# Bomb Threat Response Evaluation Guide

Evaluator Name: Date/Time of Exercise:

Work Area: Evaluator Phone/Email:

## Evaluation Points

| **Evaluation Point** | **Yes or No** | **Comments** |
| --- | --- | --- |
| Staff followed the work-area specific response plan and/or the Emergency Preparedness Plan? |  |  |
| Staff documented all bomb threat information. |  |  |
| Staff contacted 911 and provided all pertinent information. |  |  |
| Staff maintained normal operations while ensuring the safety of the staff, patients, and visitors. |  |  |
| Other Points to evaluate *[work area specific actions such as* “Staff notified Manager.” or “Special room locked.”] |  |  |

## Top 3 Successes

1. List first success
2. List second success
3. List third success

## Areas for Improvement

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| **Information Sharing and Communication** |
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| **Resource Mobilization and Asset Allocation** |
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| **Security and Safety** |
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| **Staff Roles and Responsibilities** |
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| **Utility Systems** |
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| **Patient Clinical and Supportive Care Activity** |
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