

Subject: **CODE BLACK – BOMB THREAT**

Section: **Emergency Preparedness**

Approved By: **Senior Management Committee**

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Policy Number: **EP-CBLA-100**

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## **POLICY**

Pursuant to Section 25 (2) (a) (b) (d) and (h) of the *Occupational Health and Safety Act*, Code Black is used to indicate that Fairhaven has received a bomb threat and the appropriate procedure must be followed to work safely with the hazard.

## **STANDARD**

Section 25 (2) (a) (b) (d) and (h) of the *Occupational Health and Safety Act* requires that the employer take all precautions reasonable in the circumstances for the protection of the worker. Under this provision, the employer is obliged to develop policies and procedures to protect workers from hazards in the workplace and provide information and instruction on how to work safely with a hazard.

## **PROCEDURE**

If a bomb threat is received:

### **1) By Mail**

- a. Avoid handling the note excessively and place in the envelope at reception which is labelled “For Code Black Use Only”

### **By Telephone**

- a. Stay calm and refer to the ‘Threatening Call Form’ to obtain as much information as possible (Form DC-CBLA1). Record the date, time, duration of call and the exact wording of the threat
  - b. When the call is complete, immediately dial #700X (X is the line the call came in on ex. 1, 2, 3, 4). When you hear a dial tone, dial \*57. You will hear an automated voice stating that the call has been traced.
- 2) Contact the ED/Designate or if after hours the Admin Registered Nurse (RN) /Designate
  - 3) Upon receipt of a bomb threat, the ED/Designate or the Admin RN will notify the Police at 9-911
  - 4) If after hours The Admin RN/Designate will then notify the Manager on Call and the ED/Designate of the threat
  - 5) The ED/Designate will notify the chair of the Committee of Management
  - 6) The Admin RN/Designate or ED/Designate will determine if Code Black should be paged and if it is to be paged the Admin RN pages, “**Code Black**” three times

- 7) The ED/Designate will provide direction if onsite and if not, the Admin RN will assume the position until the ED/Designate or Police arrive to the scene
- 8) The ED/Designate will delegate an employee to initiate the management fan out procedure
- 9) The management team will immediately convene in the board room and all other employees will report to or remain in their assigned area to wait for further instruction
- 10) The Admin RN/Designate will delegate one employee to meet the Police at the front door to direct the Police to the Board Room
- 11) When the police arrive, it will be determined if the building should be searched or evacuated

**Should a search take place, the ED/ Designate will form teams of two employees to search the building. The teams are to look for an unidentified object that (1) should not be there (2) cannot be accounted for (3) is out of place (Form EP-CBLA2: How to Search and Form EP-CBLA3: Sign of Suspicious Package)**

- 12) Search teams will complete a **visual search** only and will not touch any suspicious object. They will fill out **(EP-CBL4-16 Room Check Forms)** as they search
- 13) The ED/Designate will initiate Code Green in consultation with Police as required
- 14) Should a Code Green be paged, the ED/Designate will organize a team to respond to the event and the Code Green policy will be followed
- 15) The building will be re-occupied after deemed safe by Emergency Responders
- 16) Once the incident is controlled, the ED or delegate pages, **“Code Black All Clear”**
- 17) Upon the **“All Clear”** being paged the Leadership team will debrief in the board room and determine any follow up action using the **“Form EP- CBLA17 (Action Plan)”** to be forwarded to the Senior Management Committee
- 18) Upon the action plan being completed all documentation from the incident will be forwarded to the Environmental Services Manager to be filed appropriately

- Call for emergency support from city – add where needed

References

Overhead paging HR530