



ST. JOSEPH'S CARE GROUP

Code Black – Bomb Threat/Suspicious Object

POLICY Number: **AD-06-198**

Manual: Global Administrative Manual

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Section in Manual: Risk Management

Approved by: Leadership Quality, Safety & Risk Committee

Cross References: *Emergency/ Disaster Incident Management System (IMS) Response AD-06-225, Code Silver – Person with a Weapon AD-06-196, Code Green – Evacuation AD-06-191, Leadership Team On-Call Protocol, Lockdown Site Specific Sub-Plans*

Purpose

The purpose of this policy is to provide an appropriate response to minimize risk of exposure and possible harm when a bomb threat is received or when a suspicious object is discovered on or near a St. Joseph’s Care Group facility.

Policy Statement

During a bomb threat, a preliminary assessment is required with qualified persons (Thunder Bay Police and Security) to establish the need for a full-scale search. In the event of a search, staff will be required to search their work areas in order to expedite the identification of objects that are foreign to the area.

Scope

Any situation where bomb threat is received (in person, verbally or written) to a St. Joseph’s Care Group facility or grounds. Any situation where a suspicious object is identified.

Definitions

Code Black – the designated word to clearly communicate that a bomb threat has been received by a SJCG facility.

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Command Centre - The central command and control location/group responsible for carrying out the principles of emergency preparedness and emergency management functions at a strategic level in an emergency, and ensuring the continuity of vital operations.

Incident Manager – The person responsible for managing the incident at the affected site. The IMS Committee assigns the role of Incident Manager.

Incident Management System (IMS) – standardized and coordinated approach to emergency management

Lockdown – All entry points of the facility are secured to restrict access to the building during an emergency.

Table 1: Emergency codes that may escalate to a Code Black

Emergency Code	Reason for Escalation
Silver	When an armed person threatens, attempts or actively uses a weapon
Lockdown	When a threat on the premises or outside of the facility is identified, all entry points of the facility are locked.

Procedure

IF STAFF HAVE REASON TO BELIEVE THEY HAVE FOUND AN EXPLOSIVE DEVICE

1. If a suspected explosive device or suspicious package is found at a SJCG site, DO NOT handle it.
2. Call 911 and inform police of details related to the suspicious package and its location.
3. Take direction from Police.
4. Inform Manager and Leadership on-call.

5. Secure the area around the suspicious package/device and ensure no employees, visitors or clients go near it.
6. Determine a command centre location that departments can call if a suspicious package is found during the facility search and communicate that location within the announcement.
7. Leadership on-call will initiate a Code Black and direct staff to announce the **“Code Black – Suspicious Package – Initiate suspicious package search in your areas”** three times by dialling *67 on any landline phone (for sites who do not have the *67 function, refer to Table 2).

Table 2: Emergency code communication for sites that do not have *67

Site	Emergency Code Communication Process
Heritage	<ul style="list-style-type: none"> - Dial 0 on any land line phone within the Heritage to contact Front Desk (807-768-4400). Inform Front Desk employee of emergency code and location. Front Desk employee will announce the code throughout the building.
PR Cook	<ul style="list-style-type: none"> - Dial 0 on any land line phone within the Heritage to contact Front Desk. Inform Front Desk employee of emergency code and location. Front Desk employee will announce code throughout the building. - Use radios to communicate emergency to other PR Cook employees
Sister Leila Greco	<ul style="list-style-type: none"> - Emergency is communicated via radio
The Lodge on Dawson	<ul style="list-style-type: none"> - Emergency is communicated verbally or via radio
Medium & High Support Housing	<ul style="list-style-type: none"> - Emergency is communicated verbally

8. Upon notification of Code Black, all staff must return to their departments to assist with area search.
9. Leadership on-call will activate IMS if required. IMS will designate an Incident Manager on site to oversee the emergency.
10. Designated staff from each area/department will complete a search of the area for any suspicious package/device (searches are to be completed in pairs).

Document all findings and report them to the Incident Manager.

11. Follow the direction of the Incident Manager and Police until the Code Black is deemed over.
12. Announce **“Code Black – All Clear”** three times throughout the site by dialling *67 on any landline phone (for sites who do not have the *67 function, refer to Table 2).
13. IMS will determine the need for a debrief following the Code Black.

IDENTIFICATION OF A SUSPICIOUS OBJECT

Possible markers of a suspicious article include but are not limited to:

- Misspelled words
- No return address/unknown sender
- Restrictive markings (confidential/personal/private)
- Endorsed Fragile/handle with care/rush/do not delay
- Foreign mail/airmail, special delivery
- Addressed to title only with no specific name
- Incorrect titles with names
- Oily stains, discoloration, crystallization on wrapper, unusual odor
- Excessive weight/unusual noises , buzzing , ticking, sloshing
- Ridged or bulky envelope
- Protruding wires or tinfoil
- Visual distractions
- Excessive securing (tape or string)

FIRST RESPONSE IF A BOMB THREAT IS RECEIVED BY TELEPHONE

1. If you are the person receiving the phone call, remain calm and courteous. Listen carefully and do not interrupt the caller. Obtain as much information (where the bomb is, what time it will explode, etc.).
2. Call 9-911 as soon as possible.
3. Take threats seriously and consider truthful unless proven otherwise.
4. Avoid the use of wireless devices, including walkie-talkies, cell phones, radios, etc. unless necessary for communicating the emergency to others in the building.

