

Emergency Plan

Subject:	Emergency Plan: Bomb Threats - Code Black
Emergency Code:	Code Black

Plan Activation:	Any person(s) receiving a bomb/arson threat (phone call or written message) or suspicious package should immediately initiate this plan and communicate as per the plan below with the
Lines of Authority (Chains of Command):	<ul style="list-style-type: none"> ● The Executive Director or Administrator on Call ● Senior Management Team ● Charge Nurse ● Environmental Services Supervisor ● Security
Communications Plan:	<p>A. <u>0800-1600 Hours</u></p> <p>Person receiving message directly: The person receiving the call or written message pages CODE BLACK three (3) times then notifies Switchboard with pertinent information. (Switchboard does paging if it receives the call directly).</p> <p>Switchboard:</p> <ol style="list-style-type: none"> 1. Pages a CODE BLACK 2. Notifies 911 - states "Emergency". 3. Notifies the Administrator 4. Makes available a copy of the daily census (by alphabetical order) <p>B. <u>1600-0800 Hours and Weekends and Holidays</u></p> <p>Person receiving message directly:</p> <ol style="list-style-type: none"> 1. Responds as per attached <i>Bomb Threat Checklist</i> (Appendix A). 2. Pages CODE BLACK three (3) times from any telephone – using the code "00" which is for the whole building. 3. Pages <u>Charge Nurse</u> to call the extension where the threat was received. <p>Charge Nurse:</p> <ol style="list-style-type: none"> 1. Notifies 911 - states "Emergency". 2. Notifies the Administrator on Call for the Centre by calling the Administration cellular phone #330-7123. 3. Notifies Maintenance on call by calling 937-5033. 4. Takes charge of situation and initiates the <i>Bomb Threat Checklist</i> (Appendix A).

Staff Roles and Responsibilities:

WRITTEN THREAT

Save all materials, including any envelopes or containers. Avoid all unnecessary handling. Retain evidence such as fingerprints, handwriting or typewriting, paper, postal marks which are essential to tracing the threat and identifying the writer.

While written messages are usually associated with generalized threats and extortion attempts, a written warning of a specific device may be received and should never be ignored.

Leave possible devices alone. Read message carefully and relay the information as specified in the Plan.

SEARCH LISTS / CHECKLISTS

The following departments/units have their area's bomb/arson *Master Floor Plans Checklist* situated at the front of their *Fire / Disaster Manual* (see Appendix B): Maintenance Shop (Basement West and North), Dietary (Basement East; Level 1 South West Support Services), First Floor Long Term Care (LTC) Nursing, Second Floor East LTC Nursing, Second Floor West LTC Nursing, Third Floor East LTC Nursing, and Third Floor West LTC Nursing. As well, a master checklist for all areas including Administration (Level 1 West) is available at the Control Centre (usually located in the Boardroom on Level 1 West in Administration). The moment the Bomb/Arson Plan goes into effect, these units/departments are responsible to check their area and send the completed *Checklist* to the Control Centre as soon as possible.

The Administrator or designated alternate uses the *Master Floor Plans Checklist* located in the Boardroom (Room 1190) and also located in the Code Red section of each *Fire/Disaster Manual* to determine that all areas have been searched before having the "all clear" signal given. KEEP SEARCHING UNTIL THE "ALL CLEAR" IS PAGED.

INITIATING THE ACTION PLAN

The Administrator or designated alternate will consult with Police Department representatives and other key personnel concerning the necessary action to be carried out.

Upon the express order of the Administrator or designated alternate, the following will be carried out when the need for **evacuation** is determined:

- A. Have **Evacuation Code** paged over P.A. system or pick up a telephone handset, use page button on phone, make the appropriate announcement...

Partial Evacuation: "Attention please, CODE GREEN and location" three (3) times.

Total Evacuation: "Attention please, CODE GREEN STAT three (3) times. Exit to be used will be identified.

- B. Initiate the Automated Emergency Notification System for staff.
- C. In case of explosion, pull the nearest fire alarm box.

