



## EMERGENCY PREPAREDNESS PLAN

# BOMB THREAT

## PROTOCOL

# ***“CODE BLACK”***



# **Bomb Threat Plan**

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Forms – [Yellow Telephone Threat Card](#)

## 1.0 ***Introduction***

As a component of the Emergency Plan, the Bomb Threat Plan provides instructions for a coordinated operational response to a bomb threat.

Pioneer Manor's Emergency Preparedness Team reviews, implements, and monitors the effectiveness of the Bomb Threat Plan. The Plan is reviewed annually by the Team and the City of Greater Sudbury Police Services.

## 2.1 ***Implementation of the Bomb Threat Plan***

### 2.2 **Training & Education**

Bomb threat education and training for all staff and volunteers is delivered at a minimum annually and may include but not be limited to in-class presentations, area/classification specific training, facility-wide drills, table-talk drills & discussions, and mock scenarios. All newly hired staff and recruited volunteers are instructed to read and familiarize themselves with the Bomb Threat Plan.

Bomb threat education and training is coordinated jointly by the Emergency Preparedness Team and tenants of Pioneer Manor at a minimum annually and tenants are invited to participate in practice drills and mock scenarios.

## 3.1 ***Bomb Threat Response Procedures***

**All telephones will have a yellow telephone bomb threat checklist card**

### 3.2 **Upon Receipt of a Bomb Threat**

#### 3.2.1 **Employee in receipt of a bomb threat shall:**

1. Remain calm, focused, and avoid the word "bomb."
2. Motion to another employee by waving the yellow bomb threat card (if present). Employee who observes the yellow bomb threat card in motion will:
  - a) Contact Police Services 9-1-1
  - b) Will ask Police Services to place a trace on the call through Bell Canada
3. Obtain as much information as possible as to the type of bomb, location, time of detonation and reason for threat. Record the EXACT Wording used by the caller on the yellow bomb threat card.
4. Record all information on the Telephone Bomb Threat Checklist Card;
5. Announce three times via the paging system:  
**"Attention all staff: Code Black" (x 3)**
6. Will report to the Emergency Operations Centre to communicate the nature of the threat.

#### 3.2.2 **If a written bomb threat is received:**

1. Avoid smearing any existing fingerprints;
2. Place the note in a folder or envelope to protect it from excessive handling;
3. Report immediately to a Manager/Supervisor/Coordinator;
4. Do not discuss the threat with anyone.

### 3.3 Upon Notification of a Code Black

The Emergency Brigade and all management/office staff will form the Search Team and will assemble in the Emergency Operations Centre to be briefed on the threat.

The Emergency Control Officer will delegate the Search Team to conduct a visual search of the premises for a suspicious object using maps and supplies from the Emergency Kit. The Emergency Control Officer will remain in the Emergency Operations Centre to receive information.

All staff are required to visually search their work areas for a suspicious object.

White rescue markers on all doors are to be used to indicate a room has been checked and no suspicious object was found.

Upon completion of the search, the Search Team will report to the Emergency Operations Centre for a debriefing.

Afternoons/Nights - The Nursing Supervisor must immediately contact the Administrative On-Call person to initiate the Fan Out Procedures for further assistance with the visual search.

### 3.4 If a Suspicious Object is Found

#### 1. DO NOT TOUCH OR MOVE THE OBJECT

2. Move away from the object and instruct all others in the immediate area to keep away from the location and report to the Emergency Operations Centre directly with the following information:
  - a) Where the object was found;
  - b) Description of the object;
  - c) Why it is suspect;
  - d) Details as to who may have placed it there.

The Emergency Control Officer will:

- a) Advise attending police officials of the details;
  - a) Initiate action for the immediate evacuation of an area(s), or facility if necessary;
  - c) Inspect the object visually and the surrounding area;
3. The police will then assume complete control of the situation.

### 3.5 Follow-up Action

1. Upon returning to the building, the visual search procedure will be repeated after which the Search Team will report to the Emergency Operations Centre;
2. Publicity of the bomb threat is to be avoided;  
\*Rationale: Bomb threats induce fear and affect people's attitudes toward the Home  
Publicity feeds the bomber's ego and may set an example of action for someone else.
3. All inquiries from any source should be directed to the Director.
4. Cancel the Code Black three times over the paging system.

## FORMS

[Yellow Telephone Bomb Threat Card - SAMPLE](#)