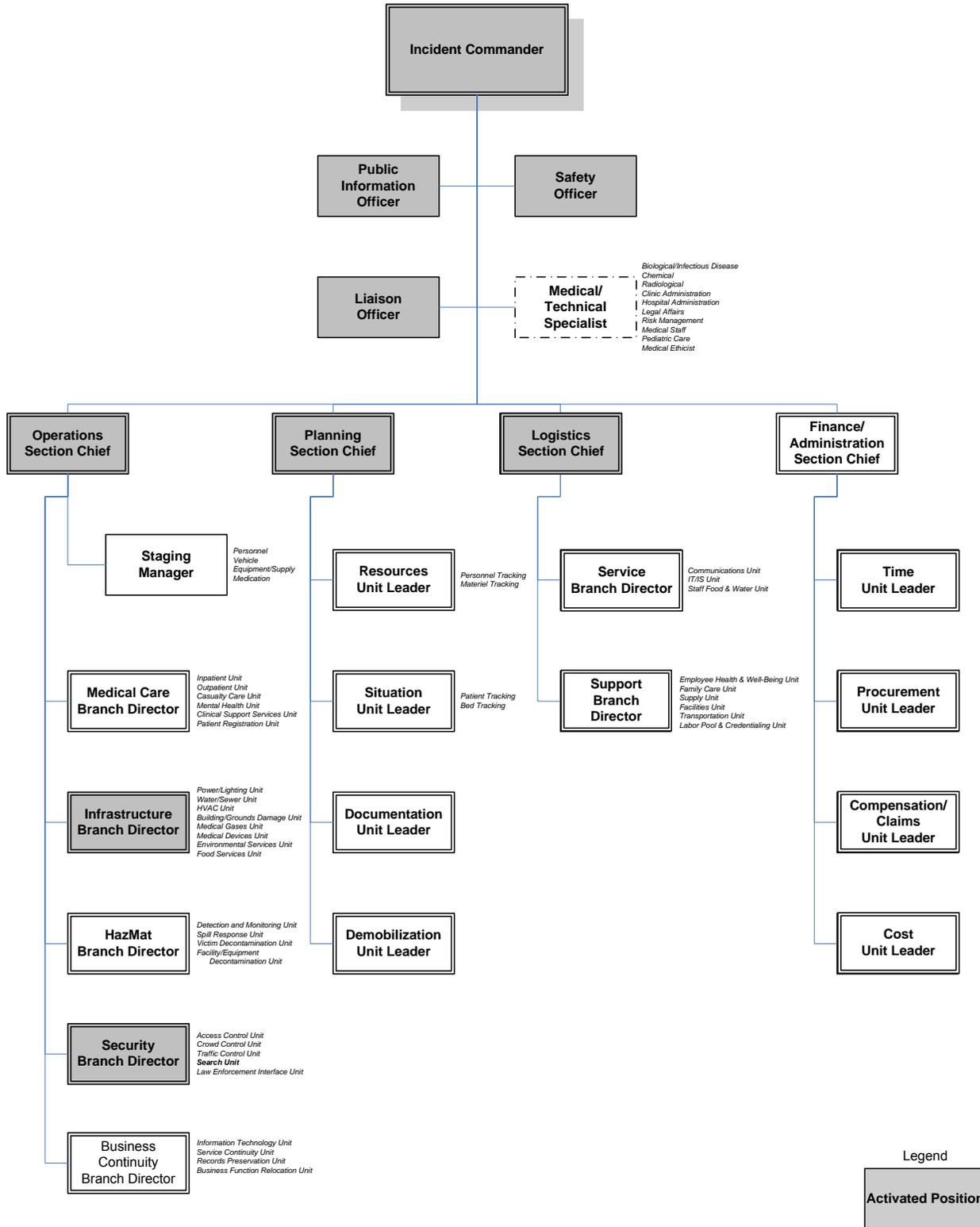
---

### Documents and Tools

- Hospital Emergency Operations Plan
  - Hospital Evacuation Plan
  - Hospital Bomb Threat Procedure (telephone vs. suspicious object threat)
  - Facility and Departmental Business Continuity Plans
-

