

# 11. **CODE BLACK** **{Bomb Threat}**

## **ACTIVATION AND IMPLEMENTATION**

### **11.1.1 CODE BLACK**

A Code Black would be the result of a bomb threat situation. Upon receiving a bomb threat;

1. Remain Calm – If by telephone listen carefully.
2. Record the date, time and exact wording of the threat, obtain as much information as possible, try to identify the following;
  - I. Callers gender and approximate age.
  - II. Callers characteristics, possible tone, voice (loud, soft, etc) and speech (fast, slow, etc.).
  - III. Callers diction (good, emotional, vulgar, etc.).
  - IV. If voice is familiar (specify).
  - V. Background noise.
  - VI. If caller is familiar with area.
3. Advise the Incident Commander of the situation.

### **11.1.2 DUTIES OF INCIDENT COMMANDER**

- Once notified of a Code Black situation the Incident Commander is to take control of the situation.
- With information gathered notify the Brockville City Police, call 911 and provide details.
- Telephone the Fire Department 911, verify the event.
- On evening and night shift, assign a staff member to the front door to meet the police and fire department and to identify the possible area.
- Put on the “Emergency Responder” green vest, retrieve a 2 way portable radio.
- Contact the Scene Coordinator, provide a briefing of the situation. Strategically assemble staff and assign search of areas to the staff most familiar with the area being searched. Instruct staff; DO NOT TOUCH OR MOVE any suspect object. Look for any unusual unfamiliar items or packages. If found remove all persons from the immediate area and immediately notify the Incident Commander.
- On evenings, nights & weekends call: The Manager on Call, advise of the situation. In consultation with the Manager on Call activate the establishment of the Emergency Operations Control Group. Manager on Call to initiate E.O.C.G fan-out.

- During the search Via two way radio acquire relevant information from the Scene Coordinator.
- Proceed to take necessary other immediate actions to ensure the health, safety and welfare of the residents, staff and visitors.
- Continue to direct appropriate immediate emergency response.
- As required proceed to implement other Emergency Codes eg. Code Green, Code Orange.
- As per the Homes Administration Manual Policy # 0202-12-01 "Critical Incident Reporting", if applicable given the type of incident advise the Ministry of Health LTC Division of the issue within the time frame stated.
- Communicate with emergency responders and the E.O.C.G for support and guidance.
- Relinquish the role of Emergency Incident Commander upon request via the authority of the E.O.C.G. or local authority having jurisdiction.

### **11.1.3 DUTIES OF SCENE COORDINATOR**

- Upon awareness to a Code Black emergency the designated Scene Coordinator is to put on a green vest, retrieve two-way radio and communicate with the Incident Commander about the facts gathered.
- During the search to take charge and control of the emergency, give direction as required.
- As information becomes available remain in constant communication with staff in the area and the Incident Commander via the two-way radio. If two way radio is not operable delegate a runner to send information back to the Incident Commander.
- Upon arrival of the fire department/or other authority provide a briefing of the event and relinquish control to the authority having jurisdiction. As the situation develops provide updated information to the Incident Commander.
- At the scene and in the search continue to assess the situation and determine actions required to minimize the situation.
- Work with Incident Commander to complete reporting requirements.

### **11.1.4 DUTIES OF NURSING UNIT COMMUNICATIONS PERSON AT EACH RHA**

- Immediately go to the unit Nurse Station, retrieve two way radio and put on an "Emergency Responder "red vest.
- As directed follow the instructions of the Incident Commander and/or Scene Coordinator.

### **11.1.5 MANAGER ON CALL**

- As the emergency elevates the Manager on Call will receive a call from the Incident Commander. The Incident Commander will advise the Manager on Call of the status of the emergency. In consultation with the Incident Commander the Manager on Call to ensure completion of appropriate reporting requirements, that all appropriate first responders have been called, and proceed as required to activate the establishment of the Emergency Operations Control Group. Membership as per Appendix A-2, contact information as per Administration Fan-Out Appendix B-1.

### **11.1.6 EMERGENCY OPERATIONS CONTROL GROUP**

- When a call has been received of a “Code Black” the E.O.C.G members are to report to the facility.
- Establish and follow the activities as set out for the E.O.C.G in Appendix A-2 of the Emergency Measures Plan.

### **11.1.7 DUTIES OF STAFF ON SITE**

- As directed follow the instructions of the Scene Coordinator

### **11.1.8 SEARCH GUIDELINES AND PERSON WHO DISCOVERS A PACKAGE**

The person who discovers a unusual package;

- Remain Calm
- Do not touch anything – Report any suspect object to the Incident Manager
- Remove all persons from the immediate area.
- Brief emergency persons responding to the location.

### **11.1.9 INCIDENT REPORTING AND DOCUMENTATION**

- As per the Homes Administration Manual Policy # 0202-12-01 "Critical Incident Reporting", if applicable given the type of incident advise the Ministry of Health LTC Division of the issue within the time frame stated.