

Manual:	Emergency Preparedness	Reference No.:	007010.00
Section:	Code Black – Bomb Threat		
Subject:	Bomb Threat Policy		

POLICY:

It is the policy of APANS Health Services that Code Black is used to alert all employees within the facility that a bomb threat has been received.

The bomb threat procedures will be initiated immediately to ensure the safety and security of all residents, visitors, employees and volunteers.

It is emphasized that although the majority of bomb threats turn out to be hoaxes, all must be treated as though an actual threat exists. Necessary steps required to safeguard life and property will be taken in all cases.

PROCEDURE:

Remain Calm – Do Not Panic

If a telephone or direct verbal bomb threat is received:

- ◆ Attempt to prolong the conversation and extract as much information as possible from the caller, (location of bomb, time limit and reason for the threat) SEE BOMB THREAT TELEPHONE CHECKLIST (copy located at the Nurses' Stations and in each department)
- ◆ Pay particular attention to the distinguishing characteristics of the caller's voice, (accent, sex, age, impediment); listen for background noise, (traffic, music etc.)
- ◆ Record details of the call on the CODE BLACK: BOMB THREAT TELEPHONE CHECKLIST
- ◆ Contact Executive Director, if outside of business hours or unavailable, contact the Manager On-Call, who will give further instructions to call 911

If a written bomb threat is received:

- ◆ Read carefully while handling as little as possible to preserve evidence
- ◆ Do not discard anything (i.e. envelope); save the evidence for the police
- ◆ SEE BOMB THREAT BY MAIL INFORMATION SHEET – CODE BLACK FILE (copy located at Nurses' Stations and in each department)

When Threat is received:

See APANS Health Services - Code Black procedures form in Code Black File

1. Page CODE BLACK (include department / unit if known)
Repeat CODE BLACK 3 times.
2. Immediately advise the Executive Director, DOCS or Charge Nurse.

Manual:	Emergency Preparedness	Reference No.:	007010.00
Section:	Code Black – Bomb Threat		
Subject:	Bomb Threat Policy		

3. The Executive Director or designate will call 911 and notify police immediately.

Other details to provide:

Pertinent details given from Bomb Threat Checklist (i.e. Time of Bomb to explode, Location of Bomb)

4. Control Officer (Charge Nurse) designates a staff member to meet the police and guide them to the affected area.
5. Proceed with horizontal evacuation of the affected area in accordance with the procedures outlined in Code Green – Horizontal Evacuation.
6. The decision for further evacuation will be made by the Police or Fire Department in consultation with the Executive Director.

Search Guidelines

The Charge Nurse will assume the role of Control Officer.

The Control Centre will be the Main Floor Nurses Station unless otherwise designated by the Control Officer.

Search stage is to be completed in collaboration with the police whenever possible

STAGE 1 – PRIOR TO ARRIVAL OF POLICE

Affected Area

On hearing CODE BLACK, employees in the facility or the specifically targeted department / unit will search the immediate area/vicinity for anything unusual, out of place or anything suspicious.

The elevators are to be brought down to the main floor and put on service with the doors open.

If bomb placement area is unknown:

1. Assign the team members to search areas they are familiar with (work regularly) and instruct all staff to report back to the Control Centre within 10 minutes. Distribute Floor plans located in the Search Kit at the Reception Area.
2. Allocated staff should begin at each end of the unit and each search one side of the hallway ensuring that **each room has been searched** and then proceed into the stairwell. Make common high traffic areas a priority. Remember to look for packages and other objects that appear to be out of place.

In each room look:

- On/under/beside beds
- In each bathroom
- Behind privacy curtains
- Closets
- Behind doors
- Shower stalls

Manual:	Emergency Preparedness	Reference No.:	007010.00
Section:	Code Black – Bomb Threat		
Subject:	Bomb Threat Policy		

- Bathtubs
- Under bedside tables and furniture
- Garbage Cans
- Scan the room for other areas where articles may be hidden

All resident and common access doors are left open

ALL areas are to be searched.

These include: Utility rooms, Linen closets, Stairwells, Elevators, Lift Rooms, Electrical Rooms.

Areas that are usually kept locked can be searched after all other areas where access is more readily available.

All searchers should:

- Search an assigned area systematically, noting the time that they searched the area on their floor plan.
3. The Charge Nurse, or designate, will assign staff to search the outdoor perimeter of the facility, common areas, staff rooms, public washrooms, kitchens, laundry and other non-resident areas.

Searching Non-Resident Areas (after common areas and residents rooms have been searched)

- Starting with the basement – Service Area, the delegate will search all offices and rooms in a systematic fashion
- The manager will unlock all rooms and relock the doors again once the room search is completed

While searching outside the facility

- Use the facility grounds map from the search kit that has been divided up into grids
- Search each area of the grid thoroughly and systematically, paying particular attention to areas that may be used as a holding area during an evacuation
- Avoid multiple re-crossing on the grounds as this may contaminate a scent trace needed by police

On completion of each search area the unit supervisor or delegate will call the Charge Nurse to indicate:

- Search completed

If a suspicious article is found:

IMMEDIATELY NOTIFY THE EXECUTIVE DIRECTOR / DESIGNATE OF THE LOCATION AND DESCRIPTION OF THE OBJECT (see Description of Articles Questionnaire)

DO NOT TOUCH THE OBJECT. EVACUATE ALL PEOPLE FROM THE IMMEDIATE AREA. (Code Green – Horizontal Evacuation)

Manual:	Emergency Preparedness	Reference No.:	007010.00
Section:	Code Black – Bomb Threat		
Subject:	Bomb Threat Policy		

STAGE 2 – POLICE IN ATTENDANCE

The police will co-ordinate additional searches of the area/facility utilizing staff in each department who are most familiar with that part of the building. Each area will continue to be searched in a systematic fashion, moving progressively room by room until each area is complete.

STAGE 3 – OBJECT NOT FOUND

If an unusual object is not located, police and fire department will determine the need to evacuate the building in which case the CODE GREEN STAT and /or total evacuation procedure will be initiated.

CODE BLACK GUIDELINES

Eliminate use of cellular phones and portable radios, use telephone and paging system only during CODE BLACK

While CODE BLACK is in effect, employees will reassure residents and visitors and where possible stop them from entering the search area/building.

When a location is known or given to contain the object, priority should be to evacuate all from the known area prior to searching for object.

Release of any information external to the facility is to be made only by the Executive Director or Designate.