

**BLUE WATER DEVELOPMENTAL HOUSING, INC.  
POLICIES AND PROCEDURES: INDIVIDUALS SUPPORTED INFORMATION**

<b>SUBMITTED BY:</b> Executive Director	<b>DATE SUBMITTED:</b> 10/01/78	<b>SECTION:</b> Emergency Procedures	
<b>BOARD APPROVED ON:</b> 10/31/81	<b>DATE REVISED:</b> 07/18/18, 8/12/2020	<b>SUBJECT:</b> Bomb Threat	
<b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b> 07/18/18, 8/12/2020		<b>POLICY #:</b> IE-001	<b>PAGE #:</b> 1 of 1

**I. APPLICATION**

The provisions stated herein shall apply to all individuals supported by Blue Water Developmental Housing Inc. (BWDH).

**II. POLICY**

It shall be the policy of the organization to evacuate individuals supported and notify appropriate agencies. Employees in licensed residential group homes will complete a bomb threat evacuation drill annually on each shift to comply with licensing requirements.

**III. NOTIFICATION/PROCEDURE**

**WHO**

**DOES WHAT**

- |  |  |
|--|--|
| Employee                                 | 1. Evacuates individuals supported immediately and seek alternative shelter as appropriate.  |
| Employee / Program Supervisor / Designee | 2. Contact 911. Be sure to provide the operator with a contact name and phone number so BWDH can be notified of an "all clear" status. |
| Program Supervisor                       | 3. Notifies division director, case manager and parent/guardian.   |
| Employee                                 | 4. Completes Incident Report and follows Incident Report policy.   |
| Division Director                        | 5. Notifies executive director.  |
| Executive Director                       | 6. Notifies the appropriate County Community Mental Health Director.   |
|  | 7. Notifies the president of the board.  |
| Employee                                 | 8. Once the all clear has been given by the local fire department, return to the facility and resume normal activities.                |

**IV. EXHIBITS**

- A. Emergency Drill Form