PROCEDURE:

1. Keep the Caller on line for as long as possible while trying to get help and more information.
2. Take notes, record if possible.
3. Communicate to help "Code Black (bomb threat) – notify administration/911 immediately"

    Suggestions when alone: *text via cell phone, send mass e-mail, use other phone in area, overhead page to get help or call 911.*

4. Help - notifies administration Immediately or calls 911
5. Evacuate upon instruction from CEO or designee, police or fire department
6. Follow emergency management plan evacuation procedures
    a. Assist/evacuate patients
    b. Use designated emergency paths/exit doors
7. DESIGNATED Gathering area is at the front of the building

CODE BLACK - Bomb Threat