

St. Joseph's Care Group
Hogarth Riverview Manor
300 Lillie Street North
Thunder Bay, Ontario
Long Term Care

CODE BLACK - BOMB THREAT EMERGENCY PLAN

CODE BLACK - is the designated code to clearly communicate to all staff and visitors that a Bomb Threat Emergency is present or that a Bomb Threat Drill is being exercised.

FIRST RESPONSE WHEN THE BOMB THREAT IS RECEIVED

If the bomb threat is received by telephone:

1. Listen carefully; be calm and courteous.
2. Do not interrupt the caller.
3. Obtain as much information as you can by using the quick reference Code Black sheet.
4. When the bomb threat is received by telephone, DO NOT USE that particular telephone again until Police gives permission to do so.
5. While talking to the caller use any means possible to get the attention of a co-worker (e.g. wave clear plastic Code Black card or hit wall or a desk) to alert them of the Code Black situation.
6. Ask the caller:
 - What time will the bomb explode?
 - Where is it?
 - Why did you place the bomb?
 - What does it look like?
 - Where are you calling from?
 - What is your name?
7. DO NOT USE wireless device to communicate they may activate the bomb. Only use a land line telephone for communication purpose or send a runner.
8. Any persons who receive threats by written forms such as email, txt, or letter should cease use of the device and limit handling of the device/paper.

FIRST RESPONSE WHEN A SUSPICIOUS PARCEL IS FOUND OR DELIVERED

Individual receiving or finding a suspicious package, DO NOT TOUCH or handle it further.

1. Restrict access to the area by providing a safe perimeter.
2. Evacuate the immediate area. Bring all staff, residents, and visitors out of danger.
3. Notify manager/person-in-charge. If not available, contact Leadership Team @ [REDACTED].

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UNDER THE DIRECTION OF MANAGER/LEADERSHIP/DESIGNATE

1. Notify the Thunder Bay Police by dialing 9 -911. State that Hogarth Riverview Manor has received a bomb threat or individual received/found suspicious package at 300 North Lillie Street.
2. Upon direction from Thunder Bay Police Announce “**Attention All Staff CODE BLACK Do Not Use Portable Communication devices**” by pressing * [redacted] on the telephone key pad.
3. Set up Command Centre to receive inspection/search results from home areas.
4. Arrange and attend debrief meeting.

RESPONSIBILITY OF ALL STAFF

Upon hearing a Code Black announcement:

1. Initiate a search of your designated work area; use a floor plan to ensure that all areas are checked. Search should be done in pairs.
2. Each home area must report their findings to Command Centre (Business Office) ext. 1052 or send a runner.

If a suspicious article is found:

1. Do Not Disturb it.
2. Immediately report the findings to Command Centre ext.1052 (Business Office); send a runner if required.
3. The decision to evacuate and the extent of the evacuation will be made by the manager/person in charge in consultation with the Thunder Bay Police.
4. Await further instructions/direction on the overhead page.

RESPONSIBILITY OF COMMAND CENTRE

Thunder Bay Police will be notified as soon as possible of any real or suspected threats. When Police arrive they will assume control of the situation. If determined safe the Command Centre is located in the Business Office (main floor). All incoming calls will be answered at ext. 1052 from home areas on their findings of suspicious packages.

1. Manager or designate will assume responsibility of the emergency until arrival of Leadership on-call and Police.
2. Put on the emergency vest as trained.
3. Notify Leadership on call - [redacted]
4. Obtain floor plan and checklist.

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5. Assign a staff to check off & document the incoming calls from home areas as they report their findings to the Command Centre.
6. Liaise with Thunder Bay Police.
7. Notify Security to ensure that access is restricted to the area as required.
8. Determine the need to “Lockdown” the facility.
9. If evacuation is necessary ensure that the holding area has been checked to ensure safety.
10. Notify Building Services [REDACTED].
11. Document actions taken.

RESPONSIBILITY OF LEADERSHIP TEAM /DESIGNATE

1. The Leadership team / designate will report to the Command Centre immediately after CODE BLACK is announced.
2. Co-ordinate operations with the Thunder Bay Police /Bomb Squad during the CODE BLACK emergency.

