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| Manual: Emergency Measures | Policy Number: EM-TPC-03 |
| Section: Threatening Phone Call Code Black | Policy Name: Code Black - Bomb Threat Search |
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| Effective Date: April 18, 2016 | Revised: May 17, 2022 |

BOMB SEARCH PROCEDURE

The staff member who receives the bomb threat will call 911 and contact the Charge RN/Assisted Living Supervisor or another passing employee who will call 911 and tell the Charge RN/Assisted Living Supervisor. The Charge RN/Assisted Living Supervisor will notify each Nursing Unit/SH staff and Department Managers present to request volunteers to initiate a search of all locked and unlocked areas. Volunteers should report to staging area. Search areas should not be so large as to take more than 15-20 minutes to cover. **The Charge RN/Assisted Living Supervisor will obtain the checklist from the emergency manual and assign areas and recording sheets to each volunteer in the staging area.**

IF A SUSPICIOUS OBJECT IS FOUND:

1. Contact the Charge RN/Assisted Living Supervisor, giving the following information
 - Where the object is
 - Why it is suspect
 - A description of object
 - Other relevant information
2. The Charge RN/Assisted Living Supervisor will then relay the information to the police.
3. Evacuation will proceed at the direction of Charge RN/Assisted Living Supervisor, emergency services or Senior Manager in consultation with staff.
4. While awaiting the arrival of the emergency services, the Charge RN/Assisted Living Supervisor or delegate should:
 - Make sure that no person goes near or attempts to move the object
 - Assign someone familiar with the building and the area where the object is to meet the emergency services personnel on their arrival
 - Continue your search procedure until all areas have reported to the staging area, there may be more than one device.
5. When emergency services arrives, have them met at the main entrance by the staff person assigned to show them the area where the bomb or suspicious object is located.



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BOMB THREAT – CHARGE RN or ASSISTED LIVING SUPERVISOR

1. Call 911 _____ •
2. Call Manager on Call _____ •
3. Call all home areas and reception areas and request volunteers to come to staging area _____ •
4. Assign staff to search areas using checklist. Give each staff a search report to record information. Important areas for checking are the mechanical rooms and the boiler rooms. _____ •
*area searches are voluntary. If staff not willing to search, start evacuation procedures.
5. Assign staff to direct traffic and prevent non-essential personnel from entering the search area _____ •
6. If possible bomb has been identified, assign one staff to secure and monitor scene until emergency personnel arrive _____ •
*area searches are voluntary. If staff not willing to search, start evacuation procedures.
7. If possible bomb has been identified, try to establish ownership of the suspicious object – legitimate property could have been left behind in error by innocent persons prior to bomb threat being received.
8. If possible bomb has been identified, assign one staff to direct emergency personnel to area _____ •
9. Be prepared to initiate evacuation procedure _____ €



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SEARCH PROCEDURE CHECKLIST HOIVAKOTI

KUUSI – all resident rooms including bathrooms, nursing stations including med room and bathroom, clean & soiled utility, quiet rooms, mechanical rooms, dining room and tub rooms.

HAAPA– all resident rooms including bathrooms, nursing stations including med room and bathroom, clean & soiled utility, quiet rooms, mechanical rooms, dining room and tub rooms.

MANTY– all resident rooms including bathrooms, nursing stations including med room and bathroom, clean & soiled utility, quiet rooms, mechanical rooms, dining room and tub rooms.

KOIVU– all resident rooms including bathrooms, nursing stations including med room and bathroom, clean & soiled utility, quiet rooms, mechanical rooms, dining room and tub rooms.

MAIN OFFICE, MEETING ROOM AND HALLWAY, UPSTAIRS OFFICES, & PRINTER ROOM

ENTRANCE, MAIN LOBBY, CHAPEL, SAUNA WITH WASHROOM, SISU OFFICE, VOLUNTEER COORDINATOR OFFICE, SAUNA, PUBLIC WASHROOM , & RESIDENT STORAGE

BASEMENT MECHANICAL ROOMS AND STORAGE AREAS

EDUCATION ROOM, LUNCH ROOM AND LOCKER ROOMS

LIFE ENRICHMENT OFFICE, LAUNDRY AND RECEIVING AREA



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MAIN KITCHEN AND CAFÉ

OUTSIDE AND PARKING LOT IF WEATHER PERMITS

BOMB SEARCH AREA REPORT HOIVAKOTI

AREA SEARCHED: _____

Search starting at the outside of the room, walk clockwise around the room until the entire area has been covered.

