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| <b>THUNDER BAY REGIONAL<br/>HEALTH SCIENCES CENTRE</b> | DEPARTMENT / RESPONSE AREA:<br><b>TBRHRI – 2<sup>nd</sup> floor offices (2167, 2168) and CRSD Suite (2162)</b> |                                       |
| <b>CODE BLACK SUB PLAN - Hospital Site</b>             | APPROVAL DATE / DATE OF LAST REVIEW: July 11, 2018   |                                       |
| PREPARED BY:<br>Tanya Niederer                         | APPROVED BY: Daniel Horne  | Template version<br>(QRM use only): 1 |

**PURPOSE:** This document provides department specific instructions to be completed during a Code Black. Sub-plan must be stored in the unit's emergency code binder with the current Code Black policy.

**REFERENCES:** Refer to Code Black Policy EMER-110 for Hospital wide instructions

## 1. DEPARTMENT SPECIFIC INFORMATION:

### Code Black Response Area Lead

- If a Code Black occurs, the Manager, Unit Leader or designate to wear the emergency code vest and is responsible for ensuring response instructions are carried out within his/her response area.  
If the aforementioned staff is not present, one person must wear the vest. In both cases, staff should be well informed as to their roles and responsibilities when wearing the vest.

### Description of designated Code Black Search Area

The physical area that this response area/department is responsible for searching:

- All physical areas with-in CRSD Department (2167, 2168, 2162);
- *Stairwell D, searching one floor up and one floor down;*
- All hallways, corridors & public areas immediately outside of your area;
- All washrooms & meeting rooms adjacent to the department (including those in hallways adjacent to your area);
- Establish contact with 2170, Capital Planning & Operations to ensure this suite is searched.

## 2. DEPARTMENT RESPONSE INSTRUCTIONS:

### A. IF YOU RECEIVE A BOMB THREAT (via telephone, written or in-person) or SUSPICIOUS PACKAGE

- Refer to the Code Black policy (EMER-20) and follow "INSTRUCTIONS FOR STAFF RECEIVING A BOMB THREAT OR SUSPICIOUS PACKAGE"

### B. IF CODE BLACK IS ANNOUNCED OVERHEAD/ACTIVATED:

#### Instructions for all staff / professional staff (all areas):

- Portable electronic transmitting devices (e.g. cell phones, i-pads, pagers, Cisco phones) are to be used only for patient care purposes when necessary.** Although unlikely, electronic devices do have the capacity to accidentally detonate unstable explosives. Staff will be made aware of any changes to the use of electronic devices as new information emerges during the incident;
- Return to your departments avoiding the use of elevators;
- The designated Code Black Response Lead (listed above) for this area will assume authority of the area and ensure all Code Black response are instructions are carried out;
- All patients and visitors should be returned to their rooms with staff reassuring and explaining what is occurring;
- Clinical areas should complete a census of their patients to be prepared should they need to evacuate their unit/floor;
- All departments in operation at the time of the code will immediately conduct a search of their area (see search instructions below);
- If the location of the bomb is identified by the caller, this area must be inspected;
- Notify *Tanya Niederer* at 684-6466 in adjacent buildings of the Code Black.

#### Search instructions:

- Upon Code Black activation, inspection teams of 2 staff (one person wearing the vest) will systematically search all rooms, corridors, stairwells, locked areas and waste receptacles in their assigned search area.
- When the two-person search team enters each room to be searched:
  - Listen for unusual sounds (stand quietly and listen for unusual background noises).
  - Visually and physically search the room, looking for items that are out of the ordinary (i.e wires, ceiling tiles amiss).
  - Ensure all areas are inspected by both staff.
  - Divide the room into 4 search areas:
    - Floor to hip

- Hip to chin
- Chin to ceiling
- Hollow or suspended ceiling

- EACH designated search area must call the Reporting Centre (Forensics Security Office) (ext. 6533) to report inspection results. Do not dial "0" as this overwhelms Switchboard and delays Security from receiving crucial information. If Security cannot be reached, immediately report to the Reporting Centre (Main Security Office) in-person.
- If a suspicious package is found DO NOT ATTEMPT TO MOVE, OPEN OR INSPECT IT. Try to isolate the item and do not tamper with it. Immediately call Security Services, include the description of the package & the exact location.

### **C. IF CODE BLACK IS DEACTIVATED**

*Once directed by Police and Incident Manager, Switchboard to announce "Code Black All Clear" overhead.*

Upon Code Deactivation, department staff must:

- Submit a Code Black e-observation form for your area;
- Provide updates to patients and visitors;
- Follow recovery instructions provided by the proper authorities;
- Participate in debriefings with your department;
- Speak to your supervisor regarding any physical and mental health needs as a result of the incident.