RESPONSIBILITIES OF MANAGER/REGISTERED STAFF IN ALL HOME AREAS

1. Managers / registered staff in all areas will coordinate all necessary Code Black activities in their respective home area and provide a leadership role.
2. Managers will ensure that a thorough search of their home area is completed and checked off on the floor plan. Report their findings to Command Centre.

RESPONSIBILITIES OF BUILDING SERVICES

1. Put on emergency vest.
2. Follow the direction of the Police

Post Emergency:

1. Ensure the building is operational once the emergency has been given the All Clear.

RESPONSIBILITIES OF SECURITY

1. Perform a quick visual check of immediate area.
2. Complete a thorough search of the exterior perimeter.
3. Assist with lockdown or a safe perimeter of affected zone.
4. Notify Security Coordinator.

REPORTABLE UNUSUAL INCIDENTS

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Unusual occurrence to report to your supervisor include:

- Unauthorized photography of the building or grounds
- Persons loitering on the premises with no clear business, including persons in vehicles.
- Questions or monitoring of security.
- Questions about unauthorized entry or access areas / any persons attempting or accessing unauthorized areas without permission.

Suspicious package characteristics could include:

- No return address / unknown sender
- Restrictive markings (confidential/personal/private)
- Endorsed “fragile-handle with care”/”rush”/”do not delay”
- Excessive postage
- Foreign mail, air mail, special delivery
- Misspelled words
- Hand written, poorly typed
- Address to title only – no specific name
- Incorrect titles with name
- Oily stains, discoloration, crystallizations on wrapper, unusual odor
- Excessive weight / unusual noise, buzzing, ticking, sloshing
- Rigid or bulky envelope Lopsided or uneven envelope
- Protruding wires or tinfoil
- Visual distractions
- Excessive securing – tape, string, etc.


If you find a suspicious article:

1. Do Not Disturb it.
2. Keep Command Centre advised on emergency status.
3. Provide traffic control, if safe to do so.
4. Provide assistance to the Police as directed.

EVACUATION PROCEDURE

If a suspicious package is found, the decision to evacuate and the extent of the evacuation will be made by the manager/person-in-charge in consultation with the Thunder Bay Police.

See **Code Green** for further information on evacuation procedures.

When instructed by Leadership and the Police announce “**Code Black All Clear**” by pressing  on the telephone key pad.

1. Arrange for Critical stress debriefing and counseling for staff as required.
2. Document all actions taken.
3. Attend a debrief meeting as required.

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Bomb Threat Search List.

Search area in pairs of 2 if directed by Police.

Area to be Searched	Person Responsible to Search	Time Completed Search
All exterior perimeter Public Area Secured Courtyard	Security	
Reception Desk and all Administration Offices within the Area	Receptionist	
Vestibule Chapel Timber Hall Server Gift Shop Vending Area Hair Dressing Shop	Nursing Ward Clerk	
Pastoral Care Office Life Enrichment Office Hallways and Alcoves leading to RHAs	Recreationists	
Service Area		
Maintenance Shop Staff Room Change Rooms Corridor to BSC	Building Services	
Central Laundry Soiled Linen Storage Area	Laundry Staff	

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Area to be Searched	Person Responsible to Search	Search Completed
Mechanical/Electrical Room Corridors in Service Area Public Washroom The Studio Telephone/Sever Room	Building Services after hours Security	
Housekeeping Area	Environmental Services Staff	
Kitchen Area Food Service Supervisor Office Dietitian Office Nursing Staff Conference Room	Nutritional Food Services Staff	
Each Resident Home Area		
Medication Room Nursing Documentation Room Living room and Library Soiled Utility Room Clean Linen Room Resident Laundry Area The Spa Storage Rooms Equipment Rooms Den Recreation Room Resident Bedrooms	Nursing staff	
Resident Dining Room Washroom area Servers Dishwashing area Storage Elevators	Staff	

Date: _____

Time search started: _____

Time search complete: _____

Signature of Manager/Person-in-charge: _____

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