

Code Black – Bomb Threat

It is the policy of Sherwood Park Manor to train staff and volunteers to act calmly and safely in the event of a bomb threat.

Procedure:

1. Staff will be encouraged to stay calm and realize that most calls are prank calls.
2. Staff will listen carefully to the caller and make a note of the exact message and of any background noises that may assist the police to identify location. They will note the time of the call and attempt to ascertain whether the caller is male or female, young or old.
3. The person receiving the call will notify the nurse in charge and complete the attached bomb threat check list.
4. The charge nurse will ensure that a staff person calls the Ontario Provincial Police at 911 and will await their arrival.
5. The charge nurse will ensure that the following announcement is made over the public address system and the “walkie-talkies” in use. “All staff will immediately relocate all residents to the nearest exit door and await further instructions.”
6. Staff should be observant for unfamiliar items such as a different suitcase or cardboard box. If something suspicious is found, the charge nurse will ensure that residents and staff are removed from the area. No one is to touch the item.
7. The charge nurse will ensure that the administrator is notified.
8. The OPP will assume charge on arrival.
9. The administrator will inform the appropriate representative of the Ministry of Long-Term Care.

BOMB THREAT CHECK LIST

If you receive a bomb threat telephone call: Remain calm and courteous and obtain as much information as possible.

Telephone Number of Caller Identified _____ Date and Time Call Received _____

CALLER'S IDENTITY:

Male ___ Female ___ Race (Specify) _____ Age (Approx.) _____

Accent _____ Speech Impediments _____

TIME AND ORIGIN OF THE CALL: Time: _____

Local _____ Long Distance _____ Booth _____ Internal _____ Cell Phone _____ Fax _____
Email _____

ASK:

Where is the bomb located?

eg. What part of the building is it in? Is it in a resident area? _____ Wing? _____
Room _____

When will it explode?

What does it look like?

VOICE CHARACTERISTICS:

Loud _____ Soft _____ Fast _____ Slow _____
Raspy _____ Pleasant _____ Stutter _____

SPEECH:

High Pitched _____ Deep Distinct _____ Distorted _____
Nasal _____ Intoxicated _____ Familiar _____ Slurred _____

LANGUAGE SPOKEN/GRAMMAR:

French _____ English _____ Other (Specify) _____
English with French Accent _____ French with English Accent _____ Foreign Accent _____
Excellent _____ Good _____ Fair _____ Poor _____ Foul _____

MANNER:

Calm _____ Angry _____
Rational _____ Irrational _____
Coherent _____ Incoherent _____
Deliberate _____ Emotional _____
Righteous _____ Laughing _____

BACKGROUND:

Office Machines _____ Voices _____
Street _____ Airplanes _____
Factory Machines _____ Trains _____
Party Atmosphere _____ Other (Specify) _____
Mixed _____ Other _____

Reporter's Signature Date & Time Incident Manager Signature Date & Time

