

CODE BLACK

(Bomb Threat/Suspicious Object)

Revised January 2019

INTRODUCTION

A **Code Black** (bomb threat/suspicious object) is initiated when a staff member receives any type of message indicating that an explosive device has been placed on hospital property. A **Code Black** provides a procedure for rapidly establishing full search routines.

GENERAL INSTRUCTIONS TO ALL STAFF

It is the responsibility of all staff to:

- Be familiar with the Code Black procedure.
- Report unusual packages/items to your immediate manager or designate.
- Upon hearing Code Black announcement, remain calm.
- Do not make any unnecessary/personal phone calls.
- Continue with regular duties unless assigned to search an area.
- All staff must sign the Emergency Code Participation Record for any Code (drill or actual).
- Participate in the debriefing session as required.

CODE BLACK PROCEDURE

- Staff receiving notification (phone call, email, etc.) of an explosive device will ensure that Code Black is announced immediately over the PA system.
- Notify administration on-call of the situation (do not leave a message) to initiate the Incident Management System.
- Call 911 and request the OPP.
- Incident manager or charge nurse to obtain call details and determine to search or evacuate.
- Searchers report to Command Centre (administration).
- Searchers are assigned to a designated area and begin searching.
- Debriefing session will be held following the completion of **Code Black**.

NOTE: If threatening message is in a written format, limit handling. If received through email, leave message on screen.

INDIVIDUAL RESPONSIBILITIES:***Switchboard***

When notified of a **CODE BLACK**, announce the following over the PA system
(DO NOT GIVE THE LOCATION):

**Attention please, attention please
Code Black, Code Black, Code Black**

When directed, announce the following over the PA system:

**Attention please, attention please
Code Black all clear
Code Black all clear
Code Black all clear**

Individual Receiving Call

- Remain calm.
- Keep caller talking (make written notes).
- Communicate to co-workers to initiate a Code Black by informing switchboard to make the announcement.
- Obtain as much information as possible from the caller.
- Complete a Code Black checklist (see Appendix A) and forward to the Incident Manager.

INCIDENT MANAGER

The administration on-call or designate will assume the responsibility of the **Incident Manager**.

- Ensure 911 has been called and notified of the situation.
- Assign staff to main entrance and emergency department entrance to prevent people from entering the building, unless they are seeking urgent medical attention.
- Establish a Command Centre in administration to receive reports from all areas.
- Provide pertinent information and general search instructions to searchers.
- Assign staff to search area and document on Staff Placement Sheet (Appendix B).
- In consultation with the OPP, decide if further intervention is required.
- Clear Code Black when appropriate.
- Facilitate a debriefing session to evaluate the incident.
- Complete a formal [Codes Evaluation Form](#) and forward to the Manager of Support Services (administration).

Departmental Manager or Designate:

- Ensure departmental search procedures are in place.
- Record staff on duty and forward to the Incident Manager.
- Designate appropriate personnel as searchers.

Searchers:

- Report to the Code Black Command Centre in administration.
- Staff will be assigned to search areas that they are familiar with.
- Search areas according to departmental procedures.
- Notify the Incident Manager of search results.

GENERAL SEARCH INSTRUCTIONS

- Do not rush; search carefully and steadily.
- Ensure that all locked and unlocked doors are opened and all rooms/areas are searched (including halls, stairwells, etc.).
- Enter area and do a quick visual scan prior to beginning search.
- Be aware of unusual smells and sounds.
- Search area in a clockwise fashion.
- Look at everything from ceiling to floor.
- Look under, on top, inside and behind everything, including doors.
- Search inside waste baskets, laundry carts and other containers.
- If you see any strange or unusual item, **DO NOT TOUCH IT**, inform the Incident Manager immediately.

APPENDIX A
CODE BLACK CHECKLIST

Information to obtain from caller:

1. When is the explosive device set to explode: _____
2. Location: _____
3. Type of explosive device: _____
4. Description of device: _____

Additional information:

1. Date and time of call: _____
2. Description of voice: Male Female Youth
3. Approximate age: _____ Accent: _____
4. Recognize voice? If so, who do you think it might be: _____
5. Indicate any background noises you hear:
 Music Traffic Other voices Train
 Machinery
 Other: _____

NOTES:

Signature: _____ Date: _____

**APPENDIX B
Staff Placement Sheet**

Lower Level	Staff	Report
Nursing staff – Emergency (2) (all patient, trauma, observation, Chemo rooms, vestibule, lobby, desk, offices)	_____ _____	_____ _____
MDRD staff (MDRD area) (1)	_____	_____
Imaging staff (department, public washrooms)	_____	_____
Laundry staff (department, boardroom and dining room)	_____	_____
Food Services staff (department)	_____	_____
Maintenance staff (department, elevator, male locker, main stairwell, ambulance bay boiler room, crawlspace, pent house and O ₂ storage)	_____	_____
Housekeeping staff (all housekeeping closets, cart and garbage rooms, chiropody, female locker)	_____	_____
Lab staff (department)	_____	_____
Rehab staff (department)	_____	_____
Admin staff (department, health records, office and exit vestibule by admin)	_____	_____
Store staff (department)	_____	_____
Human Resources (office)	_____	_____

**APPENDIX B
Staff Placement Sheet (con't)**

Upper Level	Staff	Report
Nursing staff – Acute Care (2) (patient, equipment, supply, clean, dirty utility rooms, medication room and cart)	_____ _____	_____ _____
Clerical staff (nursing station, conference room and supply room)	_____	_____
Nursing staff – LTC (2) (resident rooms, equipment/supply, clean and dirty utility rooms, medication)	_____ _____	_____ _____
Recreation Staff/Nursing Administrative Assistant (office, LTC dining room, copier area and spiritual room)	_____	_____
Housekeeping staff (all housekeeping closets, tub and shower rooms, kitchenette, lobby, public washrooms)	_____	_____
Staff Ed. (office, telemedicine rooms)	_____	_____
Employee Health (office)	_____	_____
Finance staff (office)	_____	_____
Social Worker (office)	_____	_____
Pharmacy (office)	_____	_____
Nurse Manager Acute (office)	_____	_____