INSTRUCTION FOR KEY PERSONNEL

- A. The **Administrator** or alternate will:
 1. Evaluate the situation including:
 - a. the threat;

- b. consider the evaluation of report received;
- c. consider the recommendations of Police, Fire Department, others;
- d. notifying the receiving sites to accept our residents and patients:
 - Royal Canadian Legion 613-933-9917, 613-933-2362 or 613-932-7050
 - Marie de la Ferre Apartments 613-936-2818 or 613-360-6040;
- e. consider notifying modes of transportation such as Cornwall Transit (613-930-2636), our own handi-transit bus, or Prescott-Russell Non-urgent Transportation (613-636-0117).

2. Issue appropriate instructions:
 - a. giving general instructions such as cooperating with any policy recommendations;
 - b. possibly implementing part of the Fire and Disaster Plan to evacuate. (Decision to be evacuate to be made after consultation with Police Department and/or key St. Joseph's Continuing Care Centre staff);
 - c. implementing the bomb threat checklist;
 - d. ordering ban on persons entering building;
 - e. ordering an assembly of personnel pool as necessary and assigning a director;
 - f. directing a complete search of auditorium in case of evacuation.

B. The Chief Nursing Executive will coordinate the following:

1. Search of residents'/patients' rooms and resident/patient care areas by nurses (see Appendix B for *Master Floor Plans Checklist*).
2. Alert all nursing personnel to possibilities of relocation or evacuation of residents/patients.
3. Make all preparations short of actual relocation or evacuation of residents/patients.
4. Ensure evacuation of nursing units upon hearing the Code Green page.
5. Make every effort to keep residents/patients from being alarmed.
6. Charge Nurse/alternate is in charge of all nursing personnel assigned to their units.

NOTE: Possible areas for receiving residents/patients: Jeanne Mance Hall, and Lounges, only after being thoroughly checked.

C. Supervisor of Environmental Services or alternate:

- a. Conducts a search of the elevators.
- b. Vents the area to permit possible blast to escape.
 - 1) Opens all nearby windows.
 - 2) Opens doors leading to areas where possible blast will do little or no damage.
 - 3) Closes perimeter fire doors, not those close to device.
 - 4) Prevents use of radio transmitters, as some devices are made to detonate by radio signal.
- c. Shuts off gas and steam lines, electrical power, etc., that would add damage or hazards if ruptured by an explosion.

- d. Orders "Call-Back" of Maintenance personnel as needed.
- e. Advises and assists in establishment of danger area perimeter.
- f. Advises as to amount of area to be evacuated.
- g. Furnishes personnel to assist in search.
- h. Ensures that perimeter of building is searched as well as courtyards.
- i. Returns room search sheets for all areas that Environmental Services is responsible for to the Command Centre.

D. The following persons **report to the Command Post:**

- Chief Nursing Executive
- Nursing Care Coordinator
- Director of Support Services
- Coordinator of Administration Services
- Director of Therapeutic Services
- Director of Finance
- Health, Safety and Education Coordinator

- E. The Janitor on evening shift is responsible to complete a thorough search of the entire basement, including Dietary (see *Master Floor Plans Checklist* in Appendix B).

IF BUILDING IS EVACUATED

1. Controls must be established immediately to prevent unauthorized access to the building. Management must provide control until Police and other agencies can assist.
2. Evacuate persons to a safe distance away from the building to protect them against debris and other flying objects if there is an explosion. If the building is evacuated, all gas and fuel lines should be cut off at the main valve.
3. The decision to cut off all electrical power at the main switch should be made by Management with consideration given to lighting requirements of the search team.
4. Any medical personnel in the building should be alerted to stand by in case of accidents caused by the explosion of the device.
5. Fire brigade personnel should be alerted to stand by to man fire extinguishers.
6. In the event the building is determined to be unsafe, the following places should be considered - depending on circumstances: Canadian Legion Hall (613-932-7050), Marie de la Ferre Apartments (613-936-2818 or 613-360-6040), or contact the City regarding the Cornwall Civic Complex (613-938-9400).

