

MEMO

To: All Staff, Professional Staff, Volunteers and Learners

From: Morgan Reilly, Lead, Emergency Preparedness and Dawna Marie Perry, Director of Nursing Practice and Code Black Executive Sponsor

Date: October 26, 2021

RE: **Package Labelling and Handling**

Two recent incidents involving suspicious packages has prompted a review of our Hospital's Code Black policy. In order to reduce concern for unattended packages there are a number of steps we can all take to ensure that packages are not mistakenly identified as suspicious.

Managers:

- Review any department processes that can be refined to reduce the number of suspicious packages (see recommended steps below).

Recommended Steps:

- Label all packages set out for distribution or collection, including the name of the department and the nature of the contents;
- Breakdown empty boxes set out for collection;
- Do not leave personal items unattended in public areas (i.e. corridors, breakrooms, washrooms).

Process Reminder:

- Packages for visitors should be brought to the Main Entrance and left in the care of Screeners. Packages must be labelled with the patient's name and if known, their unit/rm #. Do NOT leave packages outside the hospital building.
- If you do see an item that appears to be suspicious, call "55" to notify Switchboard. This will not automatically trigger a Code Black announcement, but will activate important steps for the Senior Leader on call, Police and Security to secure the area and verify the contents of the package.

If you any questions or concerns, please contact Morgan Reilly, Lead, Emergency Preparedness at reillym@tbh.net.