

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

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| Policy: Code Black – Bomb Threat/ Suspicious Package | |
| Original Date: 2015-09 | Policy Manual: Emergency Preparedness |
| Approved by: <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

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|---------------------|---|
| Reference Documents | <ul style="list-style-type: none"> • Centre for Addictions and Mental Health (CAMH). (2013). Code Black – Bomb threat or Suspicious Package. Available at: http://bidders.camhx.ca/Code%20Black%20%E2%80%93%20Bomb%20Threat.pdf • Ontario Hospital Association (OHA). (2008). OHA emergency management toolkit: Developing a sustainable emergency management program for hospitals. OHA: Toronto. |
| Acknowledgements | • |
| Review Process | • Emergency Preparedness Committee – 2022-04-19 |

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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) | | | | |
| Sex | Male | Female | Unsure | Estimate age: |
| Accent | English | French | Other: | |
| Voice | Loud | Soft | Other: | |
| Speech | Fast | Slow | Other: | |
| Voice Quality | Clear | Nasal | Lisp | Other: |
| Manner | 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.