



MANUAL:	Emergency
SECTION:	CODE BLACK
SUBJECT:	Bomb Threat

POLICY

It is the policy of Schlegel Villages to provide a safe environment for all residents, team members, family, and visitors. To that end, a Bomb Threat Emergency Plan has been developed aimed at prevention and proper reactive procedures in the event of a threat.

OBJECTIVE

- To be able to prevent and/or control a bomb threat situation and conduct a search in a calm, confidential, and effective manner while avoiding stress and anxiety caused to our residents.

DEFINITION

A bomb threat is a message received by telephone, fax, email, verbal, or a written note that states that an explosive device is in our Village or on our property which could endanger the lives of our residents, team members, families, and visitors.

***** ALL BOMB THREATS ARE TO BE TAKEN SERIOUSLY *****

PREVENTION

In order to reduce the potential of an explosive device being placed in the Village, all team members should complete the following;

1. Offer assistance to and re-direct strangers who wander through the Village.
2. Report any persons who are carrying suspicious packages to the general manager, leader on-call, or designate
3. Place all packages and boxes in designated storage areas to prevent them being used as camouflage.
4. Lock all isolated storage areas.
5. Keep doors key-coded or locked during periods of minimal supervision.



PROCEDURE

1. If the bomb threat is made by telephone, the team member who answers the phone will write “*Code Black*” on a piece of paper and hand it to the closest team member.
2. That team member will inform the charge/lead nurse immediately of “*Code Black*”.
3. If the charge/lead nurse receives the call, they will write “*Code Black*” on a piece of paper, show it to the next closest team member, hand off the call to the closest team member and continue with the procedure below.
4. The charge/lead nurse will announce “*Code Black, All Team Members Search Your Assigned Areas*” and establish a Control Centre at the Main Floor Neighbourhood Nurse’s Station. This is typically the charge/lead nurse home neighbourhood. (*The announcement shall **NOT** say bomb threat or explosive, etc. team members will **NOT** shout the word bomb in front of residents in order not to frighten them in any way. This information shall be kept confidential within the inter-professional team.*)
5. The charge/lead nurse or designate will call 911 and inform Central Dispatch of the bomb threat.
6. The charge/lead nurse will follow the Communication Sequence in Tab 01-02.
7. The team member on the telephone with the bomb suspect will attempt to prolong the conversation by not interrupting the caller, being calm and courteous, and by asking the questions indicated below during the conversation (will record immediately): After the connection is broken, the team member will immediately complete the Bomb Threat Report Form attached.
8. Team members will immediately commence the bomb threat search procedure.
9. Upon search completion, one nursing team member from each area and all other available team members will report the results of their search to the charge/lead nurse at the Control Centre and await further instructions.
10. When the Police arrive, the charge/lead nurse will provide them with the map of the building (located in the Emergency Policies & Procedures Manual), provide them with the details of the bomb threat (as per Bomb Threat Report Form), and update them on the progress of the in-house search. The charge/lead nurse will coordinate team members with the Police.
11. If deemed necessary by the charge/lead nurse and Police, the Village will be evacuated.



THE SEARCH AREAS OF RESPONSIBILITY ARE AS FOLLOWS:

Nursing Team:

Will check their neighbourhoods, including resident rooms, tub rooms, utility rooms, hobby shop, country kitchen, lounge area and terrace, and stairwells

***NOTE.1*:** Evening and night nurses are to cover areas of all nurses described.

***NOTE.2*:** Nurses to check other departments as assigned, if those team members are off duty.

Housekeeping Team:

When on duty, the housekeeping team should check the housekeeping room and report to the charge/lead nurse for further instructions.

Laundry Team:

Should check the laundry room, including area behind dryers and report to the charge/lead nurse for further instructions.

Food Services Team:

Should check the kitchen, dishwashing room, director of food services' office, and storage areas and report to the charge/lead nurse for further instructions.

