Bomb Threat Procedures – Bomb Threat Search – Purpose and Procedure		Policy Manual Section: Section 4—Emergency Management Planning
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Act/Regs: Fixing Long Term Care Act 2021, General RHA s.25 (3), (i), (iv)		Page: 1 of 5

PURPOSE

To ensure appropriate and consistent procedures are followed in the event of a bomb threat, to minimize risk to residents, staff, and visitors, and to prevent damage to the facility.

PROCEDURE

RECEIPT OF A BOMB THREAT

Bomb threats are received most by telephone. When a call is received:

1. Remain calm and courteous.
2. Listen carefully and note any background noises (e.g., traffic, music, voices).
3. Do not interrupt the caller.
4. If not already provided, ask the following questions:
    - When will the bomb explode?
    - Where is the bomb located?
    - What type of bomb is it?
    - Why was the bomb placed?
5. Record the following details:
    - Time the call was received
    - Exact wording used by the caller
    - Caller's voice (male/female, approximate age)
    - Presence of accent or speech impairment
    - Whether the caller appears intoxicated
    - Whether the voice is familiar or muffled
    - Time the call ended
6. Discreetly write "Code Black" to alert another staff member to notify emergency services and initiate procedures.
7. After the call, announce:
   "Attention all staff: Code Black, Code Black, Code Black is in effect. Communications Centre: Nursing Station (or office)."
8. Call 911 or confirm that the call has been made.
9. Follow all directions provided by emergency responders upon arrival.

FINDING A SUSPICIOUS OBJECT OR PACKAGE

Do not touch or move the object.

If a suspicious object or package is discovered:

- Immediately notify the Charge Nurse and report:
    1. Location of the object
    2. Reason it is considered suspicious
    3. Description of the object
    4. Any known information about who placed it

The Charge Nurse will:

- Establish a **Communications Centre** at a safe location (Nursing Station or office).
- Call 911 and report all relevant details.
- While awaiting emergency services:
    1. Announce Code Black via the P.A. system.
    2. Evacuate the affected area calmly and safely.
    3. Ensure no one approaches or handles the object.
    4. Attempt to identify ownership, if safe to do so.
    5. Initiate the Bomb Threat Search Procedure, if directed.
    6. Notify the Administrator or designate if not on site.

Reminder: Do NOT touch or move the object.

NOTIFICATION AND REPORTING

- The Charge Nurse (or designate) will provide police with a clear summary of the threat and observations.
- The Nursing Home Charge Nurse will notify the **Ministry of Long-Term Care (MLTC)**.
- The Retirement Home Charge Nurse will notify the **Retirement Homes Regulatory Authority (RHRA)**.
- Incident reports and documentation must be completed.

SEARCH RECORD

A Search Record Form will be used to track all areas searched and those pending, ensuring an organized and efficient process and avoiding duplication.

FAN-OUT PROCEDURES

If the incident occurs during the night shift:

- The Charge Nurse will notify the Administrator, Office Manager, and Staff Pool Coordinator (or Director of Nursing).
- The Staff Pool Coordinator will arrange additional staffing support as required.

SEARCH PROCEDURES

A systematic search ensures all areas are thoroughly checked:

- Begin at the bottom right of the room and move counterclockwise to the top left.
- Continue in a consistent counterclockwise pattern until the entire area is searched.
- This method promotes attentiveness and reduces the risk of missed areas.

Staff will report back to the Communications Centre and document completed areas on the Search Record.

DEBRIEFING AND RECOVERY

Following the incident:

- A debriefing will be conducted with residents, staff, volunteers, and other stakeholders.
- The purpose is to:
    - Review response effectiveness
    - Identify improvements
    - Document lessons learned
    - Provide emotional support and referrals if needed

Recovery planning will address both short-term and long-term needs, including restoration of services, repairs, and enhanced safety measures.

ROLES AND RESPONSIBILITIES

Administrator

- Coordinates overall response with leadership team
- Ensures minimal disruption and controlled communication
- Acts as the sole media spokesperson
- Provides emergency services with building plans and access

Director of Nursing

- Initiates search procedures as required
- Supports coordination with emergency responders
- May provide building plans and access if delegated

Director of Support Services

- Coordinates facility-wide search operations
- Maintains the Communications Centre
- Ensure documentation and security throughout the process

Charge Nurse

- Initiates Code Black procedures
- Notifies leadership and emergency services
- Coordinates with Support Services for search operations

DEPARTMENTAL RESPONSIBILITIES

- **Nursing Staff:** Search assigned resident care areas methodically and report findings.
- **Dietary Staff:** Search kitchen and storage areas.
- **Activity Staff:** Search for activity spaces and storage areas.
- **Laundry Staff:** Search for laundry facilities.
- **Housekeeping/Maintenance:** Search maintenance and housekeeping areas.
- **Human Resources/Office Staff:** Search administrative offices and storage areas.
- **Retirement Home Staff:** Search assigned areas following the same process.

If department staff are not on duty, responsibilities will be assigned accordingly.

VISITORS AND VOLUNTEERS

- Remain with residents and follow staff directions.

IMPORTANT SAFETY MEASURE

- During a search:
    - **Open all windows**
    - **Close all doors and drapes**