

JOHN NOBLE HOME Emergency Manual	DIVISION: Emergency CATEGORY: Bomb Threat- Code Black	POLICY NO: 2-A-10
ISSUED BY: Emergency Planning Committee	SUBJECT: Responsibilities of Staff – Code Black Bomb Threat	PAGE NO: 1 of 3

POLICY: The Home shall have a plan for the management of bomb threats to ensure staff is able to activate the plan according to procedure. The Bomb Threat Report (Appendix A) will be kept attached to all telephone lists in all areas of the facility.

PURPOSE: To ensure bomb threats are handled in a safe and efficient method.

PROCEDURE:

Bomb threats are usually received by telephone, but can be received by mail, email, in person, by letter or via police of any other person. The call is usually short in duration and the caller usually refuses to answer questions.

- All threats should be considered valid until proven otherwise.
- Avoid panic and remember to stay calm and keep cool. Write down as much detail as possible.

1. RECEIVING A CALL:

- Do not attempt to transfer the call or put the caller on hold.
- Keep the caller on the line as long as possible.
- Complete Bomb Threat Report, if possible (Appendix A – Attached to all telephone lists in the facility).
- Establish the location of the bomb, if possible.
- Notify the Administrator/designate (RN during non business hours) immediately giving the information provided on the Bomb Threat Report.

RESPONSIBILITY OF ADMINISTRATOR/DELEGATE OR RN UPON REPORTING OF A CALL:

- Report to Command Centre/Front Desk and Dial 911 using a land line only (never use a cell phone or a hands free phone), inform of a bomb threat call and state the name of the facility and the location of the facility.
- Remain at the Command Centre/Front Desk.
- Ensure elevators are locked off.
- Review the Bomb Threat Report.
- Notify the Administrator or delegate (if during non business hours).
- Follow the direction of the Administrator or delegate and Police.

JOHN NOBLE HOME	POLICY NO: 2-A-10
SUBJECT: Responsibilities of Staff – Code Black Bomb Threat	PAGE NO: 2 of 3

- In consultation with Police, a further course of action will be determined.
- Evacuation of the building may also be ordered by Police.
- Provide the Police with a copy of the Bomb Threat Report and Search Maps and take direction from the Police
- Instruct Reception or delegate to announce “CODE BLACK PLEASE RESPOND” when appropriate or directed by the administrator/delegate/ Police.
- Assign staff to monitor and control entrance and exit of people to the facility.
- Instruct Switchboard/Clerical Support staff or delegate to announce “CODE BLACK ALL CLEAR” when advised by Administrator/Delegate or Police Department.
- Complete any additional reports required by the Ministry of Health & Long-Term Care Re: Unusual Incident.

2. SUSPICIOUS OBJECT FOUND BY STAFF:

Report the location to your immediate supervisor who will then inform the Administrator/Delegate

DO NOT TOUCH OR MOVE THE OBJECT

- Evacuate residents from the immediate area i.e.: at least three or more adjoining rooms as well as the same area on any floor above or below where the object has been located.
- Section off the suspected area until checked by police.

RESPONSIBILITY OF ADMINISTRATOR/DELEGATE OR RN UPON REPORTING OF A SUSPICIOUS OBJECT:

Report to Command Centre/Front Desk and Dial 911 using a land line only (never use a cell phone or a hands free phone), inform of a bomb threat call and state the name of the facility and the location of the facility.

- Remain at the Command Centre/Front Desk.
- Ensure elevators are locked off.
- Notify the Administrator or delegate (if during non business hours).
- Follow the direction of the Administrator or delegate and Police.
- In consultation with Police, a further course of action will be determined
- Instruct Reception or delegate to announce “CODE BLACK PLEASE RESPOND” when appropriate or directed by the administrator/delegate/ Police.
- Assign staff to monitor and control entrance and exit of people to the facility.
- Instruct Switchboard/Clerical Support staff or delegate to announce “CODE BLACK ALL CLEAR” when advised by Administrator/Delegate or Police Department.
- Complete any additional reports required by the Ministry of Health & Long-Term Care Re: Unusual Incident.

JOHN NOBLE HOME	POLICY NO: 2-A-10
SUBJECT: Responsibilities of Staff – Code Black Bomb Threat	PAGE NO: 3 of 3

3. RESPONSIBILITY OF STAFF UPON HEARING CODE BLACK PLEASE RESPOND:

- Upon hearing “CODE BLACK PLEASE RESPOND”, return immediately to your work area.
- Remain on heightened alert in a calm manner
- Avoid alarming residents.
- Prepare for possible evacuation if and when order is given
- Proceed as directed by Administrator/Delegate or Police Department

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BOMB THREAT REPORT



JOHN NOBLE HOME EMERGENCY

Date of call: _____

Questions to Ask:

When is the bomb going to explode?

What is the bomb made of?

Where is it right now?

What does it look like?

Where did you place the bomb?

Why?

What is your address?

What is your name?

Exact Wording of Threat:

Sex of caller: ___ Race: _____

Age: ___ Length of Call: _____

Extension at which call received:
_____ Time: _____

DATE: _____

Threat Language:

- ___ Well spoken
- ___ Foul
- ___ Irrational
- ___ Incoherent
- ___ Taped
- ___ Message Read by Threat Maker

BOMB THREAT REPORT

Caller' Voice:	
___ Calm	___ Nasal
___ Angry	___ Stutter
___ Excited	___ Lisp
___ Slow	___ Rasp
___ Rapid	___ Deep
___ Soft	___ Ragged
___ Loud	___ Clearing Throat
___ Laughter	___ Deep Breathing
___ Crying	___ Cracking Voice
___ Normal	___ Accent

Call received by: _____

If the voice was familiar, who did it sound like?

Background Sounds:

___ Street Noise	___ Machinery
___ Crockery Noise	___ Animal Noise
___ Voices	___ Music
___ P.A. System	___ Static
___ House Noises	___ Local
___ Motor	___ Long Distance
___ Booth	___ Other
___ Office Machinery	

REMARKS:

JOHN NOBLE HOME Emergency Manual	DIVISION: Emergency CATEGORY: Bomb Threat- Code Black	POLICY NO: 2-A-20
ISSUED BY: Emergency Planning Committee	SUBJECT: Search Guidelines/Maps	PAGE NO: 1 of 1

POLICY: If a general search is to be instituted under the direction of the Police the Administrator/or delegate on duty will provide detailed search maps as available.

PURPOSE:

To ensure that in the event of a Bomb Threat Police are given detailed information on all areas of the Home so that a search can be conducted in a safe and efficient manner.

GUIDELINES:

1. Search maps are located at the Command Centre in the Emergency file holder and can be used to conduct a search. The maps will be provided to the Police and a search will be completed under their direction.
2. Master keys will be made available to Police for opening locked doors and are presently held by **SENIOR ADMINISTRATION/RN**.
3. Maintenance staff on duty will report to the Command Centre to assist Police with any directions required regarding areas of the Home.

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