

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Residential

**POLICY NO:** 30-004

**SUBJECT:** Bomb Threats

**EFFECTIVE DATE:** May 1988

**Policy:**

It is the policy of Cottonwood, Inc. to provide a complete and comprehensive plan in case of emergency. This procedure will be followed in the event of a bomb threat.

**Procedures:**

1. Evacuation plans will be posted in a central location.
2. If a bomb threat occurs:
  - a. Notify all consumers to immediately evacuate the premises to a distance of 500 feet from the property.
  - b. Encourage all consumers to remain calm.
  - c. Conduct a head count at the designated meeting point to determine that all individuals are present.
  - d. Call the Lawrence Police Department by dialing 911 to report the incident.
  - e. Do not re-enter the building until civil authorities have determined the area is safe.
3. In the event the site is damaged to the extent that it is not habitable, emergency housing will be provided at other residential sites. No one will be allowed to enter damaged owned or leased sites until civil authorities have deemed it safe.
4. Bomb threat evacuation drills will be conducted in provider-controlled sites by a staff on a monthly basis. Staff must complete an Emergency Drill form and route it to the Residential Coordinator with regular monthly paperwork.
5. After each bomb threat drill, staff should hold a brief meeting with consumers to discuss the importance of these drills and talk about possible areas of improvement in this procedure. Problems encountered during the drill and suggestions for addressing them will be documented on the Emergency Drill form.