

Leamington Mennonite Home  
Long Term Care

**EMERGENCY MANAGEMENT  
POLICY AND PROCEDURE**

<b>CATEGORY:</b> Code Black – Bomb Threat	<b>SUBJECT:</b> Bomb Threat	<b>SECTION:</b> J <b>POLICY:</b> 1
<b>DATE:</b> June 27, 2022	<b>Administrator's Signature:</b> 	

**BOMB THREAT**

**POLICY:**

In the event of a bomb threat or a suspicious package/device located within the building for which the owner cannot be located and the circumstances around the package are suspicious in nature, a Code Black will be called to alert team members, visitors, and residents and prompt an appropriate response in accordance with the location's Code Black Emergency Plan.

**PROCEDURE:**

The Administrator will make bomb threat information available in all areas in which an incoming call can be received.

The individual receiving the threat via mail will:

- 1) Remain calm.
- 2) Note the delivery method and location of the threatening piece of mail.
- 3) Inform the Administrator immediately.

The Administrator will:

- 1) Immediately contact the police at 911, all other managers, and staff.
- 2) Determine whether to initiate Code Green evacuation procedures.
- 3) Follow police direction.

**TELEPHONE THREAT**

The individual receiving the threat by telephone will:

- 1) Be calm and courteous.
- 2) Not interrupt the caller.
- 3) Keep the caller on the line as long as possible.
- 4) Obtain as much information as possible by completing the Bomb Threat Telephone Checklist.
- 5) Call 911/contact police.
- 6) Notify Administrator.

The Administrator will:

- 1) Alert all other managers and staff.
- 2) Determine whether to initiate Code Green evacuation procedures.

- 3) Take direction from Emergency Services personnel.

All staff will:

- 1) Notify the Administrator if a suspicious object is found.
- 2) Not touch the object.
- 3) Take direction from the Administrator.

## **SUSPICIOUS PACKAGE/DEVICE**

Any person who becomes aware of a suspicious package or device will inform the Administrator immediately.

The Administrator will:

- 1) Instruct staff to clear the area where the package was discovered.
- 2) Notify staff and provide the following information:
  - a. Object location
  - b. Object description
  - c. Any other useful information
- 3) Call 911.
- 4) Instruct staff who have been near or in contact with a package/device which is suspected to have been contaminated with chemical or biological agent to:
  - a. Wash their hands with water
  - b. Remove contaminated clothing and place in a sealed container (i.e. plastic bag) to be forwarded to emergency responders once on site. Shower (with soap and warm water) as soon as possible
  - c. List all people who may have been in contact with or near the suspicious package/device and provide this list to appropriate authorities once they arrive onsite
  - d. Seek medical attention as soon as possible

Staff will:

- 1) Not touch, shake, or bump the package.
- 2) Not open, smell, examine, touch, or taste.
- 3) Take direction from Administrator.

In the event of an explosion, the Administrator will:

- 1) Ensure treatment of any residents, staff, visitors, or volunteers injured because of the emergency.
- 2) Photograph all damage because of the incident.
- 3) Preserve evidence to assist the police in their investigation.
- 4) Gather personnel directly involved and document in detail every action taken throughout the bomb threat once the threat is resolved.
- 5) Designate a staff to notify next of kin of any resident or staff who suffered trauma in the event.
- 6) Notify the Ministry of Health and Long-Term Care and others as appropriate.
- 7) Conduct a general meeting within a week of the incident to debrief staff, residents, visitors, and volunteers on the outcomes and recommendations following the emergency.
- 8) Implement the recommendations resulting from the debriefing sessions as well as from Emergency Services who responded to the emergency.