

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER
SHREVEPORT

BOMB THREAT PLAN

Purpose: To provide instruction to all personnel for the handling of bomb threats in order to ensure the safety of employees, patients, and visitors; to reduce the disruption of necessary medical functions; and to prevent the possibility of panic.

Policy: I. Receiving the Threat

A. Anyone with a telephone can receive a bomb threat, especially those whose numbers are listed in the telephone book. The person receiving the call should:

1. Listen carefully
2. Keep caller on the line as long as possible, ask the caller to repeat the message
3. Ask the caller **when** will it go off, **where** is it, **what** kind of bomb is it, **why** are you doing this, and **who** are you

B. After caller hangs up, notify University Police immediately at 53873, then fill out the Bomb Threat Sheet (see attached).

II. Authority

A. During normal office hours, all decisions regarding searches, evacuation, etc., appropriate to this plan will be made by the Dean, Hospital Administrator, or their designated representatives.

B. During other than normal office hours all decisions regarding searches, evacuation, etc., appropriate to this plan will be

made

by the University Police shift supervisor until one of the individuals mentioned in the paragraph above is on the property.

III. University Police

Upon receiving the threat, the University Police will:

- A. Notify the Fire Department
- B. Notify the hospital switchboard
- C. Supervise and coordinate the search
- D. Search open public areas and locked public areas

- E. Instruct watchmen to keep visitors in main lobby until further notice. Visitors will not be told of the bomb threat, but will only be told there is an emergency in progress.
- F. DO NOT USE RADIOS TO TRANSMIT MESSAGES DURING THE SEARCH; USE ONLY TELEPHONES AS CERTAIN RADIO FREQUENCIES COULD ACTIVATE THE BOMB.

IV. Switchboard Operators

- A. Notify immediately
 - 1. Chancellor - if threat is Medical School related
 - 2. Hospital Administration - if threat is Hospital related
 - 3. Director of Physical Plant
 - 4. Safety Office
 - 5. Information Services
- B. Upon being notified of a bomb threat, the operators will immediately utilize the call down sheets and contact the supervisor of each section and state, "We have a bomb threat, please search your area and call back at 0 when search is completed."
- C. If the general location of the bomb is known, those sections within that area will be notified first.
- D. Record the call back and results of the search
- E. Notify University Police at 53873 immediately if any suspicious items are reported.

V. Department Heads and Supervisors

- A. When notified of a bomb threat, each department head and supervisor will be responsible to ensure that their normal work areas are searched. Areas are to be searched for unusual foreign or strange objects, packages, or boxes.
- B. Searches should be conducted by the personnel who normally occupy or have access to the area being searched.
- C. No one should be forced to search, as these individuals will not do an adequate job.
- D. Notify the hospital switchboard at 0 when your search is completed and notify them immediately if a suspicious article is found.
- E. Patients will not be told of the bomb threat.

VI. Physical Plant

- A. Search all maintenance areas.
- B. Coordinate with and assist University Police in the search of public and outside areas.

C. Provide bolt cutters to assist in searching lockers.

VII. Search Procedures

- A. The nature and extent of the search will depend upon the information supplied by the caller.
- B. Any item or container that the searcher or employee considers unusual or foreign to the normal operation of the area should be immediately reported to University Police at 53873.
- C. In NO CASE should search personnel touch or attempt to move a suspicious article or device.
- D. Depending on information received, the search will be conducted in the following priorities:
 - 1. Area(s) mentioned by the caller
 - 2. Public areas (lobbies, restrooms, etc.)
 - 3. Patient care areas
 - 4. Administrative areas
 - 5. Lab areas
 - 6. Outside areas
 - 7. Locked areas

VIII. Evacuation

- A. The decision to evacuate major portions of a wing or building will be made by the Hospital Administrator or Dean or their representative in coordination with security and safety representatives on advice from the Fire Department.
- B. Supervisors whose search personnel discover suspicious items or devices will evacuate the affected areas. For example, if a cigar box size package is discovered, the four rooms on either side and the above and below rooms should be evacuated in patient care areas. In the Medical School a general evacuation of the building will be made.
- C. In the event a major evacuation is required, it will be done under the guise of a fire drill.

IX. Termination of Emergency – once the search has been made and no bomb found or the danger has been eliminated, in consultation with Shreveport Fire Department, the plan will be terminated.

The bomb threat will be terminated in the same manner as was initiated. The switchboard operators will notify all sections of the termination by using the call down list.

BOMB THREAT/CALL CHECKLIST

Ask:

1. WHEN Will It Go Off

2. WHERE Is It Located

3. WHAT Type of Bomb Is It

4. WHY Are You Doing This

5. WHO Are You

AT THIS POINT CALL UNIVERSITY POLICE - 53873

For Use by Listener:

BOMB THREAT/CALL CHECKLIST

Date _____ Time of Call _____

Call Received By _____ Tape
Number _____ Ext _____

.....
Exact Language of Threat: _____

Voice on Phone (Circle as many as applicable)

MALE FEMALE ADULT CHILD

SPEECH: SLOW RAPID NORMAL EXCITED LOUD
DISGUISED

BROKEN SINCERE ACCENT INTOXICATED IMPEDIMENT

Estimated Age: _____ Race: _____

Background Noises: _____

Circle as Applicable:

MUSIC TALKING LAUGHING BARROOM TYPING MACHINES

TRAFFIC AIRPLANES

Notice Given To: _____
(Supervisor)

(Organization)

(Date) (Time)

At This Point, Call University Police - 53873.