

**Cottonwood, Inc.
Policies and Procedures**

SECTION: General

POLICY NO: 02-006

SUBJECT: Bomb Threats -Day Procedure

EFFECTIVE DATE: May 1988

Policy:

It is the policy of Cottonwood, Inc. to provide a safe working environment for employees and consumers. If a bomb threat would occur, an evacuation will be conducted in a swift, yet orderly manner.

Procedures:

1. The employee who received the threat must immediately notify a member of management. The Lawrence Police Department will also be notified at this time.
2. A director or coordinator will activate the signal for evacuation - a loud continuous bell or buzzer and flashing light (fire alarm).
3. Unit Emergency Coordinators must make sure all areas are evacuated and give a head count report to their Site Emergency Coordinator or Site Emergency Director. Staff responsible for consumers will perform a head count and report to the Unit Emergency Coordinator.
4. ALL PERSONS must evacuate at least 500 feet from the facility, at least as far as the northeast corner of the front parking lot.
5. The Site Emergency Director will authorize reentry into the facility after being cleared to do so by the official in charge of the scene.
6. If it is impossible to reenter the facility, the CEO will advise that staff and consumers will be transported to its partner facility, River City Church.
7. This policy will be reviewed annually as part of the staff training packet. There will not be a bomb-specific evacuation drill.
8. As part of its overall safety and emergency planning program, Cottonwood, Inc. has plans and procedures documented in "The Business Survival Plan" notebook.