

To: All Staff & Professional Staff  
From: Dawna Perry, Code Black Executive Sponsor  
Date: November 14, 2023  
RE: Code Black Policy Update

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*For circulation to All Staff & Professional Staff*

The Hospital's Code Black (EMER-20) policy has been revised.

**Actions required:**

1. Read this memo and review the updated [Code Black – Bomb Threat / Suspicious Item \(EMER-20\)](#) policy to familiarize yourself with important process changes.
2. Managers to ensure that the updated policy is added to their area's emergency binder and that all workers review the attached safety huddles and policy.
3. Areas are to update their sub plans by November 30; please submit a copy to [TBRHSC.EmergencyPreparedness@tbh.net](mailto:TBRHSC.EmergencyPreparedness@tbh.net)

**Policy changes:**

- Updated response algorithms and inclusion of new roles and responsibilities table.
- Included references for external buildings.
- Expanded definitions section with significant emphasis on "suspicious items."
- Addition of Documentation and Education & Training sections.
- Use of eObservation to report area search results versus previous process of notification to Admitting.
- Deletion of reference to staff searching any area explicitly identified as the threat location, as police would sweep such areas.

**Process Reminders:**

- Code Black will be implemented in response to a bomb threat or discovery of a suspicious item to ensure that immediate actions are taken to minimize the risk of injury to staff, patients, visitors, and facilities.
- All bomb threats must be taken seriously and considered genuine until proven otherwise.
- All departments are required to maintain up-to-date Code Black sub-plans using the template provided by Emergency Preparedness.
- Bomb Threat Information Cards (PRN 11) must be located by all Hospital (980 Oliver Rd) phones.
- Authority to activate a Code Black rests with the Senior Leader on Call or designate (regular hours) and Administrative Coordinator (after-hours), and is not immediately activated upon notification to Switchboard.

**Education:**

- Safety Huddles (see attached)
- Code Black – Search drill in collaboration with local police. More details to come!

If you have any questions, please reach out to Mēsha Richard, Lead, Emergency Preparedness (ext. 6552 or [mesha.richard@tbh.net](mailto:mesha.richard@tbh.net))

Thank you,  
Dawna Perry, Code Black Executive Sponsor, Senior Director, Nursing, Academics & Practice Excellence