

Subject: Code Black – Bomb Threat	Date Approved: September 25, 2017
Approved by: Executive Director	Date Revised:
Specific to: All Staff and Board of Directors, Students and Volunteers	Next Review Date: September 2020

GENERAL PRINCIPLES

The North Huron Family Health Team (NH FHT) is committed to providing the safest environment possible for patients and staff members. The NH FHT has a close working relationship with the LWHA-Wingham Site and we will respect and follow their Code Black Policy. Code Black will be the term used to refer to a **Bomb Threat** and the following policy/procedure will be followed by the staff of the NH FHT.

POLICY:

In the event of the threat of a bomb, all employees have a responsibility to:

- Know and understand their responsibilities for the code green and code red procedures, as well as this code black procedure.
- Ensure the safety and well-being of patients, yourself and peers
- Remain calm and never panic

Executive Director/Medical Director or designates responsibilities are:

- Take charge of the evacuation (see Code Green policy) if appropriate until relieved by the local fire department and police department
- Complies with the occupational health and safety regulations
- Ensure that all staff members are adequately trained on the procedure

PROCEDURE:

RESPONSIBILITIES OF PERSON RECEIVING A BOMB THREAT CALL

1. Keep calm.
2. Attempt to alert others as to what is happening while call is taking place so that police may be alerted and an attempt to trace the call made.

*****If area is known or suspected, immediately initiate evacuation (Code Green) *****

3. Record the time the call was received.
4. Attempt to prolong the conversation and at the same time be alert for:
 - (a) Background noises which may give a clue to location of caller.
 - (b) Voice is it male or female, young or old, accent, manner, etc.

5. **Ask questions such as:**

- What time will bomb explode?
- Where is it?
- What type of explosive are you using?
- Why did you place the bomb?
- Why do you wish to kill or injure innocent people in the building?
- Where are you calling from?
- Are you sure the bomb will go off as you suspect?
- What is your name?
- To what group do you belong?
- How active are you in this group?

- 6. Record as much of this conversation, as possible.
- 7. Notify the Executive Director and/or the Medical Director or Delegates who may instruct to call Code Black over the P.A. system and initiate Code Green – Evacuation.
- 8. Call 911 and report the bomb threat

PUBLICITY

PUBLIC RELEASE OF INFORMATION CONCERNING BOMB THREATS CAN RESULT IN UNREST IN THE COMMUNITY AND OFTEN COMPLICATES MATTERS FOR THE POLICE.

IN ADDITION, PUBLICITY OF BOMB THREAT OCCURENCES OFTEN RESULTS IN A RASH OF SIMILAR OCCURENCES, THEREFORE:

- 1. Release of information to the Media shall be made only by the E.D of the NH FHT (see the Media Contact policy).
- 2. NH FHT employees are not permitted to release any information to anyone other than emergency services personnel. This means that employees cannot speak to patients, friends and/or family members regarding the bomb threat. All enquiries should be directed to the Executive Director or designate.

Suspicious Packages:

If you receive a package that is suspicious, you should immediately get a second opinion and if there is concern, call 911 and follow Code Green procedures – evacuate.