

Department: Emergency Preparedness	Section:	Subject: Code Black - Bomb Threat/Suspicious Object
Policy: 10447	Original Date: January 31, 2004	Supersedes: August 31, 2017
Last Reviewed: June 21, 2022	Next Review Date: April 7, 2023	

FORWARD

The purpose of the Code Black policy and procedure is to define the course of action required in response to a written or verbal bomb threat or upon discovery of a suspicious package or object.

Staff are to report all bomb threats or suspicious packages, or objects discovered anywhere in the facility immediately. Staff members are not to handle suspicious packages or objects.

If you receive a bomb threat:

1. Be calm and courteous
2. Do not interrupt the caller
3. Keep the caller on the line as long as possible
4. Obtain as much information as you can
5. Call and report to ED nurse @ **911**
6. All calls that are received by switchboard from the Police Department, Fire Department or Fire Monitoring Station are to be transferred to Incident Command (ED Nurse).

Authority to declare:

INCIDENT COMMAND will announce "CODE BLACK and the area" three times over P. A.

If a coordinated emergency response by several agencies is required, please consult the Town of Espanola Emergency Response Plan.

PROCEDURE

If a Phone Call, Letter, or other communication is received that a bomb is in facility, the THREAT is to be TAKEN SERIOUSLY

1. Do not handle any suspicious objects
2. Isolate area, identify location

I. RECEIPT OF THREAT

Phone:

In the event a telephone call is received, and the caller announces there is or will be a bomb placed in the Espanola Regional Hospital & Health Centre facility, the person receiving the call should:

- Keep calm.
- Obtain a copy of the Threatening Call Form (Appendix A).
- Note the time of the call.
- Note exact words of caller, ask when the bomb is due to go off, where it is located, and what the device looks like. Keep the caller on the phone as long as possible.
- Note description of the voice, age, sex, and any discernible back-ground noise.

Call Extension **911** and report the threat.

- The operator or the person receiving the information should complete the Threatening Call Form as soon as possible. This check list should be retained and given to the OPP Officer upon arrival. Additional blank copies of the Threatening Call Form shall be kept at the Incident Command Stations.

Letter:

Try to handle paper as little as possible so as not to destroy fingerprints or other identifying marks. Call CEO / Designate and notify them of the threat. (CEO/Designate will notify communications)

II. GENERAL RULES WHEN SUSPICIOUS OBJECT FOUND

1. Notify Charge Nurse at ext. **911**
2. Secure the area.
3. Remove visitors/unnecessary persons from the area.

DO NOT:

- Attempt to touch or move a suspicious object
- Remove or permit anyone else to remove materials which may aid in the investigation of the crime
- Smoke in the vicinity of a suspected bomb. Do not permit others to smoke.
- Accept markings, names, etc., as being legitimate. Explosives can be put in any type of container. Bombs are usually camouflaged in some way to prevent detecting them before the explosion.
- Use the telephone and tie up lines unnecessarily.

IF YOU HEAR CODE BLACK:

- Direct visitors to leave building
- Turn off 2-way radios, pagers, and **ALL** electronic devices (phones, computers, iPad, etc.)

Charge Nurse or Designate will be the person in charge of the "CODE BLACK"

III. CONTROL AND COORDINATION OF RESPONSE

A. Authority

1. The ED nurse on duty shall assume Incident Command until Police arrive.
2. The Incident Commander shall notify OPP of the threat immediately. If patient care area, the Incident Commander shall decide if immediate evacuation is necessary after consultation -- should time permit -- with the Senior Manager and the Chief of Staff. **Refer to Code Green procedure for evacuation protocol.**
3. Departments may be instructed to institute search procedures. The decision to institute departmental search procedures rests with the OPP Officer on duty following consultation with the Charge Nurse in patient care areas.
4. No search shall be undertaken by departmental personnel unless directed by OPP through the Charge Nurse.
5. Once notified by OPP, the Charge nurse will announce overhead "Code Black All Clear".

Search Procedure

Should the decision be made to undertake a search by departmental personnel, the following procedure shall be followed:

1. The first shall be a brief preliminary survey.
2. The second shall be a complete detailed inspection of every area.
3. During the second comprehensive inspection, as each area is searched, it shall be marked by placing a piece of tape on the door handle. Police will provide the tape.
4. If questioned by the public, avoid using the terms "Bomb" or "Bomb Threat".
5. Upon discovery of a bomb or an object suspected of being explosive, call Extension 911 and report it to the Charge Nurse.

6. Continue the search until otherwise directed. Once the search of an area is completed, the person in charge of the area shall notify the Incident Commander.
7. Any suspicious individuals noted by any of the staff should be immediately reported to the Incident Commander and OPP.
8. Facilities Maintenance personnel may be placed on standby to turn off power, water, gas and electricity if such action is deemed necessary.
9. Listen for overhead announcements for ALL direction (i.e., evacuation etc.). This direction will come from the IC nurse or the Police.

Recovery Plan

- Debrief for staff, residents, patients, volunteers, students using EAP, Social work department or delegate
- Create an action plan to resume operations, evaluate current process, and identify process improvement opportunities.

References:

- 1) Ontario Hospital Association. (2008). Emergency Management Toolkit. [Emergency Management Toolkit.pdf \(oha.com\)](#)
- 2) ERRHC. (2022). Code Green-Evacuation
- 3) ERHHC. (2019). Reporting of Critical Incidents and Disclosure of Adverse Events.
- 4) Ministry of Long-Term Care. (2021). Fixing Long Term Care Homes Act 2021. Ontario.ca/laws/statute/21f39
- 5) Health Protection and Promotion Act, R.S.O. 1990, c. H.7. Ontario.ca. (2022, April 11). Retrieved June 14, 2022, from <https://www.ontario.ca/laws/statute/90h07>
- 6) Emergency management and Civil Protection Act, R.S.O. 1990, c. E.0. Ontario.ca. (2022, April 21). Retrieved June 14, 2022, from <https://www.ontario.ca/laws/statue/90e09>
- 7) Occupational Health and Safety Act, R.S.O. 1990, c. O.1. Ontario.ca.(2022, April 11). Retrieved June 14, 2022, from <https://www.ontario.ca/laws/statute/90o01>

Appendix A

THREATENING CALL -Side 1

This form is to be used as provided by our Policy in the event of any threatening call such as a bomb threat or an extortion attempt. It is to be filled out as completely as possible, either during the call or immediately afterward.

When this occurs, refer to the Emergency Response Plan. "Code Black"

The call was received on line _____; extension _____

The time the call began was _____

The time the call finished was _____

THE CALLER'S EXACT WORDS WERE AS FOLLOWS:

QUESTIONS TO ASK THE CALLER:

Where is the bomb? _____

When will it go off?

What does it look like? _____

Why did you call me?

Why did you plant the bomb?

Who are you?

This form completed by _____

Time _____ Date _____

THREATENING CALL -Side 2

The caller's sex was: Male Female

The caller's age seemed to be about _____

Background Noise: (Check one or more)

Traffic Music Machinery Aircraft
Voice Bar Sounds Children Crying Trains

The Caller's Accent Was:

French English American Jamaican
Pakistani Italian German Chinese
Spanish Polish Jewish Canadian
Mid Eastern Native Other

The Caller Seemed to Be:

Emotional Crying Calm Excited
Intoxicated Drugged Irrational Immature
Cool/detached

Other _____

The Caller's Manner of Speech Was:

Polite Vulgar Obscene Frightened
Slow Fast Lipping Stuttering
Defective

Was the caller's voice familiar? _____

This form completed by _____

Time _____ Date _____