

SUBJECT: Code Black – Bomb Threat	SECTION: Code Black
EFFECTIVE: October 1993	REVISED: Feb/07, Oct/09, Sept/12, July/14 REVIEWED: Oct/94, July/95, June/98, Jan/02, July/08, Feb/10, June/10, Dec/21
LOCATION MAIN MANUAL (ORIGINAL): Emergency Measures	LOCATION SUBSIDIARY MANUALS (PHOTOCOPIES):
APPROVED BY: Administration	

POLICY

CODE BLACK is an emergency response to a situation where information has been received about the possible existence of a bomb at Fairvern. It does not mean that a bomb has been found.

Release of information regarding a Bomb Threat shall only be made by the Administrator or designate in consultation with the Police.

PROCEDURE

PHONE THREAT:

1. When the phone call is received, note the time of the call, prolong the conversation as much as possible and be alert for the following:
 - Background noise such as voices, church bells, aircraft, music
 - Sex of the caller
 - Speech impediment
 - Age

2. Ask where the bomb is located and the time of detonation.

HEALTH SERVICES DEPARTMENT SERVICES DEPARTMENT

70 Pine Street, Bracebridge, Ontario P1L 1N3
 www.muskoka.on.ca | heathservices@muskoka.on.ca
 Phone: 705-645-2100 Toll-Free: 1-800-461-4210 (within 705)
 Fax: 705-645-5319

FAIVERN LONG-TERM CARE HOME

14 Mill Street, Huntsville, Ontario, P1H 2A4
 Phone: 705-789-6011
 Fax: 705-789-1371



3. Ascertain if the caller has a good working knowledge of Fairvern by his/her description of locations.
4. Inform the Director of Resident Care / Charge Nurse

The Director of Resident Care / Charge Nurse shall inform or call:

- Call 9-911 to activate Police & Fire Department
- Maintenance Manager / or designate

5. Document the call on the checklist attached.

PERSON IN CHARGE INFORMED OF THREAT

(Administrator, Director of Nursing and Personal Care or designate)

- a. Institutes a general or limited search depending on the information obtained.
- b. If location of bomb is known – initiate immediate CODE GREEN STAT to evacuate residents.
- c. If a limited search is to be done, the search will be performed by the Maintenance Manager or designate, environmental staff to keep it low key.
- d. If a general search is to be done, all staff on duty are notified and a complete search of building must be done.

DEPARTMENTAL RESPONSIBILITIES

On duty personnel upon notification of a CODE BLACK will search the premises for suspicious packages. Particular attention should be given to areas with direct public access; i.e. main lounge, program area, residents' floor areas.

Other likely locations for placing a bomb:

- Filing cabinets
- Under chair cushions or couches
- In waste paper baskets
- Clothes and cupboards

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- Under piles of laundry
 - Under desks or in drawers
 - Under sinks
 - Behind plumbing
 - Behind plants
 - Stairwells
 - Inside stoves or refrigerators
 - Inside cabinets
- a. Housekeeping and Maintenance Departments will search areas that are routinely locked.
- b. At the conclusion of the department search report your findings to the Administrator, Director of Nursing and Personal care or designate.

FINDING A SUSPICIOUS PACKAGE:

If a suspicious package is discovered, corner off the area and quietly evacuate residents and staff from the immediate area (including directly above or below). Notify the Police and Administrator. **DO NOT MOVE OR TOUCH IT IN ANY MANNER.**

On the evening and night shifts it may be necessary to initiate a call-back system to obtain help in the evacuation process. It will be the responsibility of Peerless Security to initiate the call-back system on the direction of the Charge Nurse or Director of Nursing and Personal Care.

(See Call-Back System Procedure)

RECEIPT OF WRITTEN THREAT

- a. A note or letter must be carefully preserved and handled as little as possible to maintain any fingerprints.
- b. Immediately notify the Administrator, Director of Nursing and Personal Care or designate.
- c. The procedure will be the same as for “Phone Threat” outlined above.

**HEALTH SERVICES DEPARTMENT
SERVICES DEPARTMENT**

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