

 Office of Mental Health	Date issued 08/25/23	Supersedes 04/01/07	Page 1 of 1	Section # A-3038
	Section: Administration			
	Directive: Bomb Threats and Suspicious Packages			
	Policy Owner: Director, Administrative Support Services Group			
Official Policy Manual				

Bomb Threats and Suspicious Packages

It is imperative that OMH facilities be prepared for the possibility of a bomb or a suspicious package within their location. A copy of this policy, including the bomb threat checklist, is to be maintained within the facility Environment of Care Manual and specifically within the Emergency Management Section. All employees shall be familiar with this policy and the bomb threat checklist.

Never attempt to touch, move or examine suspicious packages or suspected explosive devices.

Safety Department Role and Responsibilities:

Safety and Security Officers	<ul style="list-style-type: none"> • Receives notification of incident. • Interview person who received threat for specific details. • Notifies Safety Dept. Supervisor of incident. • Notifies other available Officers of the situation.
Safety Officer In Charge/Incident Commander	<ul style="list-style-type: none"> • Secures the scene or area and ensures local authorities have been notified. • Notifies appropriate Facility personnel per Facility Comprehensive Emergency Management Manual. • Ensures Central Office has been notified. • Evaluates the situation and details. • Determines if the threat is specific or non-specific. • Determines need for immediate evacuation. • Organizes and/or coordinates with local authorities to conduct a search of building if needed. • Continually reassess need for evacuation. • Assists local authorities in handling the situation and follow-up investigations that may result. • Completes written documentation of situation as required.