

## DEEP RIVER AND DISTRICT HEALTH

<b>Policy:</b> Code Black – Bomb Threat/ Suspicious Package	
<b>Original Date:</b> 2015-09	<b>Policy Manual:</b> Emergency Preparedness
<b>Approved by:</b> <input type="checkbox"/> Board of Directors <input checked="" type="checkbox"/> Chief Executive Officer <input type="checkbox"/> Chief Financial Officer <input type="checkbox"/> Chief Nursing Executive	

### Policy

A Code Black is a planned response to a received bomb threat or discovery of a suspicious package on the organizations premise and will ensure immediate actions are taken to minimize risk of injury.

### Procedure

In no case must any suspected bombs be touched or moved by persons other than Police Services

#### Telephone Bomb Threat

- Upon receipt of a telephone bomb threat:
  - Remain calm and courteous.
  - Do not break the connection or attempt to transfer the call. Keep the caller on the phone for as long as possible to obtain as much information as possible.
  - Refer to *Appendix A: Telephone Bomb Threat Checklist* (as able) for ideas on relevant information (Copy kept by Reception and Medical desk).
  - Politely prompt the caller to obtain further information.
  - Complete *Appendix A: Telephone Bomb Threat Checklist* during or immediately after the call.
  - Immediately after the call contact (in the following order):
    - Police
    - Admin on Call for further instructions
    - Page “Code Black” x 3
  - If able, you should get a coworker make calls as outlined above while you are still on the line with the Bomb Threat caller.
  - Admin-on-call to establish Emergency Operations Centre (EOC). An EOC will be established onsite or offsite based on discussion with Police (See *Emergency Operation Centre Policy*)
  - Upon hearing a Code Black , all staff not immediately affected by the location announcement, should:
    - Avoid the area of the Code (if known)
    - Stand by for further announcements
    - Unless imperative for care, do not tie up phone lines, with incoming or outgoing calls
    - Assist with a visual search of the area if requested
    - Do not touch any suspicious object if found

- No staff member shall post information regarding the incident on social media, as per the *Social Media – Person Use* policy.

Suspicious package found/mailed in

- Do not touch or handle the object.
- Call Police
- Notify Admin-on-call.
- Incident Commander will delegate announcing “Code Black” x3
- Restrict access to the area with signage and barriers.
- Incident Commander and/or the Police will decide whether to conduct a total or partial evacuation (see *Code Green* policy).
- Cooperate with the Police/Bomb Squad investigation.
- Incident Commander will delegate announcing “Code Black cleared” when threat cleared by Police.

NB: In the above procedures, the Police will decide if it is necessary to call the Police Explosives Disposal Unit.

**Materials and Supplies**

Appendix A: Telephone Bomb Threat Checklist

Reference Documents	<ul style="list-style-type: none"> <li>• Centre for Addictions and Mental Health (CAMH). (2013). Code Black – Bomb threat or Suspicious Package. Available at: <a href="http://bidders.camhx.ca/Code%20Black%20%E2%80%93%20Bomb%20Threat.pdf">http://bidders.camhx.ca/Code%20Black%20%E2%80%93%20Bomb%20Threat.pdf</a></li> <li>• Ontario Hospital Association (OHA). (2008). OHA emergency management toolkit: Developing a sustainable emergency management program for hospitals. OHA: Toronto.</li> </ul>
Acknowledgements	<ul style="list-style-type: none"> <li>•</li> </ul>
Review Process	<ul style="list-style-type: none"> <li>• Emergency Preparedness Committee – 2023-07-18</li> </ul>

**DEEP RIVER AND DISTRICT HOSPITAL  
FOUR SEASONS LODGE  
NORTH RENFREW FAMILY HEALTH TEAM**

Telephone Bomb Threat Checklist

Keep caller on the phone as long as possible

Attempt to have the caller repeat information

Questions to ask				
What time will the bomb go off:				
Where is it:				
What does it look like:				
Where are you calling from:				
Why did you place the bomb:				
What is your name:				
Identifying Characteristics (Circle)				
<b>Sex</b>	Male	Female	Unsure	Estimate age:
<b>Accent</b>	English	French	Other:	
<b>Voice</b>	Loud	Soft	Other:	
<b>Speech</b>	Fast	Slow	Other:	
<b>Voice Quality</b>	Clear	Nasal	Lisp	Other:
<b>Manner</b>	Emotional	Calm	Vulgar	Other:
Other Information				
Background noises:				
Voice was familiar (specify):				
Caller was familiar with the area (specify):				

Adapted from Royal Canadian Mounted Police, "Bomb Threats Telephone Procedures" form by Government of Canada,  
Canadian Bomb Data Centre, n.d.