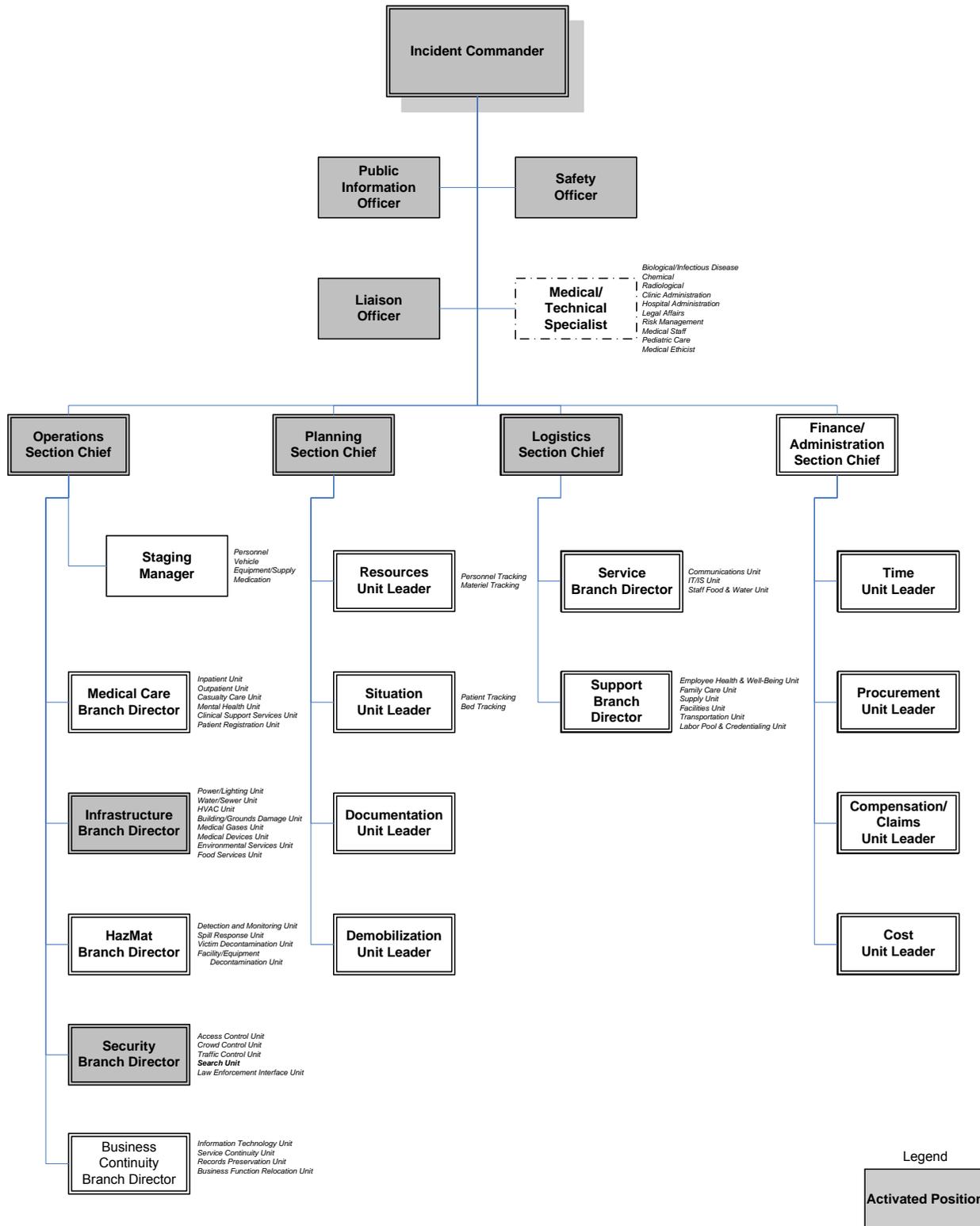
# BOMB THREAT

## INCIDENT MANAGEMENT TEAM CHART -- IMMEDIATE



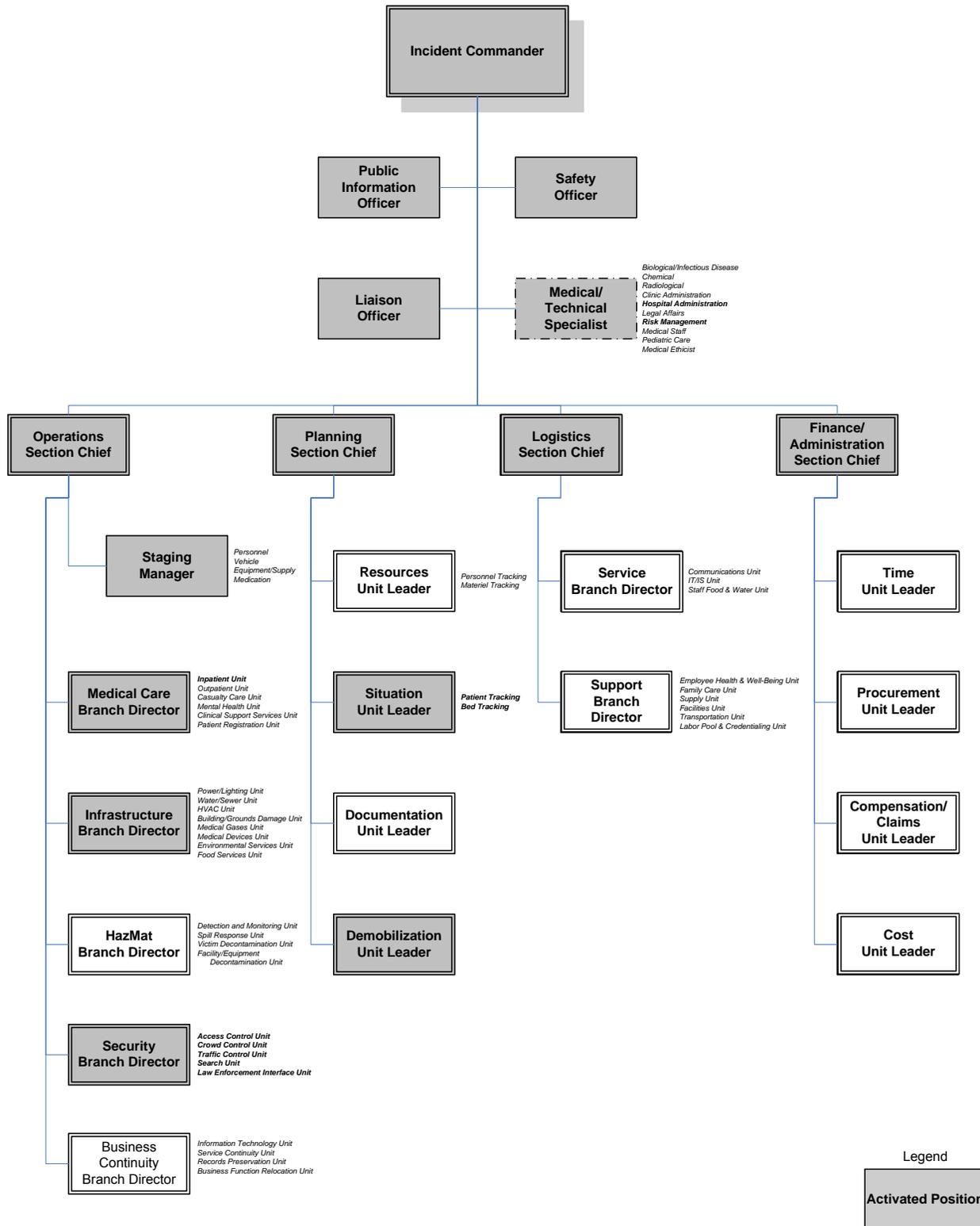
# BOMB THREAT

## INCIDENT MANAGEMENT TEAM CHART -- INTERMEDIATE



# BOMB THREAT

## INCIDENT MANAGEMENT TEAM CHART -- EXTENDED



# BOMB THREAT

## INCIDENT MANAGEMENT TEAM CHART -- DEMOBILIZATION

