Subject: CODE BLACK	Policy: 2.05
Effective Date: March 3, 2003	Site: MM, MRR
Revised: July 7, 2022	Approved By: Julie Wong

APPLICATION:

Code Black is a planned response to ensure the safety of all staff, residents, and visitors when a bomb threat has been made or suspicious package found that could pose a bomb threat

1. **STAFF MEMBER RECEIVING OR IDENTIFYING THE THREAT**

   Mail Threat
   - Avoid handling documents
   - If received by hand, write a detailed description of the person delivering document
   - Contact the RN Nurse Designate/Designee

   Telephone Threat
   - Use the bomb threat telephone checklist
   - Listen
   - Be calm and courteous
   - Ignore other calls
   - Try to sound interested
   - Ask caller to repeat the information
   - Alert someone close by and give them a note stating, "Don't say anything, Bomb Threat, call RN Nurse Designate"

   Suspicious Package
   - Maintain a distance while ensuring those around you stand away also
   - Do not open or touch the package
   - Call RN Nurse Designate/Designee

2. **PLAN ACTIVATION: CODE BLACK**

   RN Nurse Designate/Designee to quickly assess the situation and if any concern activate a Code Black by paging over the emergency paging system:

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Code Black - Location if known
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Immediately call 911 to notify police
- Advise 911 operator of all available information such as:
    - Location of incident, including current location and any affected locations
    - Description of the situation
    - Follow instructions of the 911 operator

RN Nurse Designate/Designee contacts the Manager on Call if after hours and awaits arrival of the Police

3. **STAFF IN THE IMMEDIATE AREA OF THE BOMB THREAT**
Remain CALM and EVACUATE from the immediate vicinity
- Remove any residents by initiating a horizontal evacuation to another area of the home area or floor if possible
- Assign a staff member to maintain security and not allow other residents/staff/visitors into the area until police arrive

4. **ALL STAFF IN OTHER LOCATIONS WITHIN THE FACILITY**
Do not attempt to return to your department
- Follow the instructions of the Charge Nurse/Manager in your current location
- Stay where you are and wait further instructions

5. **UPON ARRIVAL OF POLICE**
Staff are reminded that law enforcement personnel are the primary responders and will assume control in any Code Black response including directing a search of the facility and/or Code Green Evacuation. In preparation, the RN Nurse Designate/Designee should have floor plans, search forms and evacuation materials at the ready

6. **EMERGENCY DECLARED OVER**
CODE BLACK is declared over when the Police have said it is safe to do so

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The code is cleared by the RN Nurse Designate/Designee
- Announce 3 times over the paging system.

      Code Black All Clear
      Code Black All Clear
      Code Black All Clear

RN NURSE DESIGNATE
Will notify:
- The Manager on Call if after hours

EXECUTIVE DIRECTOR/DESIGNEE
Will ensure the following notifications take place within required time frames:
- Divisional Secretary for Social Mission
- POA/SDM of residents as required
- Ministry of Long-Term Care
- Joint Occupational Health & Safety Committee

7. **RECOVERY PLAN**
Recovery will take several hours to several days
- Charge Nurses will complete a head count and assessment of the residents and advise the RN Nurse Designate
- Charge Nurses/ Supervisors/RN Nurse Designate will check with staff to ensure they are able to return to their assigned duties. Any staff unable to return to duty will be replaced as per the **Staffing Contingency Plan**
- **Charge Nurses are to wait until they receive direction from the Executive Director/Designee before contacting any resident POA/SDM**
- The Organization should consider how to address any operations that may not be immediately available post incident. This may occur if the affected area is secured for investigation, or if damage to facilities and equipment inhibits their use.

- As part of the recovery process, the organization will consider the physical and mental health needs of all workers, residents, and visitors. Support will be provided, utilizing existing and additional identified

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programs (e.g. EAP, individual and group counselling, and workers compensation, as necessary.)

- Workers should speak with their supervisor regarding any specific concerns, needs, or considerations.

8. **DEBRIEF AND DOCUMENTATION**
    - Immediately when safe to do so an initial debrief will be held
    - All staff directly involved with the Code Black will provide a written or verbal statement as soon after the situation as possible and remain available to provide this statement to the police
    - Incident report will be completed by the RN Nurse Designate/Designee
    - Forms and statements will be collected by the Executive Director/Designee on site
    - Clinical assessment of residents will be completed by Charge Nurse and RN Nurse Designate

9. **WITHIN 30 DAYS OF INCIDENT**
    Once all information has been collected but within 30 days of the incident, a root cause analysis and evaluation of the event is completed
    - All interventions required to prevent a similar occurrence and/or improve on response will be documented and put in place by the required departments
    - A copy of the report will be distributed and discussed at the Interdisciplinary Quality Improvement Committee
    - A copy of the report will be discussed with the Joint Occupational Health & Safety Committee
    - The incident will be discussed at Labor Management with applicable trade unions

10. **ONGOING COMMUNICATION**
    As directed by Territorial Secretary for Public Relations

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11.   <u>TESTING & EVALUATION OF CODE BLACK</u>

- This emergency code will be tested annually unless initiated during the calendar year
- Debriefing Team Leader(s) will be assigned to the appropriate area with the steps within this policy or corresponding form to review employee performance and provide direction if required for quality improvement purposes
- Debriefing reports will be reviewed by the appropriate Department Head and other team members as appropriate for quality improvement purposes
- A copy of the debriefing reports will be submitted to the Interdisciplinary Quality Improvement Committee to coordinate revision of the Code Black emergency plan as required