

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Day Enrichment Services

**POLICY NO:** 60-004

**SUBJECT:** Bomb Threats-Retirement Enrichment

**EFFECTIVE DATE:** December 1990

**Policy:**

It is the policy of Cottonwood, Inc. to provide a safe environment for our employees and consumers.

**Procedures:**

**I. At the Main Cottonwood, Inc. Site:**

If a bomb threat occurs at the main Cottonwood, Inc. facility at 2801 West 31st Street, the procedure outlined in the policy 02-006 should be followed.

**II. At the off-site Retirement Enrichment Services Center.**

If a bomb threat occurs at Retirement Enrichment Services, follow the procedure outlined below:

1. Notify all present to evacuate immediately.
2. Ensure that all consumers remain calm and evacuate to a distance of at least 500 feet from the facility.
3. Conduct a count at designated meeting point to ensure that all consumers are present.
4. From at least 500 feet away call the Lawrence Police Department by dialing 911 to report the incident.
5. Do not re-enter the building until authorities determine that the area is safe.
6. In the event that officials determine the building is unsafe, consumers are transported to the main Cottonwood, Inc. facility at 2801 West 31st Street or other designated Cottonwood, Inc. building. The Day Enrichment Director, CEO and landlord are notified.
7. Bomb threat evacuation drills are conducted by a staff person on a quarterly basis. This person records the drill on an Evacuation Drill Report form. The Coordinator will route it to indicated Administrative staff. The Day Enrichment Director routes the original to the designated safety committee chairperson.
8. After each bomb threat drill, staff holds a brief meeting with consumers to discuss the importance of these drills, performance strengths and possible areas of improvement in this procedure.