

Title: Code Black – Bomb Threat or Suspicious Package	Policy No.: E 2.1
	Pages: 6
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Reviewed by: Executive Director, Support Services	Approved by: Business Operations Leadership Team

1.0 Purpose

This policy is intended to provide both information and an organized plan of action, to ensure the safety of client/patients, visitors, staff and CAMH in the event of a bomb threat.

2.0 Persons Affected

This policy applies to all staff, students, volunteers, physicians, and affiliates (hereafter referred to as staff).

3.0 Policy

Code Black will be implemented in the event of any type of bomb threat or discovery of a suspicious object or package to ensure that immediate actions taken are appropriate and minimize the risk of injury to CAMH staff, client/patients, visitors, and facilities.

All bomb threats will be considered genuine until proven otherwise.

4.0 Definitions

Bomb: an explosive weapon detonated by impact, proximity to an object, a timing mechanism, or other means (TheFreeDictionary, 2010). Bombs/explosive devices can be concealed in common objects of various sizes, shapes and colour, including: envelopes, pipes, pop cans, and boxes. Detonation of these devices may occur by:

- water conducting electricity
- shock and /or jarring
- unscrewing a cap
- cutting a string
- tearing a paper wrapper
- electronic impulses from a cell phone or walkie-talkie

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Bomb Threat: a threat to detonate an explosive or incendiary device to cause property damage or injuries, whether or not such a device actually exists (TheFreeDictionary, 2010). A bomb threat may appear as a suspicious package and may be received in person, by mail, or by phone. It may be received by police, any staff member, or through Admitting and Locating Services.

Code Black: The emergency “code designed to address a bomb threat or discovery of or search for a suspicious object” (OHA, 2008).

5.0 Responsibilities

All staff are responsible for annual review of this policy and associated procedures and completion of Code Black elearning. In the event of a Code Black, all staff are responsible for compliance with the policy and procedures, including participating in searches and cooperating with police in bomb threat investigation.

6.0 Procedures

6.1 Telephone Bomb Threat

6.1.1 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.
- Use the [Bomb Threat Telephone Checklist](#) for ideas on relevant information.
- Politely prompt the caller to obtain further information.

6.1.2 Complete the [Bomb Threat Telephone Checklist](#) during or immediately after the call.

6.1.3 Immediately after the call contact **Admitting and Locating (x 5555)** and advise them of the details of the threat, your name and extension. You may want to get a coworker to contact switchboard while you are still on the line with the Bomb Threat caller.

6.1.4 Admitting and Locating Services will notify the Senior Manager on Call (After Hours Manager After Hours), Security, Executive Director of Support Services.

6.1.5 Staff receiving the bomb threat call, meets with the Senior Manager on Call in Command Centre (see Command Centre for location).

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- 6.1.6 The Senior Manager on Call calls x 5555 and directs Admitting and Locating to call the Police
- 6.1.7 The Senior Manager on Call and staff who received the call describe the details to the Police and collaborate with the Police throughout the procedure.
- 6.1.9
 - a. If the caller identifies the approximate location of the bomb, the Senior Manager on Call asks Admitting and Locating Service to announce Code Black, the location, and repeat the Code three times.
 - b. If the caller does not identify a specific location, the staff should prepare for a complete search of their area as per section
- 6.1.10 Admitting and Locating Services announces the code and repeats every 15 minutes “Maintain Code Black” until the Code is cleared or cancelled.
- 6.1.11 Upon hearing a Code Black for a specific area, ALL STAFF not immediately affected by the location announcement, should:
 - avoid the area of the Code (if known), once it has been established
 - stand by for further announcements
 - keep phone lines clear
 - assist with a visual search of the area if requested
 - NOT TOUCH any suspicious object found.

6.2 Command Centre

- 6.2.1 Senior Manager on will set up a Command Centre (As per E1.2 Command Centre) in the following locations unless otherwise stated:
 - Queen Street – 100 Stokes Street – Executive Boardroom (Rm 6113) x 1961
 - College Street – Resident’s lounge (Room G-83) x 4744
 - Russell St. – Boardroom (Room 2062) x 4163
- 6.2.2 Senior Manager on Call organizes a search by establishing a TEAM to assist. The TEAM must include one designated staff that remains at the Command Centre to both communicate to and receive calls from other areas. The second lead role is assigned to another staff that organizes the search and reports back to the Command Centre regarding areas searched and findings.
- 6.2.3 Staff who have searched the area follow the Search Instruction. Often Security is assigned to conduct the search of non-patient program areas.

