## Wood County Board of Developmental Disabilities

## PROCEDURE

Procedure #:	02-ALL-ALL-0440 (SF)		Subject:	Bomb Threat for a Board of DD	II Wood County
Effective Date: Person Responsible:	10-31-94 Health & Safety Coordinator		Last Revision:	12-29-17	
Approvals/Date:	Superintendent, WCBDD	1 - 4 - 18 Date	Department Direc	tor	Date

## Quick Reference for Bomb Threat All Wood County Board of DD Facilities & Programs:

1. Obtain as much information as possible using Bomb Threat Aid Card located in Emergency Telephone Packet to give to emergency personnel upon arrival.

2. Call 9-1-1 on a direct line phone only, no cellular phones, two-way phones or two-way radios can be used.

3. Call Superintendent's Office on a direct line phone only, no cellular phones, two-way phones or two-way radios can be used.

4. Call Health & Safety Coordinator or Designee, who in turn will notify Directors.

5. WCBDD: Evacuate building, if weather is inclement, seek temporary shelter, as indicated per procedure 02-ALL-ALL-0703 (SF).

<u>The following steps should be followed if a bomb threat has been made to any Wood County Board of DD Facilities and</u> <u>Programs:</u>

1. Obtain as much information as possible using Bomb Threat Aid Card 03-ALL-ALL-0277 located in Emergency Telephone packet to give to emergency personnel upon arrival.

Contact the Superintendent's Office, which will serve as the command center, on a direct line phone only, no cellular phones, two-way phones or two-way radios can be used, as they have a potential, when used to call out, to possibly cause an explosive devise to discharge.
Call 9-1-1, on a direct line phone only, no cellular phones, two-way phones or two-way radios can be used, as they have a potential,

when used to call out, to possibly cause an explosive device to discharge.

4. Call Health & Safety Coordinator or Designee, who in turn will notify Directors. If specifically affected facility is known, respective Director will be called first.

5. A fire drill signal will be sounded, and/or communicated through a PA system or verbally. Drills will take place quarterly (March, June, September and December) and documented on form 03-ALL-ALL-0429, including a written analysis for each drill.

6. Evacuate the building.

7. WCBDD: If inclement weather and an evacuation is necessary please refer to procedure 02-ALL-ALL-0703 (SF).

References: 5123:2-1-02(N)

Procedures: 02-ALL-ALL-0703 (SF)

Forms: 03-ALL-ALL-0277 03-ALL-ALL-0429 03-ALL-ALL-0902

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