MANUAL: Emergency Management Plan	**INDEX NO:** EMP07-001		
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SUBJECT: Code Black – Bomb Threat Emergency Response Plan	Implemented M / D / Y 07 01 22	Reviewed M / D / Y	Revised M / D / Y
APPROVED BY:			
DOCUMENT APPLIES TO: All Staff			
A printed copy of this document may not reflect the current policy. Refer to the electronic version located in the Emergency Management Plan on Surge Learning.			

POLICY

To ensure the safety and continued provision of services for residents a LTCH will follow the Code Black – Bomb Threat Emergency Response Plan procedures located below and in Appendix 'B' if a LTCH experiences a bomb threat

DESCRIPTION

A bomb threat is defined as a threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists. All bomb threats are to be taken seriously.

Although very few bomb threats are real, a threat of this nature must be taken seriously. Generally speaking anyone actually wishing to do harm by placing a bomb at a location usually will not call to provide warning however, this is not always the case and it must be assumed that any threat received is an actual threat.

IF RECEIVED BY MAIL

The first person to read the document will immediately protect it for fingerprints, notify the Administrator (or designate) and/or the Chief Warden. Do a quick visual inspection of your area. Do not touch or move suspicious objects. Do not use radios or cell phones as they can trigger an explosive device.

IF RECEIVED BY TELEPHONE

The person receiving the call, shall use the Code Black Alarm Report located at each landline business related phone and in Appendix 'A' to help summarize the following information:
1. Record the time of the call
2. Establish the location of the bomb if possible and when it was placed
3. Establish when the bomb is set to go off, ask if it is an electrical or mechanical device
4. Ask why the bomb was put here, (i.e. personal, property, etc.).
5. Endeavour to establish the origin of the call (background noises, traffic, equipment, voices, weather)
6. Endeavour to determine the language dialect or distinguishing feature of the caller's voice

DEARNESS HOME POLICIES AND PROCEDURES

7. Ask questions that might assist in identifying the caller i.e. "What is your name?"
8. Endeavour to determine the caller's state of mind, (i.e. calm, irrational, rational, intoxicated, etc.).
9. Endeavour to establish the sex and approximate age of the caller
10. Complete Code Black Alarm Report as the call is in progress
11. Dial 911; inform of bomb/threatening call
12. Forward the Code Black Alarm Report to the Administrator (or designate) and/or the Chief Warden

Answer all questions in the report as fully as possible during the phone call. Write down as much detail as possible. Remember that strong emotions will accompany this type of threat and it is easy to forget details you might have observed. Stay calm and try to obtain as much information about the bomb and about the caller as possible.

EMERGENCY OPERATIONS CENTER (EOC)
Immediately upon implementation of a Code Black, an Emergency Operations Centre (EOC) will be established by the Chief Warden. The reception area of the home will serve as the default location for the EOC.

ROLE OF POLICE
1. Police will respond to the LTCH after the 911 call is placed. They may arrive quietly as to not draw any more attention to the situation.
2. Police will be limited in the LTCH search since they are not familiar with the LTCH's floor plan and equipment; and would not know what was foreign or normal. Staff may be required to assist in a visual search of the building with police due to their familiarity with the LTCH.
3. The police should be informed of extremely vulnerable areas - both inside and outside the LTCH (i.e. fuel storage, electrical sources, etc.)
4. If a bomb or suspected bomb is found, it then becomes the complete responsibility of the police department to deactivate it or remove it to where it can be safely detonated.

EVACUATION (CODE GREEN)
Evacuation is not required unless:
1. Police order it
2. A suspicious item is found
3. The caller has indicated the location and/or time of explosion
4. If a bomb or suspected bomb is found, police will instruct staff to evacuate residents in the immediate vicinity of the bomb.
5. If an evacuation is ordered follow Code Green-Evacuation procedures
6. After a decision has been made with regard to the evacuation route, the area will be evacuated. The shortest route may not necessarily be the safest. This will be the police decision, assisted by the Chief Warden.

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MEDIA COMMUNICATION
1. Staff at the LTCH should not speak with the media.
2. Any communication to the media will be handled according to Corporate Policy, in consultation with the police.

DOCUMENTATION
All real and simulated emergency events shall be documented on the Emergency Drill Report located in Appendix 'A'.

All formal activations of Emergency Response Plans shall include a formal debrief and review of the response plans within 30 days of the conclusion of the emergency. This debrief shall be documented separately from the original emergency response.

Completed Emergency Drill Reports shall be logged in the Testing of Emergency Plans binder for a period of 2 years.

REPORTING
Every licensee of a LTCH shall ensure that the Director is informed in as much detail as is possible under the following timelines and in the associated circumstances;

Immediately
1. An emergency within the meaning of section 268 of the FLTCA, including fire, unplanned evacuation or intake of evacuees

Report Submission
Where a licensee is required to make a report immediately as identified above and it is after normal business hours, the licensee shall make the report using the Ministry's method for after-hours emergency contact. Contact information can be found in Appendix 'C' Communication Plan – Call in List