

# 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).

## Compliance

### *Confidential Business Information*

Intellectual property, trade secrets of the organization, & employee information are all to be held in the highest confidence. We only supply this information to those who have a need to know.

#### **Compliance in action:**

- Safeguard confidential information, including proper labeling, storage & disposal.
- Follow computer & network security procedures to prevent unauthorized access.
- Do not share information with individuals that do not have a need to know.

**Q:** I have learned about a new clinical service soon to be offered by the company, although it has not yet been publicly announced. Can I recommend this service to family & friends?

**A:** No. The announcement of a new service is carefully timed based upon legal & public information considerations. Unofficial announcements are not permitted & may create misleading impressions because the service may change before it is made public or may be offered at all.

## HOW TO REACH RISK

### **MHS:**

Maxine.Cantis@VandaliaHealth.org  
Clarence.Swiger@VandaliaHealth.org  
Janel.Mudry@VandaliaHealth.org  
Ashley.Blair@VandaliaHealth.org

### **DHS:**

Julie.Phillips@VandaliaHealth.org  
(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  
MHS.Privacy@VandaliaHealth.org

### **DHS:**

Apryl.D.Strother@VandaliaHealth.org  
(304) 637-3656