

Distribution: Emergency Response Manual	Page: 1 of 4
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.



Distribution: Emergency Response Manual	Page: 2 of 4
Section:	Policy Name: Code Black
Reviewed by: January 27, 2022 by Rebecca	Date of Original Issue: December 1, 2010
Soucie	
Issued by: Steve White	Date of Last Revision: January 7, 2019

- 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
- 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 Code Black ALL 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.



Distribution: Emergency Response Manual	Page: 3 of 4
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

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)



Distribution: Emergency Response Manual	Page: 4 of 4
Section:	Policy Name: Code Black
Reviewed by: January 27, 2022 by Rebecca	Date of Original Issue: December 1, 2010
Soucie	
Issued by: Steve White	Date of Last Revision: January 7, 2019

### **APPENDIX A: Threatening Call Information Sheet**

Telephone line call received: Time call received: Time call Ended:  Exact works of caller (continue on back):  Background noise of call:  Background noise of call:  Aircraft Children Crying Machinery Bar Sounds Trains Other (indicate)  Questions to Ask WHAT IS IT? WHAT TIME WILL IT GO OFF? WHAT DOES IT LOOK LIKE? WHY DID YOU CALL ME? WHY DID YOU CALL ME? WHY DID YOU PLANT THE BOMB? NAME OF CALLER (WHO ARE YOU?) GENDER (CIRCLE APPLICABLE) Approximate age?  Calm Crying Drugged Emotional Immature Intrational Immature Introvicated  MANNER OF SPEECH OF CALLER Stuttering Prightened Obscene  WAS THE CALLER'S VOICE FAMILLAR? (CIRCLE APPLICABLE) VASS THE CALLER'S VOICE FAMILLAR? (CIRCLE APPLICABL	Employee Name:				
Time call received:  Exact works of caller (continue on back):  Background noise of call:  Aircraft Children Crying Bar Sounds Music Trains Voices  Ouestions to Ask WHAT IS IT? WHAT IME WILL IT GO OFF? WHAT DOES IT LOOK LIKE? WHAT DOES IT LOOK LIKE? WHY DID YOU CALL ME? WHY DID YOU PLANT THE BOMB? NAME OF CALLER (WHO ARE YOU?) GENDER (CIRCLE APPLICABLE) Approximate age?  ACCENT?  Calm Crying Drugged Emotional Immature Irrational Intoxicated  MANNER OF SPEECH OF CALLER Stuttering Fightened Obscene VES NO  WAS THE CALLER'S VOICE FAMILIAR' (CIRCLE APPLICABLE) VES NO	Telephone line call received:		Extension		
Exact works of caller (continue on back):  Background noise of call:  Aircraft Children Crying Bar Sounds Music Voices Other (indicate)  Questions to Ask WHAT IS IT? WHAT TIME WILL IT GO OFF? WHAT DOES IT LOOK LIKE? WHAT DOES IT LOOK LIKE? WHY DID YOU CALL ME? WHY DID YOU PLANT THE BOMB? NAME OF CALLER (WHO ARE YOU?) GENDER (CIRCLE APPLICABLE) Approximate age?  Calm Crying Drugged Emotional Immature Irrational Intoxicated  MANNER OF SPEECH OF CALLER Stuttering Frightened Obscene VES NO  Defective Fast Fast Flightened Lisping Slow Vulgar  WAS THE CALLER'S VOICE FAMILIAR? (CIRCLE APPLICABLE) YES NO					
Children Crying Bar Sounds Music Voices  Other (indicate)  Questions to Ask  WHAT IS IT?  WHAT IS IT?  WHAT DOES IT LOOK LIKE?  WHY DID YOU CALL ME?  WHY DID YOU PLANT THE BOMB?  NAME OF CALLER (WHO ARE YOU?) GENDER (CIRCLE APPLICABLE) Accent?  STATE OF CALLER  Calm Crying Drugged Emotional Immature Irrational Intoxicated  MANNER OF SPEECH OF CALLER  Stuttering Frightened Obscene  WAS THE CALLER'S VOICE FAMILIAR? (CIRCLE APPLICABLE) YES  NO		ack):			
