Lakeland Long Term Care

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Section:	Policy Name: Code Black
Reviewed by: January 27, 2022 by Rebecca Soucie	Date of Original Issue: December 1, 2010
Issued by: Steve White	Date of Last Revision: January 7, 2019

1.0 Policy

A bomb threat may be directed against any organization or individual for a number of reasons. Usually these threats are made directly by telephone, but there may be instances when the threat is made to the West Parry Sound Health Centre (WPSHC) switchboard, to radio and television stations, local newspapers, or to the police. The Nurse Manager will be notified immediately when a bomb threat is received, and will contact the Administrator/designate.

2.0 Procedure

2.1 When a Bomb Threat is received:

When a bomb threat is received, it is essential to obtain as much information about the threat as possible. The person who receives the call will complete Appendix A (Threating Call Information Sheet). The information available will guide the actions taken by Administration.

- Listen;
- Be calm and courteous;
- Don't interrupt the caller;
- If possible take notes as the caller speaks, but do not ask the individual to wait while you search for a pen and paper;
- Attempt to keep the caller talking as long as possible, so the maximum amount of information is obtained and recorded.

2.2 The Caller should be asking the following questions:

- When will the bomb explode?
- Where is the bomb located?
- What does it look like?
- What is your name?
- Where are you calling from?

NOTE: No information or media releases will be issued by anyone other than the Chief Executive Officer (CEO).

2.3 Roles and Responsibilities.

When a bomb threat is received, the Administrator or designate may delegate staff where needed.

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- The Ontario Provincial Police (OPP), in concert with the Fire Department, will decide if the bomb threat plan should be initiated. This decision will be made after reviewing the threatening caller information sheet completed by the individual who received the bomb threat.
- If the decision is made to implement a bomb search, the Administrator/designate, or CEO, may elect to broadcast a "CODE BLACK" over the paging system to commence a search, or to contact the Leadership Team via phone.
- Initiate call back of the Leadership Team and staff that are necessary to assist with the bomb search.
- Delegate an individual to restrict entry to emergency personnel and call back staff only. Record the names of everyone entering Lakeland. Staff must wear name tags in order to enter the facility.
- Ensures that an immediate search is made of any areas that the caller may have identified as the location of the bomb.
- Receives reports from all Leadership Team members upon completion of the bomb search in designated area.
- Order an area to be cleared if a device is found. If a bomb is discovered in a resident home area, direct care staff are to carry out a horizontal evacuation. The floor immediately above or below should be evacuated as well.
- The Nurse Manager or designate will leave the home area with the evacuation binder and medication, and will report at the evacuation site when all residents, visitors, and staff have been evacuated from the Home Area.
- Staff should report to their manager if a bomb or suspicious object is located. This information will be immediately communicated to the Administrator or designate, OPP and emergency personnel.

Note: In the event of a <u>Code Black ALL</u> LLTC staff are to coordinate with WPSHC staff.

3.0 If a Suspicious Object is Located

- It should not be touched, moved or opened. Residents, staff and others must be cleared from the area.
- Never assume that this is the only device.
- Notify the Administrator and CEO, who will notify the police immediately.
- Do not touch or activate any light switches, slam doors or move any nearby objects as this may detonate a bomb.

4.0 Evacuation

Should it be necessary to evacuate, the size and location of the suspect item will determine the extent of the evacuation. The Administrator and CEO, after consulting with the Police and Fire Chief will determine the extent and urgency of the evacuation.

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The policy and procedure for the evacuation will be implemented starting with a horizontal evacuation to another home area or the WPSHC. In the event of an evacuation, refer to Code Green, Policy Number 200.

5.0 APPENDIX:

- APPENDIX A (Threatening Call Information Sheet)

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APPENDIX A: Threatening Call Information Sheet

Employee Name:

Telephone line call received:	Extension:

Time call received:	Time Call Ended:

Exact works of caller (continue on back):

Background noise of call:	Aircraft	Traffic
	Children Crying	Machinery
	Bar Sounds	Music
	Trains	Voices
	Other (indicate)	

Questions to Ask
WHAT IS IT?
WHAT TIME WILL IT GO OFF?
WHAT DOES IT LOOK LIKE?
WHERE IS IT?
WHY DID YOU CALL ME?
WHY DID YOU PLANT THE BOMB?
NAME OF CALLER (WHO ARE YOU?)
GENDER *(CIRCLE APPLICABLE)*   MALE   FEMALE
Approximate age?   Accent?

STATE OF CALLER	Calm	Cool	Excited
	Crying	Drugged	
	Emotional	Immature	
	Irrational	Intoxicated	

MANNER OF SPEECH OF CALLER	Stuttering	Defective	Fast
	Frightened	Lisping	Slow
	Obscene	Polite	Vulgar

WAS THE CALLER'S VOICE FAMILIAR? *(CIRCLE APPLICABLE)*	YES	NO
NAME/IDENTITY OF CALLER?		