

Bomb Threat Card

Ask the following questions:

1. When is the bomb going to explode? _____
2. Where is the bomb located? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Is the bomb already in place? _____
7. Why are you doing this? _____
8. What is your address? _____
9. What is your name? _____

Exact wording of threat: _____

Report Call Immediately to 911

Call reported to: _____
Name: _____
Time/Date: _____
Phone # call was made to: _____

How did the caller sound? (Calm, angry, loud, stutter, laughter, crying, raspy, etc.) _____

Background noises? (TV/Radio, voices, street noise, loud motor, etc.) _____

Threat language (Irrational, well spoken, foul, etc.) _____

DO NOT push buttons or flip switches (lights, computer, etc.)

DO NOT use cell phones as this may activate bomb.



Safety & Emergency Procedures



Toledo-Lucas County Health Department
Emergency Preparedness

→ Table of Contents

Emergency Notification	3
Active Aggressor	4
Bomb Threat	5
Earthquake	5
Evacuation/Egress	5
Fire	7
Incident Reporting	8
Medical Emergency	8
Security	8
Shelter-In-Place	9
Suspicious Package / Individual	9
Tornado/Severe Weather	10
Unaccompanied Minor/Child	10
Important Phone Numbers	11

Name: _____

Room # / Work Area: _____

Primary Evacuation Route: _____

Secondary Evacuation Route: _____

→ Important Phone Numbers

Security	419-250-0216
Human Resources	419-213-2236
Front Desk	419-213-2013
Emergency Preparedness	419-213-4152

→ Notes

→ Tornado / Severe Weather

During a severe weather event or tornado, pay attention to the PA system about the latest watches and warnings from the National Weather Service.



When a tornado warning has been issued...

- An announcement will be made over the PA system
- Report to Kuhlman auditorium and the hallway around the auditorium in the basement (downtown) or to the main bathrooms in the lobby (WLCC).

→ Unaccompanied Minor / Child

If you find an unaccompanied minor in the building or on health department grounds, dial 7-1-1, declare a missing child and state the location.

→ Downtown Muster Points (By Division)



→ Emergency Notification

In the event of an emergency, it needs to be relayed to staff and to emergency responders. To relay this information, we utilize an intercom system.

When an emergency happens in the downtown facility,

- 1) Pick up landline telephone
- 2) Dial 7-1-1
- 3) Clearly and calmly state the emergency and location
- 4) Repeat information again
- 5) Hang up receiver

Calling 9-1-1 is imperative to ensure a proper response. 9-1-1 should either be called right away or immediately after the emergency has occurred. Here are two examples:

- Medical Emergency

- 9-1-1 should be called before using the intercom
- Time and response are more important for the individual suffering from the medical emergency

- Active Aggressor

- 9-1-1 should be called after using the intercom
- Alerting the building is more pertinent so others can escape
- 9-1-1 can be called as you run away from the building

→ Active Aggressor

Three primary objectives are in place for an active aggressor situation:

1) Run - Run away from the aggressor and exit the building as quickly as possible;

- Evacuate whether others agree to or not
- Leave your belongings behind
- Help others escape if possible
- Prevent others from entering the area
- Call 9-1-1 when you are safe

2) Hide - If you are not able to run away, find a place to hide;

- Lock and/or blockade the door
- Silence your cell phone
- Hide behind large objects
- Remain very quiet

- Hiding places should:

- Be out of the shooter's view
- Provide protection if shots are fired in your direction
- Not trap or restrict your options for movement

3) Fight - As a last resort, use objects in your possession to fight if your life is in danger

- Attempt to incapacitate the shooter
- Act with physical aggression
- Improvise weapons
- Commit to your actions



→ Shelter-In-Place

Shelter-in-place will primarily be issued for a hazardous environmental exposure.

When shelter-in-place is announced,

- Remain in your office/work area
- Do NOT leave for any reason
- Move away from windows and doors
- Tape cracks along doors and windows if instructed to do so

→ Suspicious Package / Individual

Suspicious Package

- May be in the form of a wrapped package, backpack, box, container, etc.
- **Stay away from the package**
- Look for exposed wires and excessive amounts of tape around the object
- Call security to report the package
- Call 9-1-1 to report the package to Toledo Fire/Bomb Squad
- Dial 7-1-1 for the building intercom system and state location of suspicious package

Suspicious Individual

May be an unfamiliar individual who...

- Has not moved from one location for a long period of time
- Is at exterior door with no clear intent on coming in the building
- Is waiting around an interior security door waiting for someone to exit/enter
- If you suspect anyone of being suspicious, **contact building security**



→ Incident Reporting

In the event an incident occurs, an incident report must be completed by the staff member(s) involved as well as their supervisor. An electronic version of an incident report may be found in the employee portal of the TLCHD website. A paper version may be found in the "Incident Report" mailbox in all of the copy/mail rooms in the building.

An incident includes, but is not limited to, falls, an injury sustained while on public health property or in the field for work-related assignments, vehicle accidents, or patron injuries. Discuss all possible incidents with your supervisor for clarity on completing an incident report.

Report all incidents to your supervisor immediately.

→ Medical Emergency

Call 9-1-1 immediately for all medical emergencies. Notify operator of where your location is and where you will meet the ambulance.

If possible take individual to front lobby to meet ambulance.

