

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.

Compliance

Confidentiality Agreement

ALL Vandalia Health employees are required to follow the Confidentiality Agreement:

- You understand & agree you will not access or attempt to access any information that is not within your authorization or realm of responsibility.
- You understand & agree you will not access or attempt to access your own medical records or your family's medical records.
- You understand & agree you will not access or attempt to access information for other individuals that are not directly related to the treatment of a specific assigned patient or work assignments (i.e. covering, attending, consulting).

NOTE: The Privacy Office is auditing & monitoring for any access that is in violation of the Confidentiality Agreement, & will be reporting them to your manager & human resources.



HOW TO REACH RISK

MHS:

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HOW TO REACH COMPLIANCE

MHS:

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

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