Check all areas for the presence of any bag, box, parcel, letter, briefcase etc. that cannot be accounted for. Look for any unusual object or an object in an unusual place. Check also for a disarranged object or piece of furniture. Some examples are attaché case, duffel bag, paper hidden in secluded areas behind a toilet, stairwell, in waste baskets, in a cupboard or closet.

IF YOU FIND OBJECT DO NOT TOUCH

Describe object: _____

Evacuate any person in the immediate area.

Return report to Charge RN/designate in staging area.

Staff conducting search: _____



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BOMB SEARCH AREA REPORT PALVELUKOTI & FINLANDIAKOTI

HALLWAYS

MAIN OFFICE, UPSTAIRS OFFICES, LOBBY

GYM INCLUDING STORAGE AREAS, BASEMENT LOBBY, ELEVATOR, LOBBY WASHROOMS

LOCKER ROOMS INCLUDING SHOWERS AND SAUNA, POOL AREA INCLUDING MECHANICAL ROOMS, STORAGE AND PHONE ROOM

PK DINING ROOM (KESTI TUPA) AND SERVERY

LINK TUNNEL TO FINLANDIAKOTI

FINLANDIAKOTI ELEVATOR, BASEMENT AND ALL ROOMS

FINLANDIAKOTI HALLWAY LEVEL 1, OFFICE, STORE, FK SALI, IMPOLA ROOM

FINLANDIAKOTI HALLWAY LEVEL 2, COMMON ROOMS

FINLANDIAKOIT HALLWAY LEVEL 3, COMMON ROOMS



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BOMB SEARCH AREA REPORT LEPOKOTI

ELEVATOR WAITING AREA, ELEVATORS, RECEIVING AREA, GARBAGE ROOM, SOUTH STAIRWELL FROM 1ST FLOOR TO BASEMENT, MECHANICAL ROOM, KITCHEN STORAGE, KITCHEN

NORTH STAIRWELL FROM 1ST FLOOR TO BASEMENT, BOARDROOM, OFFICES, WASHROOM, JANITOR’S CLOSET, STORAGE ROOMS

DOCTOR’S OFFICE, WASHROOMS, VOIMA HALL, LK DINING ROOM AND SERVERY, ENTRANCE, CATERING OFFICE, VESTIBULE

HALLWAY FROM ELEVATOR WAITING AREA TO SOUTH STAIRWELL, HALLWAY, JANITOR’S CLOSET, MECHANICAL ROOM, LAUNDRY ROOM, COMMON ROOM, OFFICES, HALLWAY

SOUTH STAIRWELL 1ST FLOOR TO 2ND FLOOR, HALLWAYS, LAUNDRY ROOM, COMMON ROOM, JANITOR’S CLOSET, MECHANICAL ROOM, OFFICES, WEST STAIRWELL 2ND FLOOR TO 1ST FLOOR

SOUTH STAIRWELL 2ND FLOOR TO 3RD FLOOR, HALLWAYS, LAUNDRY ROOM, COMMON ROOM, JANITOR’S CLOSET, MECHANICAL ROOM, OFFICES, WEST STAIRWELL 3RD FLOOR TO 1ST FLOOR



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BOMB SEARCH AREA REPORT ASSISTED LIVING BUILDINGS

AREA SEARCHED: _____

Search starting at the outside of the room, walk clockwise around the room until the entire area has been covered.

Check all areas for the presence of any bag, box, parcel, letter, briefcase etc. that cannot be accounted for. Look for any unusual object or an object in an unusual place. Check also for a disarranged object or piece of furniture. Some examples are attaché case, duffel bag, paper hidden in secluded areas behind a toilet, stairwell, in waste basket, in a cupboard or closet.

IF YOU FIND OBJECT DO NOT TOUCH

Describe object: _____

Evacuate any person in the immediate area.

Return report to Assisted Living Supervisor in staging area.

Staff conducting search: _____

