



**Vice President and Chief Executive Officer of the Medical Center**

**MEDICAL CENTER POLICY NO. 0052**

- A. SUBJECT: Bomb Threat Incident
- B. EFFECTIVE DATE: October 1, 2013 (R)
- C. POLICY:

All persons providing patient care or other services within or for the benefit of the Medical Center, regardless of employer (“Covered Persons”) shall be familiar with the actions, established by the University of Virginia Police Department, to be taken after receipt of a bomb threat to protect staff, patients, visitors, and facilities.

D. PROCEDURE:

1. For incidents occurring at University Hospital, all buildings physically connected to University Hospital<sup>1</sup> and contiguous locations<sup>2</sup> the following procedures shall be followed:
  - a. Covered Persons receiving a bomb threat by telephone shall obtain as much information as possible from the caller regarding the threat and note the phone number (if displayed) FROM which the call is received. For use as guides, Bomb Threat Checklists are available in the Security Office or in the Unit Red Book (Emergency Preparedness and Response Guide and Safety and Security Manual).
  - b. If possible, during the call communicating the threat, the Covered Person receiving a bomb threat shall direct a co-worker to call 4-2012 from a different phone to report the threat. If a co-worker cannot call 4-2012 while the threat is in progress, the Covered Person who received the threat shall call 4-2012 immediately upon termination of the call.
  - c. The University Emergency Operator shall immediately notify the 911 Emergency Communications Center and the “Bomb Threat Incident Management Team” (includes: Medical Center Security, Administrator-on-call, Nursing Supervisor, Fire Marshal, Emergency Management, and Public Relations-on-call).

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<sup>1</sup> “All buildings physically connected to University Hospital” include Jordan Hall, Primary Care Center, West Complex, McKim Hall, Lee Street Connective Elements (including Claude Moore Library), Lee Street Parking Garage and 11<sup>th</sup> Street Parking Garage

<sup>2</sup> Contiguous locations include Emily Couric Clinical Cancer Center, MR4, MR5, MR6, Teen Health Center, EPICenter, KCRC, Outpatient Surgery Center, 1222 JPA, Stacey Hall, Clinical Laboratory Building, Program Management Office, Republic Plaza, Patton Mansion, 999 Grove Street, and South Parking Garage

(SUBJECT: Bomb Threat Incident)

2. For incidents occurring at Off-Grounds and Satellite Facilities<sup>3</sup>, the following procedures shall be followed:
  - a. Covered Persons receiving a bomb threat by telephone at an off grounds or satellite facility shall obtain as much information as possible from the caller regarding the threat and note the phone number (if displayed) FROM which the call is received. For use as guides, Bomb Threat Checklists are available in the Security Office or in the Unit Red Book (Emergency Preparedness and Response Guide and Safety and Security Manual).
  - b. If possible, during the call communicating the threat, the Covered Person receiving a bomb threat shall direct a co-worker to call 911 from a different phone to report the threat. If a co-worker cannot call 911 while the threat is in progress, the Covered Person who received the threat shall call 911 immediately upon termination of the call.
  - c. Follow the instructions of the emergency dispatcher until police authorities arrive on the scene.
  - d. The Covered Person shall notify the UVA Health System Emergency Manager On-Call (434.982.3500, PIC 1655) and report the incident.
3. The Emergency Manager On-Call in conjunction with the Administrator-on-call shall coordinate all response activities with Medical Center Security and/or appropriate law enforcement agencies.
4. The Administrator-on-call, in conjunction with law enforcement personnel and Emergency Management, shall determine the need for any evacuation or patient shifting.
5. If evacuation is necessary, areas shall proceed with their unit/department evacuation protocols, or as directed by the Administrator-on-call, the Fire Department, and/or law enforcement personnel.

SIGNATURE:



R. Edward Howell, CEO, UVA Medical Center

9/24/13

DATE:

Medical Center Policy No. 0052 (R)

Approved September 1987

Revised September 1993, March 1996, July 1998, March 2001, August 2003, March 2006, September 2009, September 2012, September 2013

Approved by Chief Environment of Care Officer

Approved by Medical Center Administration

<sup>3</sup>Off Grounds or Satellite Facilities are locations that are not identified in Footnotes 1 or 2