Automated External Defibrillator (AED)

If the individual is suffering from a cardiac emergency, call 9-1-1 and begin using automated external defibrillator (AED).



- AED machines are located in the elevator lobby on the 1st and 2nd floors of the downtown facility as well as at the WLCC facility
- Open AED machine and follow all prompts. It will walk you through the correct process of using the AED.

→ Security

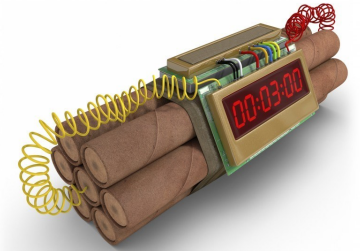
Clearly state your name, location, and reason you need security to on-call security staff at

419-250-0216

→ Bomb Threat

If you receive a call about a bomb in or around the building,

- 1) Remain calm
- 2) Complete the bomb threat card on the back of this booklet
- 3) Hang up, dial 9-1-1 and describe bomb threat to Toledo Police
- 4) Hang up, dial 7-1-1 and provide information on bomb's location.



→ Earthquake



While the likelihood of an earthquake is minimal, the threat is still present.

When you begin feeling the building shake;

- 1) DROP to your hands and knees
- 2) COVER your head and neck with your arms
- 3) HOLD ON to any sturdy shelter (like a table or desk) until the shaking stops

→ Evacuation Routes

All offices and work areas have a designated primary and secondary evacuation route out of the building. Evacuation maps are posted in all offices and work areas.

Keep in mind your primary egress route may not be available during an emergency.

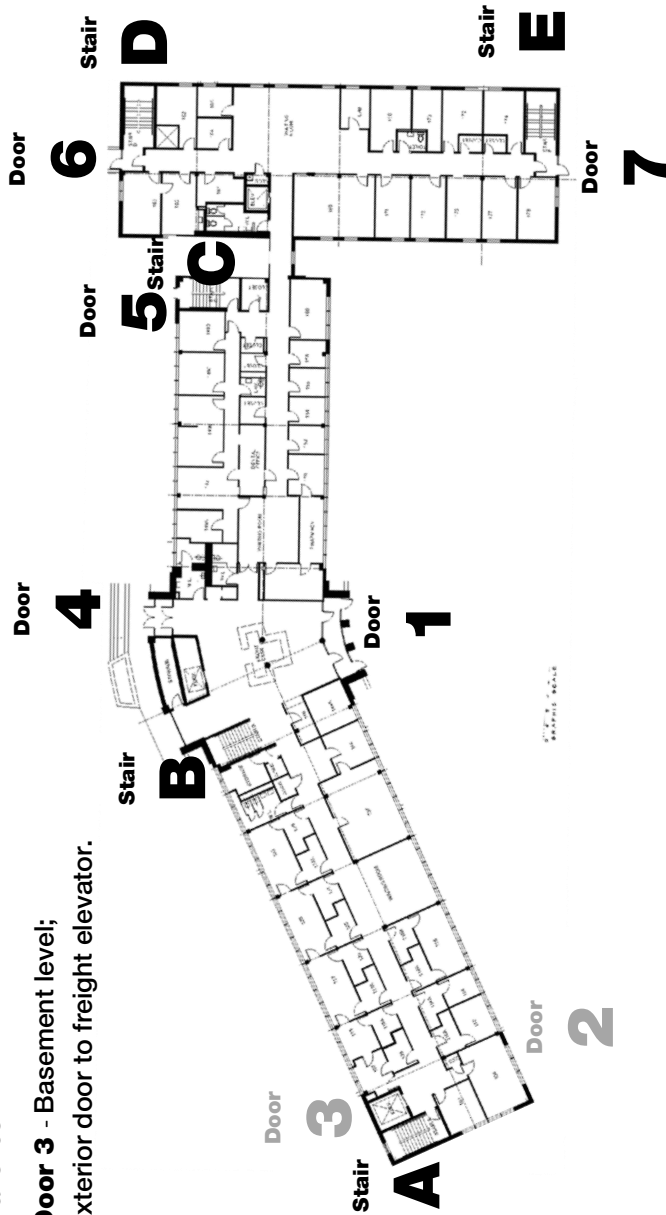
Consult the evacuation route map in your office/work area for your primary and alternate egress route from the building. A layout of the building with all of the primary stairwells and exit doors is on the next page.

Once outside, proceed to your muster point.

→ Evacuation Routes (continued)

Door 2 - Basement level;
exterior doors beside vital
statistics.

Door 3 - Basement level;
exterior door to freight elevator.



→ Evacuation Routes (continued)

Muster Point:

The muster point for the downtown facility is the City of Toledo parking lot located behind the building. Follow diagram for exact location of your muster point on page 10.

The muster point for the Western Lucas County Clinic is the parking lot located in front of the community center.

→ Fire

If you see a fire, regardless of how small, pull the fire alarm.

Fire alarm pull stations are located at the entrance to each stairwell on each floor as well as in the main elevator lobby of each floor.

Fire extinguishers are also located at the entrance to each stairwell on each floor, the main elevator lobby on each floor, and various hallways.

Remember to **P-A-S-S** when using the fire extinguisher:

- Pull the pin
- Aim at the base of fire
- Squeeze trigger
- Sweep from left to right to
extinguish fire

If you are evacuating the building, report to your muster point for further instructions.

