



Title:

Bomb threat CODE BLACK followed by CODE GREEN
STAT

Policy no. :

750.07

Reviews:

04/2018, 11/2019, 03/2021, 11/2022

Effective Date:

June 1, 2016

Applies to:

All employees

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1. Policy Statement

1.1. Statement

1.1.1. React quickly to a bomb threat.

2. Policy Objective

2.1. Objective

2.1.1. React quickly to protect residents, visitors and employees.

2.1.2. Get help quickly from emergency services.

3. Application of the policy

3.1. Application

3.1.1. This policy applies to all employees of the Residence.

4. Policy requirements

4.1. Requirements

4.1.1. When a bomb threat is received by phone, the person receiving the call tries to get as much information as possible according to the pamphlet located near the phones, while remaining calm.

4.1.2. The person who receives the call gets the attention of another person in their life. The informed person takes the following steps:

- a. Triggers the alarm.
- b. Announces the black code followed by the green code stat.
- c. Call 911
- d. Notify the administrator.

4.1.3. The Administrator or designate coordinates the evacuation response as set out in the evacuation plan and takes control until police and emergency services arrive.

4.1.4. Personnel begin evacuation immediately as taught in evacuation practices.

4.1.5. Emergency services take charge upon arrival. The police department makes decisions regarding the safety of residents, staff and visitors.

4.1.6. The follow-up of the operations, with the families, will be done from the command post established by the emergency service.

4.1.7. A designated person ensures that the incident is reported to the MOHLTC according to Policy and Procedure 760.06 and Appendices A, B, C and D.

4.1.8. In the event that the Residence must evacuate for an indefinite period of time, the procedures in the Residence's evacuation plan are followed to ensure continuity of services to residents.

4.1.9. This policy is tested once a year during the annual evacuation.

5. Responsibilities

5.1. Employees

5.1.1. All employees must:

- a. Become familiar with and comply with this policy.

5.2. The management team

5.2.1. This policy is tested and reviewed annually.

6. Legislative authority

6.1. Legislative authority

6.1.1. *Long-Term Care Recovery Act of 2021*

6.1.2. *Regulation 246/22*

7. References

7.1.1. Fire safety plan

7.1.2. Accreditation Qmentum Program

7.1.3. Bomb threat form

Eric Larocque

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Eric Larocque
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