Maintenance Team:

Should check the maintenance storage room, the upper and lower mechanical rooms, and exterior property and report to the charge/lead nurse.

Leadership/Office Team:

Should check the office and reception areas, front entrance, and assist the maintenance team with exterior property and report to the charge/lead nurse.

Recreation Team:

Should check the recreation office, director of nursing care/ wellness coordinator's office, chaplain's office, and main street rooms.

Visitors and Volunteers/Students:

Should be asked to wait outside to assist at a later point in time if evacuation is necessary.



IF A SUSPICIOUS OBJECT IS FOUND

1. Team members shall not get close to the object or touch the object that is found.
2. Police personnel will take responsibility for defusing and/or removing any such device.
3. The team member or designate will call the Control Centre to notify the charge/lead nurse of the location and description of object.
4. Residents located in the immediate area will be evacuated to safer location. Direction will be given by the Police and/or charge/lead nurse if a total evacuation is deemed necessary.

BOMB THREAT DRILLS/TRAINING

Bomb Threat Training will be provided on orientation for all team members. The leadership team will strive to achieve 100% team member attendance on annual refresher training for Bomb Threat Emergency Response. Refresher training may be in the form of education sessions, tabletop exercises, walk-through drills, functional drills, evacuation drills, or full-scale exercises.



BOMB THREAT REPORT FORM – CODE BLACK

Form Revised: January 2016

Time Received: _____

Time Ended: _____

EXACT WORDS OF THREAT:

UNUSUAL PHRASES:

QUESTIONS TO ASK THE CALLER:

When is it set to explode? _____

Where is it located? _____ Floor: _____ Area: _____

What kind of bomb is it? _____

What does it look like? _____

What is your name? _____

Where are you calling from? _____

DESCRIPTION OF VOICE:

- | | | | |
|--------------------------------------|-------------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Rough/Foul | <input type="checkbox"/> Lisp | <input type="checkbox"/> Soft |
| <input type="checkbox"/> Female | <input type="checkbox"/> Refined | <input type="checkbox"/> Raspy | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Young | <input type="checkbox"/> Nervous | <input type="checkbox"/> Crying | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Old | <input type="checkbox"/> Slurred | <input type="checkbox"/> Laughter | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Middle-Aged | <input type="checkbox"/> Stutter | <input type="checkbox"/> Loud | |

Accent: _____

Voice was familiar (*Specify*): _____

BACKGROUND NOISES:

- | | | | |
|--|--|--|--------------------------------------|
| <input type="checkbox"/> Music | <input type="checkbox"/> Office Equip. | <input type="checkbox"/> Horns | <input type="checkbox"/> Aircraft |
| <input type="checkbox"/> Motor (type) | <input type="checkbox"/> Quiet | <input type="checkbox"/> Static | <input type="checkbox"/> Trains |
| <input type="checkbox"/> Traffic | <input type="checkbox"/> Bells | <input type="checkbox"/> Long Distance | <input type="checkbox"/> PA System |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Machinery | <input type="checkbox"/> Whistles | <input type="checkbox"/> Phone Booth |
| <input type="checkbox"/> Other (<i>Specify</i>): _____ | | | |

ADDITIONAL INFORMATION:

Caller was familiar with area/Village? _____

What line did call come in on? _____

Signature of Person Receiving Call: _____

Department: _____

Date: _____



CODE BLACK – BOMB THREAT DRILL

Date: _____ Time of Incident: _____ Location: _____

Scenario Description:

Circle the appropriate answer

Was a Code Black announcement made? Yes No

Was the announcement clear? Yes No

Did Team Members search their areas? Yes No

Did Team Members report to the Control Centre? Yes No

Did all areas get searched? Yes No

Was a suspicious item found? Yes No

Were residents moved away from the suspicious item? Yes No

Were the Police called and given proper information? Yes No

Names of Team Members who participated:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Comments/Recommendations:

Charge/Lead Nurse: _____ Signature: _____

Leader: _____ Signature: _____