RECOMMENDED SEARCH AREAS

I. **PUBLIC AREAS**

1. Washrooms:
 - A. waste containers
 - B. towel and feminine hygiene product dispensers
 - C. flush tanks - lift top straight up
 - D. under commodes
 - E. light fixtures
 - F. lockers

- G. cabinets
- H. ledges and flat surfaces
- I. false ceilings - look for anything unusual

2. Halls and Stairways:

- A. ashtrays
- B. waste containers
- C. fire extinguishers
- D. window sills
- E. false ceilings - look for anything unusual
- F. closets and water cooler
- G. behind and under furniture and cushions
- H. light fixtures
- I. electric panels
- J. linen and cleaning carts

II. MECHANICAL ROOMS

- 1. In and behind all machinery
- 2. All locker and storage spaces
- 3. Drawers
- 4. Light fixtures
- 5. Chutes
- 6. Electric panels
- 7. Drains
- 8. Light wells
- 9. Pipes and duct work - in and on

III. OFFICE AREAS

- 1. On and under desks
- 2. Supply cabinets
- 3. Lockers
- 4. Light fixtures
- 5. Clothes rack and closets
- 6. Window sills (behind drapes)
- 7. All unknown suitcases, briefcases and parcels
- 8. False ceilings - look for anything unusual
- 9. Water cooler

IV. ALL OUTSIDE AREAS

- 1. Loading dock
- 2. Window - sewers
- 3. Doors
- 4. Shrubbery
- 5. All ledges
- 6. Check all machinery, duct work and drains on the roof

NOTE: IN CONDUCTING THE SEARCH

- 1. Do not move furniture to look under
- 2. Never move suspect package
- 3. Search each area completely before moving on
- 4. Enter room, stop, listen, look (in that order)
- 5. Supervisory personnel know the area best
- 6. Suspect what you don't know

	<p style="text-align: center;"><u>BOMB/ARSON MATERIALS</u></p> <p>A. <i>Floor Plan Checklists / Search Lists:</i> Six (6) complete sets in the Control Centre (Administration Boardroom on Level 1)</p> <p>B. Kit for Person in Charge of the Threat: Located in the Control Centre (Administration Boardroom on Level 1) Contains three (3) full <i>Floor Plan Checklists</i> and pencils and paper</p> <p>C. Areas and Departments: The departments/units outlined under section "Search Lists / Checklists" on page BOM-2 have an envelope in the <i>Fire and Disaster Manual</i> with three (3) sets of <i>Floor Plan Checklists</i> for their area and pencils. All <i>Floor Plan Checklists</i> and kits will be replenished after each event/threat by the Supervisor of Environmental Services.</p> <p style="text-align: center;"><u>KIT FOR PERSON IN CHARGE OF THE BOMB/ARSON THREAT</u></p> <p>This kit contains:</p> <p>Six (6) full sets of <i>Floor Plans and Building Search Checklists</i>, pencils and paper, are located in the Control Centre (Administration Boardroom on Level 1, (Room 1190).</p>
<p>Plan for Recovery:</p>	<p style="text-align: center;"><u>ALL CLEAR</u></p> <p>If there is no device or if the device was found and removed:</p> <ol style="list-style-type: none"> 1. The Administrator or delegate shall declare the emergency over and the Department Manager/Supervisor will send personnel back to their normal positions. If evacuation has taken place, Police and Fire officials shall determine when and if the building is safe for re-entry. 2. On completion of the search, the following code will be used: "Attention Please: CODE BLACK - All Clear" three (3) times <p>The Administrator or delegate will authorize the use of the Code.</p> <p style="text-align: center;"><u>POST EMERGENCY MEETING AND REPORTS</u></p> <p>As soon as conveniently can be done, the Administrator or designated alternate should meet with Police representative and key personnel to evaluate the conduct of the emergency, effectiveness of the plan, possible changes that would make for better implementation of the plan, etc. A written report should be compiled as soon as possible and kept on file. The form in Emergency Codes section (page EMERG COD – 2) can be used for this written report.</p>