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| **POLICY TITLE:**  |  **Bomb Threats Policy** - CP21  |
| **APPLIES TO:**  |  All Clinical Staff at Caregiver Grove Behavioral Health  |
| **EFFECTIVE DATE:**  |  November 1, 2018 |
| **ANNUAL** **REVIEW DATE:**  | January 1 (each calendar year)Reviewed: August 7, 2024 |
| **PURPOSE:**  | The purpose of Caregiver Grove Behavioral Health’s Bomb Threat policy is to ensure the safety of Caregiver Grove Behavioral Health personnel, individuals served, and visitors.  |
| **DEFINITION:**  |   |
| **POLICY**  | Caregiver Grove Behavioral Health’s Operations Department will oversee and maintain a safe environment for employees and individuals served. All employees must be familiar with the evacuation plan and the guidelines in this policy. All employees will be trained by the Operations Department during the orientation period and have on-going training based on regulatory the requirements (OAC 5122-26-12) and to ensure safety and compliance. **Procedure** 1. In the event of a bomb threat received via telephone, mail, or email, the employee tasked with receiving the threat should remain composed and gather as much information as possible, including the bomb's purported location, the anticipated detonation time, and the motive behind the threat. If the threat arrives in written form, both the document and its accompanying envelope must be preserved to be handed over to authorities. The written material should be handled by as few individuals as feasible and carefully safeguarded.
2. If personnel from the Operations Department are readily accessible, the individual who received the bomb threat must promptly inform them. Operations Department staff and/or the individual who received the threat will then contact 9-1-1 using a cell phone. If Operations Department staff are unavailable at the time of the threat, the person receiving it must contact 9-1-1 directly. The supervisor and/or the individual who received the threat will furnish the authorities with all gathered information and adhere to any safety instructions provided.
3. Immediate evacuation of the building is mandatory unless directed otherwise by law enforcement or other emergency personnel. Evacuation procedures for a bomb threat mirror those for a fire, as outlined in the Fire Safety policy.
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| **APPLICABLE STANDARDS:** | OAC 5122-26-12  |
| **EXCEPTIONS:**  |   |
| **APPROVERS:**  |  Chass Rice | Vice President, Business Strategy & AdministrationJuenethia Fisher | Chief Financial Officer (CFO) |