

# COMPLIANCE & SAFETY

## Safety & Culture

### ***New Bomb Threat Response Checklist Notepads***

To enhance our preparedness & ensure the safety of our facilities, we have specialized 8.5x11" Bomb Threat Response notepads available for order for staff workstations. This resource is designed for staff who frequently answer phones, equipping them with essential response instructions & protocols should they receive a bomb threat over the phone.

#### **Each notepad includes:**

- **Key Instructions for Response:** Step-by-step guidance to help manage calls calmly & efficiently.
- **Questions to Ask:** Important inquiries to gather critical details from the caller.
- **Documentation Fields:** Space to note identifying information about the caller, their statements, & any other pertinent background information.

Once a sheet is filled out, it can be easily torn off & handed to the appropriate personnel for immediate follow-up. A new, clean sheet is always ready for future use.

The bomb threat checklists are available to order from the CAMC Print Shop. The directions to order can be found on your employee intranet. Please reference the document [here](#) when placing your order.

There is no need for concern. This is simply a precautionary measure. If you have any questions, please reach out to [MHS.RiskManagement@VandaliaHealth.org](mailto:MHS.RiskManagement@VandaliaHealth.org).

## Privacy

### ***Patient Privacy***

Always follow proper Faxing guidelines

#### ***Turning Awareness into Action***

Make sure you have a fax cover sheet that includes the following:

- Your name & contact information as the sender - if it ends up at a fax machine that is not where you intended it to go, the recipient has your contact information to follow-up with you & let you know they received it in error
- Name & contact information of the recipient (who it's going to)
- Double-check the fax number before hitting "Send".
- If you're expecting a fax, go to the fax machine to retrieve it in a timely manner. Don't let it sit on a fax machine for a long time.

If you have any questions, please contact:

**Mon Health:** [MHS.Privacy@VandaliaHealth.org](mailto:MHS.Privacy@VandaliaHealth.org)

**Davis Health:** [PrivacyOfficer@DavisHealthSystem.org](mailto:PrivacyOfficer@DavisHealthSystem.org)



## HOW TO REACH RISK

### **MHS:**

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### **DHS:**

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(304) 637-3181

## HOW TO REACH COMPLIANCE

### **MHS:**

Compliance Hotline: +1(877) 777-0787  
(calls are anonymous & 24/7)  
[VandaliaHealth.EthicsPoint.com](http://VandaliaHealth.EthicsPoint.com)  
[Compliance@VandaliaHealth.org](mailto:Compliance@VandaliaHealth.org)  
[MHS.Privacy@VandaliaHealth.org](mailto:MHS.Privacy@VandaliaHealth.org)

### **DHS:**

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