



BrightLife
Enhancement Services
Holistic approach to healthcare

Bomb Threats

I. POLICY:

- A. It is the policy of Brightlife Enhancement Services to provide prompt attention and appropriate assistance to persons served, staff members, and visitors in the event of a bomb threat, and the need for evacuation. All potential emergencies cannot be anticipated; therefore, emergency plans shall provide for adaptability to multiple situations.

II. PROCEDURES:

- A. The Safety Officer(s) is/are responsible for oversight of emergency disaster plans and drills and ensuring that all of the organization's facilities are well prepared to respond effectively to any emergency.
- B. Specific procedures will be maintained for bomb threats.
- C. The following are the overall components of the organization's bomb threat and emergency plans. These serve as basic approaches to responding to bomb threats. The overall components of the organization's a bomb threat emergency plans are as follows:
 - 1.) In the event of a bomb threat received by telephone (a call in which an individual indicates a bomb has been placed within or near the facility):
 - a. Obtain as much information as possible from the caller, noting details of voice, whether you believe they sounded like a male or female, speech patterns, and any background noise.
 - b. Ask where the bomb is and when it will go off and document any information that is provided by the caller.
 - 2.) If the threat is received by letter or note:
 - a. Do not handle the letter or note any more than is necessary so evidence is not compromised.
 - 3.) If you notice a package, container, briefcase, or other object that is unattended and is out of place within the facility, does not have common



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identifiable markings or labeling, and is not recognized as belonging to an employee, person served, or visitor, proceed as follows:

- a. Upon the discovery of a suspicious object/package/container, do not touch or move it.
- b. Ask people in the area the object was discovered if they know what it is or if it belongs to someone.
- c. If no one claims the object or cannot identify what the object is, notify the facility safety officer, or facility manager/director, who will determine if the facility should be evacuated and law enforcement authorities summoned, based on further investigation within the facility regarding the ownership of the suspicious package, container, briefcase or other type of unattended object.
- d. If the object/package cannot not be identified or is not claimed and identified by someone within the facility, evacuate the building and summon/contact law enforcement authorities.
- e. Wait for the arrival of law enforcement authorities outside the building and turn over management of the unidentified object to law enforcement upon their arrival.
- f. Re-enter the building and resume services only after clearance is obtained from the public officials managing the situation.

4.) In all situations involving the threat of a bomb, follow these procedures:

- a. Remain calm and do not alarm persons served, visitors, or other staff members.
- b. Immediately seek the Clinic Director or Safety Officer to discuss the situation.
- c. The clinic director/manager, and/or the safety officer, are responsible for contacting the police and activating the evacuation procedures.
- d. Evacuation will be handled as per the organizational/facility evacuation policy and procedures.



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- e. In situations where the building/facility has been evacuated, agents of the police or other authorities will assess the situation and, if the present danger is terminated, will then inform the facility manager/director, or designee. Only the police authority may activate the “all clear” and only then may anyone enter the building.
- f. Following the all clear, crisis debriefing procedures will be followed, as appropriate.

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