



NUMBER: 11.3.06

DATE: 12/06/2001

REVISION: 09/24/2008; 09/04/2013

PAGE: 1 of 3

SECTION: CAMPUS OPERATIONS

AREA: PUBLIC SAFETY AND SECURITY

SUBJECT: BOMB THREAT PLAN – “CODE AMBER”

PURPOSE

To inform departments within the University of Arkansas for Medical Sciences (UAMS) of the procedures and practices relating to bomb threats on the campus.

SCOPE

All UAMS Employees & Staff

POLICY

UAMS will take all threats seriously. In the event of a bomb threat, suspicious package or item, or demand for extortion the following procedures shall be followed.

DEFINITIONS:

Incident Commander will be the Chief of Police or his designee.

PROCEDURE:

1. **Instructions for an employee receiving a bomb threat via telephone :**

- a. Signal a coworker to call the UAMS Police Department (UAMSPD) at 686-7777. Locate the Bomb Threat Check List in the back of the UAMS Emergency Quick Reference Guide for reference.
- b. Keep the caller on the line as long as possible. Ask him/her to repeat the message. If possible, record every word spoken by the caller.
- c. Ask the caller where the bomb is located, what it looks like, why did you place it there, and where he/she is now.
- d. Be alert for distinguishing background noises such as traffic, music, voices, aircraft, church bells, etc.
- e. Note distinguishing voice characteristic (sex, voice quality, impediments, and demeanor).
- f. Note if caller indicates knowledge of UAMS by his/her description of locations. Lead him/her on; kill time; learn if he/she is at all knowledgeable of UAMS.
- g. Complete the Bomb Threat Check List found in the UAMS Emergency Quick Reference Guide while you are on the phone or as soon as the caller hangs up.
- h. Immediately phone the UAMSPD at 686-7777 and state that you have received a bomb threat. Supply the details and follow instructions.

- i. Do not alert patients, visitors or any other personnel that you have received a threat.
- j. When directed, take the "Bomb Threat Check List" to the Incident Command Center.

2. Instructions for an employee who receives a Letter Containing a Bomb Threat or a Demand for Extortion:

- a. Immediately place the document and envelope between pieces of blank paper. Do not handle more than necessary.
- b. Notify the UAMSPD at 686-7777. Relay the contents of the letter in as great as detail as possible.

3. Instructions for an employee who receives or finds a Suspicious Package :

- a. Notify UAMSPD at 686-7777.
- b. Do not handle the package.
- c. Clear the immediate area of all individuals, including patients and other personnel.

4. Incident Command Center (ICC):

- a. The UAMS Police Chief will select a location for an Incident Command Center (ICC), and will notify appropriate personnel to respond.
- b. All incoming calls from emergency agencies will be transferred to the ICC.
- c. The following personnel will be contacted and asked to report to the ICC:
 - Chancellor
 - Hospital Administrator on Duty
 - Vice Chancellor of Campus Operations
 - Vice Chancellor of Communications & Marketing
 - Director of Engineering & Operations (who will bring drawings showing the layout or blueprints of premises and necessary keys)
 - Receiver of bomb threat.
- d. If it is determined that building evacuation is necessary, the ICC will advise the Hospital Operator to issue an overhead page announcing "Code Amber for the specific Location". The overhead announcement will be limited to the specific area or building to be evacuated where possible.
- e. If the suspect gave a detonation time for the bomb, consideration will be given to activating the fire alarm system immediately prior to that time (for fire and damage containment in case of actual bomb).


5. UAMS Police Procedures:

- a. The UAMS Police Dispatcher will notify these individuals in the following order: the Hospital Administrator on Duty, Vice Chancellor of Campus Operations, UAMS Police Chief, Campus Operations Call Center, and Little Rock Fire Department Bomb Disposal Unit.
- b. The UAMSPD will establish a command post at/near the Location of Threat.

- c. The UAMSPD will establish an open telephone line to maintain contact with Incident Command Center. Use of two-way radios is discouraged.
- d. UAMSPD personnel will organize the search. They will ask employees to assist as necessary.
- e. Building evacuation shall be carried out only at the direction of the Incident Commander.
- f. UAMSPD will escort the employee who initiated the actions above and pick up the envelope, letter, etc. to the Incident Command Center.

6. Search Procedures - Things To Remember:

- a. Search shall be conducted under the direction of the UAMSPD.
- b. Searchers should be reminded that there is no set appearance for a bomb.
- c. If a suspicious item is located, searchers are instructed to:
 - Clear the immediate area.
 - Inform the UAMSPD.
 - Do not touch or disturb the item regardless of how harmless or innocent it may appear. It may be armed with an anti-disturbance device or time mechanism.
 - Do not use two-way radios near the device.
- d. Once a potential bomb is located, UAMSPD will:
 - verify that the object is a possible explosive device,
 - notify the Incident Command Center, and
 - decide if the LRFD bomb squad is needed.

Signature: 

Date: September 4, 2013