

EMERGENCY PREPAREDNESS MANUAL

BOMB THREAT PLAN

Reviewed/Revised:

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POLICY: BOMB THREAT PROCEDURES

PURPOSE: To establish an Emergency Response Plan to a bomb or bomb threat within the Health Center that assures protection of patients, staff, and property.

Most explosive and incendiary devices are not recognizable and are not always what they seem to be. Explosive and incendiary devices can be concealed in large or small packages, cases, or containers, and can be timed to detonate at a set time, or be detonated by fuses, force, or fire. Some are even designed to detonate by radio waves, movement, chemicals, etc.

Materials needed to make such devices are easily obtained. All persons involved in any search for explosives must exercise extreme care and caution at all times. No suspected explosive or incendiary device must ever be handled or even touched by persons other than experts. Any box, case, or other type of container which looks out of place could be such a device, and must not be regarded lightly. Report all suspicious items to the Health Center Director.

BOMB THREAT PROCEDURES:

1. Any employee upon receiving a call alleging the presence of a bomb in the Health Center shall:
 - a. Attempt to prolong the telephone conversation as long as possible.
 - b. Attempt to answer all questions on the attached **BOMB THREAT CHECKLIST**.
 - c. Immediately following the telephone call, the employee should notify the Health Center Director or staff in charge.
2. The Health Center Director shall order the complete evacuation of the Health Center upon being informed of a bomb or bomb threat. The evacuation safety point is the Tribal Utilities Building across the street from the Health Center.
3. The Health Center Director shall notify Tribal Police at 758-8645.
4. As clinic staff evacuates, all personnel should be on the look-out for any suspicious objects in their departments that could be a bomb device. If such an object is noted, **DO NOT TOUCH THE SUSPECT OBJECT**. Seal off the area of the object and immediately notify the Health Center Director or staff in charge of its whereabouts.
5. The Health Center Director or staff in charge will assist the police investigations personnel wherever possible, providing any requested information.
6. Should an unexploded or suspected bomb be found, the Police Investigative Team will assure responsibility and authorize immediate evacuation measures of the facility and local areas.

- A. Certified/trained Bomb Squads for the State of New Mexico will be called. The only readily available bomb squad teams for the State of New Mexico are located in Santa Fe and Albuquerque.

Santa Fe Bomb Squad 8-505 -473-5700

- B. The police force will immediately seal off the potential danger area and provide traffic control in the immediate vicinity.
- C. All Health Center staff will be evacuated to the Tribal Public Works building.
- D. The bomb squad will render the bomb device safe or remove it from the area.
- E. The police bomb squad will call off the bomb threat after deactivation or removal of the bomb. Health Center Staff and patients will not return to the Health Center until an all clear has been given by the police.

NOTE: It must be emphasized that although 99% of all bomb threats prove to be only a hoax, each bomb threat will be addressed as if it were a real bomb.