# Mini-Drill Program: Bomb Threat

Department or Unit:   
Leader conducting Drill:   
Date Drill conducted:

## Objectives

1. Identify ways that bomb threats may be received:
   1. Telephone
   2. Suspicious packages
   3. Suspicious mail
2. Identify the policy that addresses bomb threats
3. Identify the first steps that should be taken if a caller warns of a bomb:
   1. Use the bomb threat checklist.
   2. Record the exact time and date the call was received.
   3. Write down the callers exact words and ask him/her to repeat their message.
4. Identify the first steps to be taken upon discovery of a suspicious package:
   1. DO NOT pick it up.
   2. Call the hospital operator to report the suspicious package location.
   3. Do not release information unless specifically authorized by administration.

## Conducting the Drill

This drill can be conducted at huddles, staff meetings, or randomly in an area where staff members are gathered: break room, nursing station, etc. **This should take approximately 5-10 minutes.**

1. Introduce yourself and explain to the staff that you will be conducting a short mini-drill to increase awareness around emergency management concepts and response.
2. Hot Potato:
   1. Provide the ATF Bomb Threat Checklist and huddle document to staff members prior to the meeting.
   2. Set the timer for 5 minutes and place it in the yellow bag.
   3. Hand the ticking bag to a staff member and ask them to identify a question located on the ATF Bomb Threat Checklist. Once they answer correctly, they pass the bag to the next employee who will identify another question on the checklist.
   4. The ticking bag gets passed back and forth until the timer goes off.
3. Ask the staff if they have any questions related to the bomb threat policy and/or procedures.

### Upon drill completion

1. Record the names of individuals on the completion form.
2. Answer the questions included on the completion form.
3. Submit the completion form (hard-copy, email or through online survey):
4. Refer any additional questions to [fill in point of contact]. .

## Mini-Drill Survey

Which questions could staff recall from the ATF Bomb Threat Checklist?

Were staff members able to identify the policy that relates to bomb threats and suspicious packages? Yes No  
Comments:

Were staff members able to identify the locations of the Bomb Threat Checklist?  
Yes No  
Where is it located on your unit?

Did staff members know the appropriate steps to take if they find a suspicious package?  
Yes No  
Comments:

Please document names of staff members who participated in the February mini-drill to be entered in drawing for prizes (use back-side if necessary):

Additional Comments: