

DEARNESS HOME POLICIES AND PROCEDURES

MANUAL: Emergency Management Plan	INDEX NO: EMP07-002		
SECTION: Code Black – Bomb Threat	PAGE 1 of 2		
SUBJECT: Code Black – Bomb Threat Staff Roles	Implemented M / D / Y 07 01 22	Reviewed M / D / Y	Revised M / D / Y
APPROVED BY:			
DOCUMENT APPLIES TO: All Staff			
<i>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.</i>			

CHIEF WARDEN – After being made aware of A BOMB THREAT

1. PUT ON a Chief Warden emergency vest
2. CALL 911
3. ANNOUNCE “Code Black” 3 times slowly and clearly
4. INITIATE the emergency FAN OUT system if required
5. GO TO the Emergency Operations Centre (EOC)
6. INVESTIGATE the severity of the threat
7. ASSIGN a staff member to go and meet emergency crews at front entrance

CHIEF WARDEN - If the location of the Bomb IS known

1. ANNOUNCE “Code Green” 3 times
2. FOLLOW Code Green Emergency Response Plan

If the location of the Bomb IS NOT known

1. INSTRUCT staff to search the building looking for anything suspicious—visual search only
2. COLLECT marked floor plans from Area Wardens
3. PROVIDE POLICE with floor plans noting the areas marked “L” that were inaccessible
4. FOLLOW instructions from emergency crews including activating Code Green Emergency Response Plan

CHIEF WARDEN When CODE BLACK BOMB THREAT is over

1. ANNOUNCE “All Clear Code Black” three times
2. DEBRIEF with staff
3. COMPLETE and distribute Emergency Drill Report

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AREA WARDEN – After being made aware of A CODE BLACK BOMB THREAT

1. RETURN to your area by the safest route, if you are not already on the area
2. PUT ON the Area Warden armband
3. TELL staff to ensure residents have identification wrist bands on
4. TELL staff to prepare to move resident charts and med carts

AREA WARDEN - If instructed to search the building

1. HAND out floor plans (from EMP) of your area and TELL staff to conduct a visual search of all rooms including closets and under beds
2. Staff should look for anything suspicious, i.e. back packs, suspicious packages etc.
3. TELL staff to mark an “S” on the floor plans for all rooms searched or “L” for any locked rooms that could not be searched
4. Once search is complete REPORT to the Chief Warden at the Emergency Operation Centre (EOC) with the marked floor plans

ALL OTHER STAFF – After being made aware of CODE BLACK A BOMB THREAT

1. If not directly supervising residents, RETURN to your assigned area by the safest route, if you are not already on the area and REPORT to the Area Warden
2. If directly supervising residents REPORT to the Area Warden where you are
3. FOLLOW instruction from the Area Warden

ADMINISTRATOR - After being made aware of CODE BLACK A BOMB THREAT

1. Assist the Chief Warden with carrying out the duties of the Chief Warden
2. Assume the role of the Chief Warden if required
3. Ensure Communication Plan is consulted and followed accordingly

MANAGERS - After Being Made Aware Of A CODE

1. Return to your assigned area by the safest route, if you are not already on the area and report to the Area Warden
2. Follow instruction from the Area Warden, Chief Warden and emergency crews
3. Assume the role of the Area Warden if required
4. Assume the role of the Chief Warden if required