



UPDATE:

Code Black (EMER-20)

Code Black: 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.**

What's new?

- Updated response algorithms and inclusion of new roles and responsibilities table.
- Expanded definitions section with significant emphasis on “suspicious items.”



Did you Know Suspicious Items may include packages/mail delivered to the Hospital, items left unattended, particularly in unusual locations, and items abandoned with a note or by someone quickly leaving the area? Suspicious items also include any delivered or unattended items that match something previously described in a reported threat. Such items may have visible wires, emit sounds (e.g., ticking) and/or odors, and may appear to be leaking.
See Appendix 3 of EMER-20 for more information.

- 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.
- Hotwash debrief form. See Appendix 4 of EMER-20 for more information.

Process Reminders:

- All departments are required to maintain up-to-date Code Black sub-plans.
- 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.

Hot Wash Debrief
Complete with IMT, Security, and Police immediately after incident to capture initial reactions and lessons learned. Submit email to TBRHSC-Feedback@thbrhs.com

Location: _____

Participants: Circle all that apply. **Date:** _____ **Time:** _____

Senior Leader on Call _____
Other: Admin Coordinator _____ Security _____ Police _____

Event Type: Circle all that apply.

Verbal _____ Written _____ In Person _____ Suspicious Package/Item _____

Response Summary:

Switchboard notified with location, contacted Police and SL on Call? _____

Did Police respond to site? _____ YES / NO

Was Code Black / Code Black - Search activated? _____ YES / NO

Were any evacuation procedures implemented? _____ YES / NO

Were Lockdown procedures implemented? _____ YES / NO

Was emergency Fire-out activated? _____ YES / NO

Was e-Observation initiated and completed? _____ YES / NO

Was IMT activated? Identify roles: _____ YES / NO

What went well? _____

What could be improved? _____

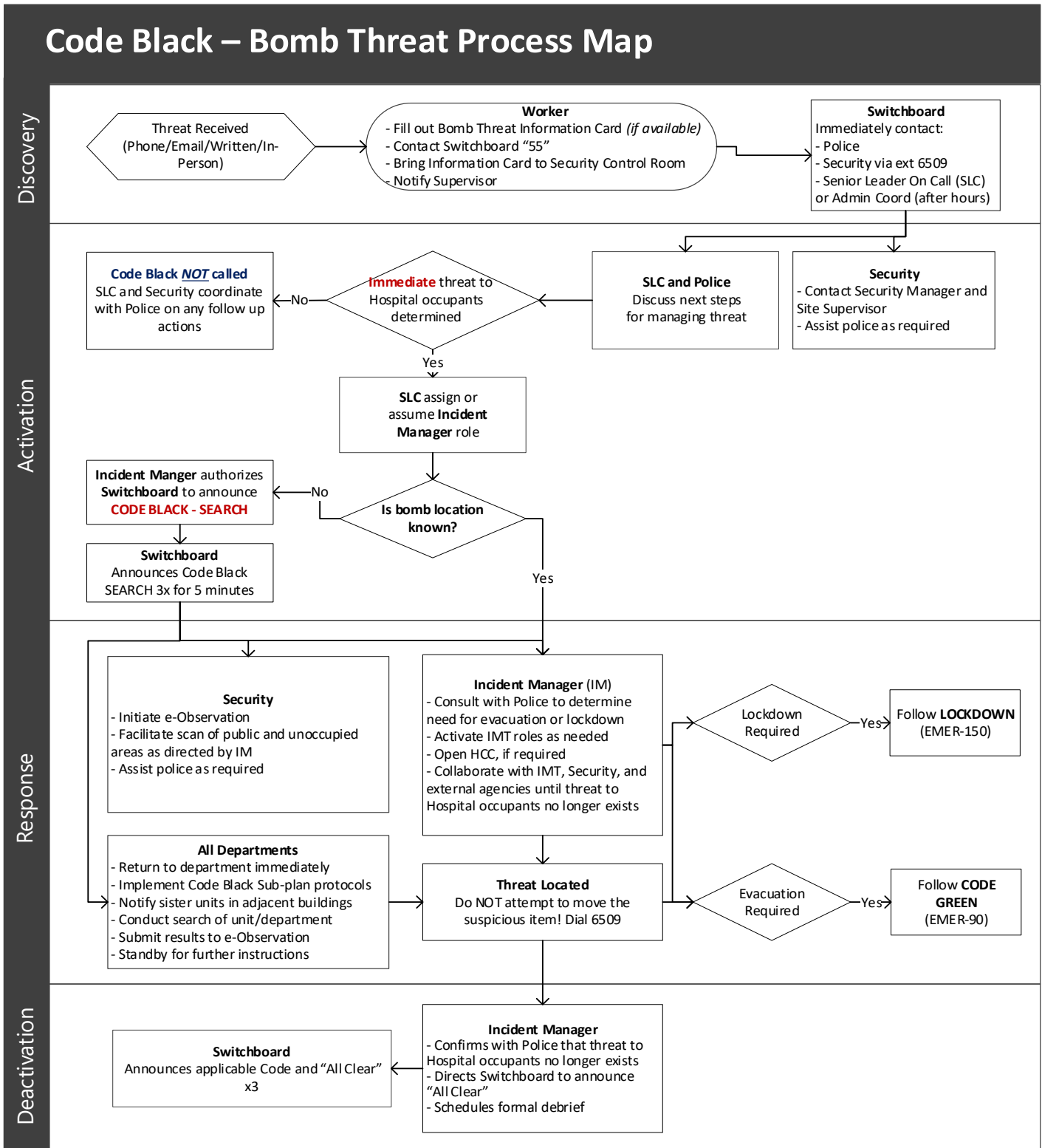
Preventative Steps/Recommendations? _____

Completed by: _____ Position: _____



Updated Bomb Threat Response Algorithm

Code Black – Bomb Threat Process Map



Any questions contact
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