5. Notify Manager and Leadership on-call.
6. Leadership on-call will initiate a Code Black and direct staff to announce the **“Code Black – Initiate suspicious package search in your areas”** three times throughout the site by dialling *67 on any landline phone (for sites who do not have the *67 function, refer to Table 2).
7. Leadership on-call will activate IMS if required. IMS will designate an Incident Manager on site to oversee the emergency.
8. Incident Manager will take direction from Police upon their arrival and communicate direction to all areas/departments throughout the emergency.
9. If warranted, or given direction from Police, commence Code Green - Evacuation. The holding area should be checked by two staff members prior to evacuation.
10. Once Police have deemed the emergency over, Incident Manager will announce **“Code Black – All Clear”** throughout site.

FIRST RESPONSE IF BOMB THREAT IS RECEIVED THROUGH TEXT, COMPUTER OR ANOTHER ELECTRONIC DEVICE

1. Discontinue the use of the device immediately.
2. Call 911 and inform them of the threat.
3. Notify Manager and Leadership on-call.
4. Leadership on-call will determine if activation of IMS is required.
5. Leadership on-call / designate will work with Police and direct staff accordingly.

Upon notification of Code Black. Staff may be asked by the Thunder Bay Police or the Incident Manager to initiate a full scale facility search. Departments should thoroughly and systematically search in groups of 2. Reporting back the status of search to the Incident Manager

Roles & Responsibilities

MANAGER/DESIGNATE WHERE EMERGENCY OCCURS

1. Upon discovery of a potential Code Black emergency, call 911 to inform Police and notify Leadership on-call.
2. Take direction from Leadership on-call.
3. Take direction from Police upon their arrival.

LEADERSHIP ON-CALL/IMS COMMITTEE

1. Upon notification of potential Code Black emergency, activate the IMS committee if required.
2. Designate an Incident Manager who will be stationed on site for the duration of the emergency.
3. Activate Command Centre at the affected site to control all communications regarding the Code Black emergency. The Command Centre will keep Police, Leadership, and staff informed on the progress of the emergency situation.
4. If evacuation is required, follow the Code Green – Evacuation Policy. Only evacuate under the direction of the Thunder Bay Police.
5. Remain in contact with Incident Manager and Command Centre throughout the emergency.
6. Facilitate a debrief following the Code Black, if required.

INCIDENT MANAGER

1. Take direction from IMS committee and Police.
2. Direct staff to announce “**Code Black – Initiate suspicious package search in your areas**” throughout the site by dialling *67 on any landline phone (for sites who do not have the *67 function, refer to Table 2).
3. Keep IMS committee, Police and staff updated throughout the emergency.
4. If a site search is required for a suspicious package/suspected explosive device, track status of department search on the Code Red Maps (located in the Command Centre). Mark each area checked by placing an x on the map for all rooms, corridors, stairwells, etc.
5. Once a search of the entire facility is complete and documented on the Code Red Maps, they are to be collected by the Incident Manager and given to the Police.

6. If warranted or given direction from Police commence Code Green - Evacuation. The holding area should be checked by two staff members prior to evacuation.
7. The Police and IMS committee will determine conclusion of the emergency and give direction to announce “**Code Black - All Clear**” by dialling *67 on any landline phone (for sites who do not have the *67 function, refer to Table 2).
8. Complete an Emergency Code Audit Form and forward to Occupational Health, Safety & Wellness.

ALL STAFF

1. Upon hearing the Code Black announcement, immediately return to your unit/department is safe to do so.
2. Take direction from your department Manager/ designate and Police.
3. Do not return to normal duties until Code Black is declared over.

Education & Training

1. All employees are required to complete the Fire Safety & Emergency Code LMS module once per year.
2. Managers are required to ensure that employees review the corporate emergency code policies and emergency site sub-plans at least annually.
3. Emergency Code Audits must completed after every emergency code. Each department/site will complete mock exercises or table top exercises at a minimum of once per year and provide documentation of such to Occupational Health, Safety & Wellness.

Related Practices and/or Legislation

Ontario Health and Safety Act and regulations, Emergency Management and Civil Protection Act, Health Protection and Promotion Act, Canadian Standards Association – Emergency Preparedness and Response Standards

References

Ontario Hospital Association – Emergency Planning Tool Kit, Thunder Bay Police