

**Disaster Plan  
Bomb Threat  
( Code Black )**

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## POLICY

The home shall have a plan in place in the event of bomb threat.

## Procedure

### Response to a bomb threat

- When a nursing home employee or resident receives a bomb threat;
  - Be calm and attempt to prolong the conversation with the caller for as long as possible; try to get information from the person in order to ; locate, describe and identify the bomb and in order to describe and possibly identify or recognize the caller or location from where the call was placed.
  - Flag other staff nearby to notify police without alerting the caller you have contacted the police. Be as precise when explaining to the police what the caller said to you.
  - Follow the bomb threat checklist located by all phones in the facility.
  - it is recommended you write down exactly what the caller said to minimize missing details.
  - Do not agitate, anger or insult the caller but rather try to sound concern and take their threats seriously and try to get as much information from them as possible on how, why and where the bomb may be.
  - If the threat is in the form of a written letter, the receiver should;
    - Not handle the note or the envelope, in order to avoid smearing any fingerprints; instead, place it in a larger envelope or folder to protect it.
    - Record how the threat was delivered and by whom. If by messenger, their description should be recorded.
  - Any staff of the home may be in a position to receive a bomb threat by mail, messenger or by phone, should be instructed on how to react to a threat.
  - If a bomb threat was made to a staff member at their home, they should contact police immediately.
  - The command post should be activated and staffed by previously designated key personnel such as supervisory staff of Management who should evaluate the situation rapidly and initiate the bomb threat procedure.

➤ **Initiating the Plan**

- Upon receipt of notification of a bomb threat, the Administrator or designate shall initiate the bomb threat plan. Code Black is used for the plan, so as not to alarm the residents and or families. All staff must be trained on all emergency codes to know and understand their response.
- Staff shall be aware of their surroundings and report any suspicious persons or objects to the police.
- Await further instructions from the police whether an evacuation is merited.

➤ **Facility Security**

- Control entry and exit. Staff shall secure all but designated entrances to the facility. Visitors desiring to enter the facility should be informed that the facility is temporarily closed and call in at a later time to see if visitation has been reinstated. All persons desiring to leave the facility should leave by the front entrance. Designated employees should be located at the controlled entrance to guide police responding to the emergency. Particular attention should be given to the critical areas of the home ( i.e. oxygen storage areas, boiler rooms, electrical mechanical rooms, laundry area, freezer and cooler etc. )
- If a threat includes a location of the bomb, consideration should be given to the evacuation of the immediate and surrounding areas of residents and staff either before or during a search for the explosive device. If a suspicious object is located, clearing the area surrounding the object, including floor area above and below, should be undertaken immediately. Notify Police immediately.
- The police will make the decision regarding the evacuation of residents and staff. In the event of a total evacuation, the procedure for total evacuation must be applied.

➤ **Searching for Suspicious Objects.**

- Searching for suspicious objects due to a bomb threat should only be done immediately by staff under the direction of the supervisory staff on duty. Staff searching for suspicious objects must not touch it if found but rather notify the supervisory staff and remove all residents and other persons as far away from the object as possible. This is the task directly after the threat has been received.
- Upon arrival of the police, they will take control of the situation and may order a total evacuation of the building. The supervisory staff will communicate to the police the entire event in detail in order of occurrence.
- Under the direction of the police, they may ask for assistance with touring the building from the supervisory staff to expedite any searches if the bomb is still not located by the time they arrived.
- If suspicious object is found by staff before or after a bomb threat is made;
  - Do not touch the object and secure the area.
  - Do not allow anyone near the area and move residents as far as possible from the area.
  - Alert other staff to call 911 immediately.
  - Do not panic and keep area clear of all residents and staff.

➤ **Post Emergency and Follow-up**

- As soon as possible after each bomb threat incident, a review of the experience should be conducted. Review the plan and its provisions to determine if the procedures were appropriate or if anything needs to be revised. The review should be in the form of a critique involving all key

participants from the home as well as the police and fire department. Suggestions for questions for the review;

- What can we learn from this experience?
  - How well did the bomb threat plan work?
  - Which part of the plan did not work well?
  - If there is a next similar event, what could we have done differently?
  - Is there anything we can do to improve the readiness capability?
- After the critique, a report should be produced and distributed to all persons or Agencies having responsibility for any action relating to the incident. The bomb threat plan should be updated accordingly, and necessary changes to the plan produced and distributed to holders of the document.

Management Authorization <i>Shona Outhridge</i>		Effective Date: December 14, 2009	
<i>Dahlia Burt-Gerrans</i> Dahlia Burt-Gerrans  Internal Approval		Revised Date: February 16, 2018	
		<i>June 16, 2018 AR</i>	<i>June 17/21 AR</i>
		<i>June 16/19 AR</i>	Dates
Administrator		Review	
Title		<i>June 15/20 AR</i>	