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| MANUAL: <i>HEALTH & SAFETY</i> | HOME SPECIFIC NAME: <input checked="" type="radio"/> Fairfield Park <input type="radio"/> Brouillette Manor <input type="radio"/> LaPointe-Fisher Nursing Home <input type="radio"/> Corporate |
| TITLE: <i>CODE BLACK- BOMB THREAT EMERGENCY PLAN</i> | SECTION: EMERGENCY PREPAREDNESS PAGES: 4 |

EFFECTIVE DATE: JUNE 1992

REVISED: JAN 2017, JUNE 2022

POLICY:

The home shall have an emergency plan in the event of a bomb threat. The emergency code denoting this situation shall be "Code Black".

DEFINITIONS:

Plan Leader – individual in command of the emergency and defined as the most senior staff person in the building in the following order:

- a) Administrator
- b) Director of Care
- c) RN Supervisor

PROCEDURES:

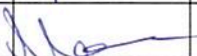
TRAINING & EDUCATION

Staff shall be trained on this plan upon hire and provided with refresher education annually thereafter.

Residents and/or their legal representative will be advised, on admission, that the current version of the emergency plans are available on the Home's website and a copy of such plans can be made available upon request.

TESTING OF PLAN

This plan shall be tested annually.

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ACTIVATION OF PLAN

Remain calm, identify as much information as possible and notify Plan Leader immediately.

The person receiving or discovering the threat shall treat it seriously, remain calm & following the following steps:

If threat made by telephone:

- ✓ Speak in a normal tone.
- ✓ Attempt to prolong the conversation, eliciting as much information as possible i.e. When is it set to explode? Where is it located? What kind of bomb is it? Can it be described further? Why kill or injure innocent people?
- ✓ Pay close attention to their exact words, their voice, background noise, the phone line it came in on. (This information will be used to complete a "Telephone Bomb Threat Checklist" – Appendix A)
- ✓ Notify person in charge of the building immediately by using the code word "BLACK", so as not to alarm the residents and/or families.
- ✓ Do not discuss threatening phone call with any other person

If threat made by mail or note/envelope or if package delivered/discovered:

- ✓ Notify person in charge of the building immediately by using the code word "BLACK", so as not to alarm the residents and/or families.
- ✓ Do not handle note/envelope/package any further, to avoid smearing fingerprints
- ✓ Place in a larger envelope or folder to protect, if possible
- ✓ Do not discuss threat with any other person.

Contact authorities and senior management of the home.

The Plan Leader of the building shall:

- ✓ Call 911 immediately
- ✓ Contact Administrator or Director of Care


Secure building.

The Plan Leader shall coordinate designate a staff member at the front entrance to

- ✓ -Inform visitors desiring to come in that the Home is temporarily closed and to call in a half-hour to learn if it is open for visitation.
- ✓ -Allow persons desiring to leave the home (i.e. visitors, contractors, staff) to exit via the front entrance. Be sure they sign the book.
- ✓ -Direct police upon arrival

Consider relocating individuals in immediate area of threat

If a threat includes a location of the bomb, consideration should be given to the evacuation of the immediate and surrounding areas of residents (either before or during a search for the explosive device).

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If a suspicious object is located, clearing the area surrounding the object, including floor area above and below, should be undertaken immediately.

Establish a control centre.

The Plan Leader shall designate an area of the home as a "control centre" (i.e. administration office, reception area or alternate safe location) and the Emergency Bomb Threat Plan shall be directed from this location.

Coordinate a thorough search of the building.

The Plan leader shall set up search teams to identify strange or misplaced objects.

- ✓ Employees working in an area that is designated as a search area will comprise the search team.
- ✓ The RN/Supervisor in the area shall be the team leader. Examples may include:
 - Charge Nurses – Each Resident Home Area/Nursing unit
 - Director of Nutritional Services – Kitchen, Dining Rooms
 - Director of Environmental Services – Laundry & Housekeeping areas - Storage areas - Maintenance & electrical areas
 - Director of Activation – Activity rooms/Common Lounge areas

Where, in the opinion of the Administrator or Designate, there is not enough staff in the facility to carry out an effective search, a staff member shall be assigned to call in off-duty staff, beginning with the supervisors who can continue to call in their own staff.

Search Areas should include but not be limited to resident rooms, washrooms, closets, lounges, storage rooms. When conducting search of an area:

- ✓ Identify strange or misplaced objects
- ✓ Unlock cabinets, drawers, etc.
- ✓ Should a device or suspect device be discovered:
- ✓ Do not touch or move it
- ✓ Do not assume that it is the only one
- ✓ Notify the control centre immediately

Collaborate with emergency authorities i.e. police/fire department

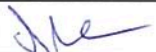
The Police, Fire Department and/or bomb squad shall operate out of the designated Control Centre and take command of/responsibility for:

- ✓ investigating any report of suspicious objects found
- ✓ defusing any explosive device
- ✓ determining the end of the emergency

The authorities will not conduct the search alone, they will go with designated staff as the staff know the building and when things are out of place.

REPORTING

Review Critical Incident/Mandatory Reporting procedure and complete, if required.

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EVACUATION

The police & fire officials will make the decision as to whether an evacuation is required. In the event an evacuation of the home is required, refer to the emergency plan "Code Green – Evacuation".

COMMUNICATION

All media inquiries shall be directed to a designated spokesperson who shall be any of the following individuals: Director of Operations, Administrator/Delegate, Director of Care or the Police/Fire Coordinator. Factual statements shall be released to the media periodically, or in one organized press release, and only by the designated spokesperson.

Unauthorized incoming calls should be advised to return the call at a later date.

The intercom system should be maintained for use of authorities and outgoing calls, except in the case of authorized use, are prohibited.

The Home shall communicate to residents, substitute decision-makers, if any, staff, volunteers, students, caregivers, the Residents' Council and the Family Council, if any, on the emergency in the home

- ✓ at the beginning of the emergency,
- ✓ when there is a significant change throughout the course of the emergency
- ✓ when the emergency is declared over

RECOVERY

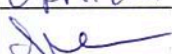
A debrief is provided for residents, substitute decision-makers, staff, volunteers and students involved.

The Administrator or delegate will ensure resumption of regular operations of the home takes place (i.e. coordinate with managers, service providers and support workers to ensure all essential services are in place)

Coordination with Social Services to meet with residents, families and staff who may have experienced distress during the emergency, to offer support and resources.

EVALUATION

The emergency plan shall be evaluated annually and updated, if needed. If the plan has been activated, it shall be evaluated within 30 days of the emergency being declared over and updated, if needed.

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