

**CODE BLACK**  
**BOMB**  
**THREAT/SUSPICIOUS**  
**PACKAGE**

## **CODE BLACK** **BOMB THREAT/SUSPICIOUS PACKAGE**

The following plan outlines proven procedures for dealing with a bomb threat or the discovery of any suspicious package on the site. The police become the event authority upon their arrival. All staff are to follow police instructions at all times. Until they arrive, however, authority for the areas outlined in this plan belongs to Campus Enforcement and Patrol.

### **CODE BLACK GENERAL PROCEDURES**

- Notify Campus Enforcement and Patrol using the emergency number (864-4100)
- Notify the site using normal site means (Do not use the fire alarm)
- Evacuate the building quietly and quickly as directed or as situation deems necessary
- Do not touch or photograph any suspicious package but immediately notify CEP
- Follow directions of those in authority (CEP and Police)
- Return to the building only after the all clear has been given
- Complete all relevant documentation related to the event

### **RECEIPT OF A BOMB THREAT – GENERAL PROCEDURES**

#### **Bomb Threat by Letter/Note:**

Notify Campus Enforcement and Patrol using the emergency number (864-4100), who will notify Police and Eastern Health security immediately

*Preserve the note for investigators and handle it as little as possible*

#### **Bomb Threat by Telephone:**

- Remain calm and prolong the conversation for as long as possible to gain as much information as possible to aid Police in their work
- Obtain assistance from others, if possible, while keeping the caller on the line
- Immediately attempt the call trace procedure below if the caller disconnects

#### **Call Trace Procedure:**

Not all telephones may support the call trace procedure. This may not be immediately apparent to the user. However, following the procedure below will readily indicate if that feature is available on a particular phone.

## Emergency Code Plans

- Immediately lift the receiver and dial star 957 (\*957) on the same line on which the threat was received. A recording will inform you a trace has been initiated and to contact the police for follow up.
- Contact the police and provide all information available
- Follow Code Black procedures

## Deactivation

Authorization to deactivate from Code Black can be only be given by the police (Incident Commander). Notification of site occupants will be made through available site means. Staff are to remain on site until the police have an opportunity to meet with any and all individuals who may have information regarding the event. The site, in whole or in part, will remain a crime scene until the police release it back for normal use. This may require the implementation of the EOC and Business Contingency plans(s).