Children Crying Bar Sounds Music Voices  Other (indicate)  Questions to Ask  WHAT IS IT?  WHAT IS IT?  WHAT DOES IT LOOK LIKE?  WHY DID YOU CALL ME?  WHY DID YOU PLANT THE BOMB?  NAME OF CALLER (WHO ARE YOU?) GENDER (CIRCLE APPLICABLE) Accent?  STATE OF CALLER  Calm Crying Drugged Emotional Immature Irrational Intoxicated  MANNER OF SPEECH OF CALLER  Stuttering Frightened Obscene  WAS THE CALLER'S VOICE FAMILIAR? (CIRCLE APPLICABLE) YES  NO	·	,			
Children Crying Bar Sounds Music Voices  Other (indicate)  Questions to Ask  WHAT IS IT?  WHAT IS IT?  WHAT DOES IT LOOK LIKE?  WHY DID YOU CALL ME?  WHY DID YOU PLANT THE BOMB?  NAME OF CALLER (WHO ARE YOU?) GENDER (CIRCLE APPLICABLE) Accent?  STATE OF CALLER  Calm Crying Drugged Emotional Immature Irrational Intoxicated  MANNER OF SPEECH OF CALLER  Stuttering Frightened Obscene  WAS THE CALLER'S VOICE FAMILIAR? (CIRCLE APPLICABLE) YES  NO					
Bar Sounds Trains Voices  Questions to Ask  WHAT IS IT?  WHAT TIME WILL IT GO OFF?  WHAT DOES IT LOOK LIKE?  WHY DID YOU CALL ME?  WHY DID YOU PLANT THE BOMB?  NAME OF CALLER (WHO ARE YOU?) GENDER (CIRCLE APPLICABLE)  Accent?  STATE OF CALLER  Calm Crying Drugged Emotional Irrational Intractional Intractional Intractional Intractional MANNER OF SPEECH OF CALLER  MANNER OF SPEECH OF CALLER Stuttering Frightened Obscene Polite  WAS THE CALLER'S VOICE FAMILIAR? (CIRCLE APPLICABLE)  YES NO	Background noise of call:		Aircraft	Traffic	
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) Approximate age?  Accent?  STATE OF CALLER  Calm Crying Drugged Emotional Immature Irrational Intoxicated  MANNER OF SPEECH OF CALLER Stuttering Fightened Obscene Defective Fast Fightened Lisping Slow Obscene WAS THE CALLER'S VOICE FAMILIAR? (CIRCLE APPLICABLE) YES NO			Children Crying	Machinery	
Questions to Ask  WHAT IS IT?  WHAT TIME WILL IT GO OFF?  WHAT DOES IT LOOK LIKE?  WHY DID YOU CALL ME?  WHY DID YOU CALL ME?  WHY DID YOU PLANT THE BOMB?  NAME OF CALLER (WHO ARE YOU?) GENDER (CIRCLE APPLICABLE) Approximate age?  Accent?  STATE OF CALLER  Calm Crying Drugged Emotional Immature Irrational Intoxicated  MANNER OF SPEECH OF CALLER Stuttering Frightened Obscene Defective Fast Fightened Uisping Slow Obscene WAS THE CALLER'S VOICE FAMILIAR? (CIRCLE APPLICABLE) YES NO			Bar Sounds	Music	
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) Approximate age?  Accent?  STATE OF CALLER  Calm Crying Drugged Emotional Immature Irrational Intoxicated  MANNER OF SPEECH OF CALLER  STUTE OF CALLER  MANNER OF SPEECH OF CALLER STUTE OF CALLER Lisping Slow Obscene Defective Fast Vulgar  WAS THE CALLER'S VOICE FAMILIAR? (CIRCLE APPLICABLE) YES NO			Trains	Voices	
WHAT TIME WILL IT GO OFF?  WHAT TOOS 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)  Approximate age?  Accent?  STATE OF CALLER  Calm  Crying  Drugged  Emotional  Immature  Irrational  Intoxicated  MANNER OF SPEECH OF CALLER  Stuttering  Fightened  Obscene  Polite  WAS THE CALLER'S VOICE FAMILIAR? (CIRCLE APPLICABLE)  YES  NO			Other (indicate)		
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) Approximate age?  Accent?  STATE OF CALLER  Calm Crying Drugged Emotional Immature Irrational Intoxicated  MANNER OF SPEECH OF CALLER Stuttering Frightened Obscene Polite  WAS THE CALLER'S VOICE FAMILIAR? (CIRCLE APPLICABLE)  YES NO	Questions to Ask				
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)  Approximate age?  Accent?   STATE OF CALLER  Calm  Crying  Drugged  Emotional  Immature  Irrational  Intoxicated   MANNER OF SPEECH OF CALLER  Stuttering  Frightened  Defective  Fast  Frightened  Lisping  Slow  Obscene  Polite  WAS THE CALLER'S VOICE FAMILIAR? (CIRCLE APPLICABLE)  YES  NO	WHAT IS IT?				
