

GENERAL STAFF - CODE BLACK BOMB THREAT

Code Black Facility ICS Org Chart on next page

All bomb threats shall be taken seriously – RESTRICT use of radios, FleetNet and cell phones until the ALL CLEAR is given.

GENERAL RESPONSE BY STAFF:

PHONE, FAX, EMAIL or DIRECT THREATS:

- Document as per Threat Form-B2
 - Obtain as much information as possible
 - Document as threat is received.
- Upon completion of phone call or other receipt of threat:
 - Page over PA – **“CODE BLACK with Location” x3** _____
Input directions to activate PA

“All clients and visitors remain where you are. One staff member from each department report to _____.”
Designated Staff Area
- Call 911**
- Check your area for suspicious packages.

OR

SUSPICIOUS PACKAGE: If you encounter a suspicious package:

- DO NOT TOUCH the package – Evacuate the immediate area.
- Page over PA – **“CODE BLACK with Location” x3** _____
Input directions to activate PA

“All clients and visitors remain where you are. One staff member from each department report to _____.”
Designated Staff Area
- Call 911**
- Check your department for other suspicious packages and report any findings
- Notify Area Manager by contacting the Staff Call-Out Centre**
 - **RESTON at 1-204-877-3925** or if unavailable
 - **SANDY LAKE at 1-204-585-2107**
 - If unavailable contact the EMS On-call Supervisor via FleetNet, “On-call Supervisor, this is _____ Code Black, contact our Area Manager.”
Name of facility
- Follow directions from Incident Commander, to move clients and visitors away from the threat area.

Reporting Forms:
 Threat Form-B2

INCIDENT COMMANDER - CODE BLACK BOMB THREAT

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 - Obtain as much information as possible
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- Upon completion of phone call or other receipt of threat:
 - Page over PA – **“CODE BLACK with Location” x3** _____
Input directions to activate PA

“All clients and visitors remain where you are. One staff member from each department report to _____.”
Designated Staff Area
- Call 911**
- Check your area for suspicious packages.
- Initiate Facility ICS and assess the situation.
- In consultation with Fire Department and Police consider CODE GREEN.

OR

SUSPICIOUS PACKAGE: If you encounter a suspicious package:

- DO NOT TOUCH the package – Evacuate the immediate area.
- Page over PA – **“CODE BLACK with Location” x3** _____
Input directions to activate PA

“All clients and visitors remain where you are. One staff member from each department report to _____.”
Designated Staff Area
- Call 911**
- Check your department for other suspicious packages and report any findings
- Initiate Facility ICS.
- Notify Area Manager by contacting the Staff Call-Out Centre**
 - **RESTON at 1-204-877-3925** or if unavailable
 - **SANDY LAKE at 1-204-585-2107**
 - If unavailable contact the EMS On-call Supervisor via FleetNet,
 “On-call Supervisor, this is _____ Code Black, contact our Area Manager.”
Name of facility
- Follow directions from Incident Commander, to move clients and visitors away from the threat area.
- In consultation with Fire Department and Police consider CODE GREEN.

Reporting Forms:

- Threat Form-B2
- Post Event Form-P2
- Incident Report Form QI-XVIII-311(a)

MANAGER - CODE BLACK BOMB THREAT

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COORDINATOR and/or MANAGER(s):

- Ensure that all clients and staff are accounted for and safe.
- Ensure continuity of client care.
 - Are additional / replacement staff required?
- Coordinate debriefing for staff / clients as required.
- Initiate a plan for resumption of service in conjunction with police agency.
- Consult with the ARHA Executive, for providing the timely and correct release of information to the media.
- If the threat was real or evacuation was required, families of clients at the affected facility shall be notified of the event.
- If the event qualifies as a Critical Occurrence or Serious Workplace Incident, notify Executive member or designate as per policy QI-XVIII-311.
- Verify completion of all required forms and documentation as indicated below.**

Reporting Forms:

- Incident Report Form QI-XVIII-311(a)
- Post Event Form-P2
- Facility Status Report Form-F5
- Disaster Notification Checklist-D1
- Threat Form-B2

Facility ICS – Organizational Chart

Suggested Initial Staffing for: CODE BLACK

