

MAPLE VILLA LONG TERM CARE CENTRE

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SIGNATURE: *Dustin Gibson*

TO: ALL STAFF AND VOLUNTEERS

SUBJECT: BOMB THREAT – CODE BLACK

Never cry wolf! Before we can thoroughly understand the necessary actions, one must take in the event of a bomb threat, we must first acknowledge with whom and with what we are dealing.

A person that makes a bomb threat has one of two outcomes they wish to accomplish”

1. To disrupt normal activities, creating an environment of confusion and/or fright.
2. To cause physical damage to the structure and/or persons associated with the facility.

Such a person is dangerous and must be dealt with in the utmost professionalism, as they refuse to conform to the moral and ethical code of society.

The effects of a bomb blast can be devastating and should therefore never be taken lightly. Personnel must NEVER underestimate the threat.

Management feels that having a procedure that can be followed easily and effectively will diminish the chance of error. In-services will be held to keep all staff up to date on any changes.

PURPOSE:

Having a plan of action that covers the necessary steps to be taken upon receiving a bomb threat, will ensure the safety of staff, residents and visitors. The step-by-step procedure will enable staff to act in a swift and professional manner.

PROCEDURE:

When a bomb threat is received follow the phone procedures as indicated below. A copy of the phone procedure will be located by each phone; this will ensure that all necessary data is collected.

WHEN A BOMB THREAT IS RECEIVED:

- Listen
- Be calm and courteous
- Do not interrupt the caller
- Obtain information as you can
- Notify your supervisor while the caller is on the line
- Use “Code Black” written to alert another staff member

EVACUATION GUIDELINES:

- Keep cool/calm
- Follow instructions of supervisor
- Remember that you have a bomb threat plan and have been trained to cope with this
- When evacuating remove personal property such as lunch containers, briefcase, purses, etc.

SEARCH GUIDELINES – STAFF WHO VOLUNTEERS TO SEARCH:

- Search your immediate area
- Do not touch anything – report any suspect object
- You can be of help by identifying strange or misplaced objects
- Unlock drawers, cabinets etc. for search crew.

PRECAUTIONS (Should a device or suspect device be found):

- DO NOT TOUCH or move it
- Do not assume that it is the only one
- Notify your control centre immediately

The person receiving the bomb threat will announce “CODE BLACK” over the intercom three (3) times. This will alert all staff to the possibility of an internal or external emergency, i.e. bomb threat.

Staff will then report to the first-floor nursing station where they will receive orders from the Charge nurse.

A staff member will be designated by the Charge Nurse to call the following personnel:

• Administrator	Barb Goetz	1-519-658-1452
• D.O.C	Jocelyn Page	1-905-607-9306
• Admin. Assistant	Jennifer Morehouse	905-634-4591
• Life Enrichment Supervisor	Maria DaCosta	289-208-3500
• Maintenance Supervisor	Arnel Angue	905-681-8713
• F.S.M./E.S.M.	Leona Sivazlian	289-808-4957

Administrator or designate (Charge Nurse) to call 911.

When the police are contacted, answer all questions calmly and precisely as possible. Identify the following:

1. How, from what and what information was received
2. Number of residents and staff in building
3. What is being done NOW
4. How soon will the assistance be available?
5. What type of assistance will be provided – Professional bomb disposal personnel, vehicles, etc.?

CALL-IN

TELEPHONE PYRAMID INITATED.

The Charge Nurse will divide staff into three groups, depending on the available staff and utilizing the "search check list" and floor plan.

Group 1	-	First Floor
Group 2	-	Second Floor
Group 3	-	Basement

At all times the supervisor must bear in mind that she is dealing with an unknown factor, thus discretion will have to be used pertaining to the details available. If the time, size and location of the bomb has not been identified, then the specified groups will follow the procedure below, by using the floor plans

When searching through these areas, staff should look for anything that is abnormal or out of place in the facility. It could be anything from a cigarette package to a shoebox. Look for misplaced ceiling tiles as well as between and behind radiators. When you have checked each room or area it can be considered a *SAFE ZONE*, initial the box beside the indicated area.

Any staff members volunteering to help search will use the floor plan as a guide.

The areas that have been completely checked by the search groups will be marked with a red marker. On completion of "Search Grids", they will be returned to the Charge Nurse at which time she will completely review them to ensure that all areas of the facility have been searched.

If you come across an object that you believe to be a bomb – *DO NOT TOUCH!* Inform the Charge Nurse of the position of the suspect bomb. The supervisor will then:

- Notify the police of the size and location of the bomb
- Evacuate all persons that are in danger from the bomb; evacuate to *SAFE ZONE*
- Open all windows and doors near the danger area (use discretion)
- Restrict the area – allow no one to enter

NOTE: A SAFE ZONE is an area that is considered to be free of all physical threat. Discretion will have to be used when evacuating to this area.

When the bomb disposal team arrives, give them full cooperation and command.

If a bomb has not been located, the situation may call for a total or partial evacuation. The Administrator, with the cooperation of the police, will make this decision. (See Evacuation Procedure).

Searches or other connected procedures should be carried out with the minimum of publicity and fuss. Under no circumstances should the news media be informed of the bomb threat.

Residents should not be informed of the circumstances unless absolutely necessary.

Control entry and exit – Personnel will secure all but designated entrances to the facility. Visitors desiring to come in will be informed that the facility is temporarily closed and should call in a half hour or so to learn if it is reopening for visitation. All persons desiring to leave the facility should leave by one door. Designated employees will be located at the controlled entrance to guide the police and all other personnel responding to the emergency.

If the threat includes a location of the bomb, consideration will be given to the evacuation of the immediate and surrounding areas (either before or during a search for the explosive device) of resident personnel. If the object is located during this process, all floors above and below will also be evacuated immediately.

Under no circumstances will any personnel be forced to search for a suspected bomb.

SUMMARY:

Testing will be conducted annually, within a 12-month period to effectively ensure that all staff are properly trained in the procedure to take place and that the police may be updated. An evaluation form covers all necessary data for documentation of test and to be used in the event of a real bomb threat. (See attached form) To be completed by the Administrator or designate.

Activation by on-duty R.N. or designate by announcing "code black", deactivation by announcing "code black – all clear". Administrator or designate shall be responsible for debriefing all parties involved and make any referrals necessary to social services or E.A.P. to support those experiencing distress due to the emergency.

Debriefing – Follow the conclusion of the situation, all staff shall be debriefed

- How the situation was handled
- What worked well and did not work well
- Any change for future situations

This debriefing session shall be documented, refer any person involved to social support services who are experiencing distress due to the incident.

The documentation shall include:

- Details of the incident
- CIS report to the MOLTC as applicable
- Notify MOL if any employee sustains injury