WHERE IS IT?  WHY DID YOU CALL ME?  WHY DID YOU PLANT THE BOMB?  NAME OF CALLER (WHO ARE YOU?) GENDER (CIRCLE APPLICABLE) Approximate age?  STATE OF CALLER  Calm Crying Drugged Emotional Immature Irrational Intoxicated  MANNER OF SPEECH OF CALLER Stuttering Frightened Obscene Polite  WAS THE CALLER'S VOICE FAMILIAR? (CIRCLE APPLICABLE)  WHY DID YOU CALL ME?  WAS THE CALLER'S VOICE FAMILIAR? (CIRCLE APPLICABLE)  YES NO	WHAT TIME WILL IT GO OFF?				
WHY DID YOU CALL ME?  WHY DID YOU PLANT THE BOMB?  NAME OF CALLER (WHO ARE YOU?) GENDER (CIRCLE APPLICABLE) Approximate age?  STATE OF CALLER Calm Crying Drugged Emotional Immature Irrational Intoxicated  MANNER OF SPEECH OF CALLER Stuttering Frightened Obscene Polite Vulgar  WAS THE CALLER'S VOICE FAMILIAR? (CIRCLE APPLICABLE)  YES NO	WHAT DOES IT LOOK LIKE?				
NAME OF CALLER (WHO ARE YOU?) GENDER (CIRCLE APPLICABLE) Approximate age?  STATE OF CALLER Calm Crying Drugged Emotional Immature Irrational Intoxicated  MANNER OF SPEECH OF CALLER Stuttering Frightened Obscene Polite  WAS THE CALLER'S VOICE FAMILIAR? (CIRCLE APPLICABLE)  YES NO	WHERE IS IT?				
NAME OF CALLER (WHO ARE YOU?) GENDER (CIRCLE APPLICABLE) Approximate age?  STATE OF CALLER  Calm Crying Drugged Emotional Immature Irrational Intoxicated  MANNER OF SPEECH OF CALLER Stuttering Frightened Obscene Polite  WAS THE CALLER'S VOICE FAMILIAR? (CIRCLE APPLICABLE)  YES  NO	WHY DID YOU CALL ME?				
GENDER (CIRCLE APPLICABLE) Approximate age?  STATE OF CALLER  Calm Crying Drugged Emotional Irrational Intoxicated  MANNER OF SPEECH OF CALLER Stuttering Frightened Obscene Polite  WAS THE CALLER'S VOICE FAMILIAR? (CIRCLE APPLICABLE)  YES NO	WHY DID YOU PLANT THE BOMB?				
Approximate age?  STATE OF CALLER  Calm Crying Drugged Emotional Irrational Intoxicated  MANNER OF SPEECH OF CALLER Stuttering Frightened Obscene Polite  WAS THE CALLER'S VOICE FAMILIAR? (CIRCLE APPLICABLE)  YES NO  Excited  Excited  Fact Stutted  Excited  Excited  Fact Stutted  Excited  Excited  Fact Stutted  Excited  Excited  Excited  Excited  Excited  Excited  Excited  Fact Stuttering Flat Flat Flat Frightened Lisping Slow Vulgar	NAME OF CALLER (WHO ARE YOU?)				
STATE OF CALLER  Calm Crying Drugged Emotional Immature Irrational Intoxicated  MANNER OF SPEECH OF CALLER Stuttering Frightened Obscene Polite  WAS THE CALLER'S VOICE FAMILIAR? (CIRCLE APPLICABLE)  YES NO	GENDER (CIRCLE APPLICABLE)	MALE	FEMALE		
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	Approximate age?	Accent?			
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	OTTAKE OF OALLED	0.1			
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	STATE OF CALLER			Excited	
MANNER OF SPEECH OF CALLER Stuttering Defective Fast Frightened Lisping Slow Obscene Polite Vulgar  WAS THE CALLER'S VOICE FAMILIAR? (CIRCLE APPLICABLE) YES NO					
MANNER OF SPEECH OF CALLER Stuttering Defective Fast Frightened Lisping Slow Obscene Polite Vulgar  WAS THE CALLER'S VOICE FAMILIAR? (CIRCLE APPLICABLE) YES NO					
Frightened Lisping Slow Obscene Polite Vulgar  WAS THE CALLER'S VOICE FAMILIAR? (CIRCLE APPLICABLE) YES NO		Irrational	Intoxicated		
Frightened Lisping Slow Obscene Polite Vulgar  WAS THE CALLER'S VOICE FAMILIAR? (CIRCLE APPLICABLE) YES NO	MANNER OF SPEECH OF CALLER	Stuttering	Defective	Fast	
Obscene Polite Vulgar  WAS THE CALLER'S VOICE FAMILIAR? (CIRCLE APPLICABLE) YES NO					
•					
•					
THE PROPERTY OF CHEBER.	· · · · · · · · · · · · · · · · · · ·				
	THE PERSON OF CHEEDING				