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6.3 Search

- 6.3.1 All Staff notified by the Senior Manager on Call will report to the Command Centre or cooperate with directions and report results.
- 6.3.2 Complete the bomb search according to the following:
- Use the site Search Checklists to assist in the search. The “Code Yellow Search Checklists” will be used by staff when searching their area.
 - **DO NOT USE THE WORD “BOMB”**
 - Open corridors or stairwells that may be used for evacuation should be checked first
 - Clinical staff on ward/program areas will search their respective areas: halls, lounges, stairwells, utility rooms, washrooms, patient rooms etc.
 - Look for objects that are out of place, do not belong, and are out of the ordinary
 - Work thoroughly but quickly. **MAXIMUM TIME OF SEARCH 15-20 MINUTES**
 - Special attention should be paid to out-of-the-way areas under construction
 - Public areas that require searching include but not limited to lobbies, waiting rooms, TV lounges, and washrooms.
 - Security will search the outside perimeter
 - Locked doors should not be opened, but reported back to the Command Centre
 - **DO NOT USE WALKIE-TALKIES, unless they have been approved for use in Bomb Threat Situations**
- 6.3.3 Report findings of any suspicious object(s) to the Command Centre immediately.

6.4 Bomb Received by Mail or Suspicious Package Discovered/Found

- 6.4.1 **DO NOT TOUCH or HANDLE** the object.
- 6.4.2 Notify Admitting and Locating Services immediately by dialing “5555”.

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- 6.4.3 Admitting and Locating Services notifies the Senior Manager on Call (After Hours Manager After Hours), Security, Executive Director of Support Services.
- 6.4.4 Admitting and Locating Services will announce “Code Black” specifying the location of the package and repeat three times.
- 6.4.5 Senior Manager on Call calls directs Admitting and Locating to call Police.
- 6.4.6 Restrict access to the area with signage and barriers.
- 6.4.7 Senior Manager on Call and/or the Police will decide whether to conduct a TOTAL or partial evacuation (Code Green).
- 6.4.8 In necessary, evacuation of all personnel on the floor, above and below the floor of the suspicious object is carried out via a Code Green. FOLLOW [E 5.1 Code Green - Evacuation](#).
- 6.4.9 If research animals are in the area to be evacuated, arrange for their safe removal.
- 6.4.10 Cooperate with the Police/Bomb Squad investigation.
- 6.4.11 Admitting and Locating Services announces Code Black cleared and/or Code Green cleared when advised by the Senior Manager on Call or Police designate.

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

6.5 Documentation

- Bomb Threat Telephone Checklist
- Area Search Instructions
- SCORE report
- Health Record (if caller is a registered client/patient)
- Comprehensive report to the Executive Vice President, Corporate Services and Redevelopment completed by Senior Manager on Call or delegate.

7.0 References

Ontario Hospital Association (OHA). (2008). *OHA emergency management toolkit: Developing a sustainable emergency management program for hospitals*. OHA: Toronto.

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TheFreeDictionary. (2010). Available at <http://www.thefreedictionary.com>

8.0 Links/Related Documents

8.1 Policies and Procedures

[AHR 3.14.3 Management of Incidents, Errors, and Near Misses](#)

[AHR 3.14.4 Incident Reporting](#)

[E 1.2 Command Centre](#)

[E 2.2 Code Black – Bomb Threat or Suspicious Package Offsite Programs](#)

[E 5.1 Code Green - Evacuation](#)

8.2 Forms

[Area Search Instructions](#)

[Bomb Threat Telephone Checklist](#)

[Code Black Comprehensive Report](#)

[Code Black elearning](#)

[Floor Plans](#)

[SCORE](#)

9.0 Review/Revision History

Date	Revision No.	Revision Type (minor edit, moderate revision, complete revision)	Reference Section(s)
August 2003	1.0	New policy	n/a
September 2007	2.0	Minor	Removed Brentcliffe references
March 2010	3.0	Minor	Reformat
March 2011	4.0	Minor	Updated communication procedures
June 2013	5.0	Minor	Updated command centre