



# **Long-Term Care & Services for Seniors**

## **Code Black (Bomb Threat)**



**Regional Municipality of Durham**  
 Social Services Department  
 Long Term Care (LTC) and Services for Seniors

<b>Title:</b> Code Black – Bomb Threat	
<b>Section/Manual:</b> Emergency Manual	
<b>Reviewed:</b>	
<b>Revised:</b> June 2022	
<b>Peer Group Approval:</b>	<b>Date:</b>
<b>Also reviewed by: (other peer group)</b>	
<b>Senior Leadership Approval:</b> <i>Laura MacDermaid</i>	<b>Date:</b> June 16, 2022

## 1. Policy

- 1.1 Region of Durham Long-Term Care homes has an emergency plan which will be implemented in the event of a bomb threat. The safety of residents, staff, and visitors is of primary concern during an emergency. There will be a post incident debrief for staff/residents and a formal evaluation completed no more than 30 days post incident. All staff are trained annually on this emergency plan. The plan is exercised on an annual basis.

## 2. Purpose

- 2.1 To facilitate a quick and appropriate response to a bomb threat emergency.
- 2.2 To provide for the safety and wellbeing of residents, visitors, volunteers, and staff in the event of bomb threat.
- 2.3 To complement and be used in conjunction with other existing emergency plans

## 3. Communications

- 3.1 Emergency plans will be posted in the homes and on the Long-Term Care and Services for Seniors website. There will be regular consultation with Residents and Family Councils as well as our internal and external stakeholders when reviewing and evaluating emergency plans.
- 3.2 Homes will consult internal and external stakeholders on a regular basis regarding emergency plan components. There will be an internal and external stakeholder list which is located in the first section of the emergency manual.

- 3.3 RAVE system of communication will be used if family/substitute decision makers (SDM)/staff need to be informed on any aspect of an evacuation or incident.
- 3.4 In the event of a power outage:
- A. Homes are on back up generator, we will be able to supply/power essential equipment including our IT equipment (phones)
  - B. Phones are VOIP, run off internet.
  - C. We have a designated landline in case of internet disruption.
  - D. When phones and computers go down this sends a critical alarm to IT, and they will investigate immediately.

## 4. Procedure

### 4.1 All Staff:

- A. Any bomb threat is to be treated seriously and not as a hoax.
- B. Portable phones, cell phones, and radios must be turned off as they may detonate an electronic explosive device.
- C. All precautions must be taken not to disturb or touch any suspicious objects or packages. If a suspicious object is found, follow the procedures under Emergency Coordinator #13 page 5.
- D. If a bomb comes into the building with a person, follow Code White procedures.**

### 4.2 Action Of Person Receiving a Bomb Threat Via Telephone:

The person receiving the Bomb Threat

- A. Completes form “Action upon Receiving Call” – Appendix 1
- B. While still on the telephone alerts another staff, (by waving arms/holding – note point to “call 911”) that there has been a bomb threat.
- C. Remain calm and courteous and speak calmly. Try to keep the caller on the phone for as long as possible and get as much information from them as possible. Try to listen for any type of background sounds and try not to agitate or upset the individual. (See bomb threat telephone procedures).
- D. The alerted staff places the call to 911 providing as much information as possible. The alerted staff will then initiate an all-page announcement (through telephone system) repeating “**Code Black 3 times and advising all managers, registered staff, and environmental services staff to report to command centre.**” If the phones are not working, find a runner to notify the appropriate staff.
- E. Record all information on the Bomb Threat Questionnaire. These forms should be at the main reception desk or readily available for anyone receiving calls from the public.
- F. Contact the Emergency Co-ordinator and Administrator/designate immediately after the call has ended.

Hillsdale Estates	RN on Honey Harbour/Strawberry Fields (x 6418)
Hillsdale Terraces	RN on Vineyard View (x 5066)
Fairview Lodge	RN Cullen Garden/Ashburn Way (x 5961)
Lakeview Manor	RN – Beaver River (x5366)

- G. Remain available to provide the written notes and personal observations relevant to the situation.
- H. Take direction from the Emergency Coordinator in consultation with the Administrator or designate.

#### 4.3 Action of the Emergency Coordinator (EC):

- A. Upon Hearing Code Black, the Emergency Coordinator dons the emergency vest and reports immediately to the Command Centre.
- B. The command centre is the reception area in each home. A backup command centre to be used if the bomb location was around the command centre. This location would be determined by the EC/Emergency Assistant.
- C. EC assigns staff to remove resident and visitors from Command Centre area.  
If the phones are not working, find a runner to notify the appropriate staff.
- D. Ensures exit and entry to the building is controlled by designating staff to monitor the areas. Assigns **staff member to meet Emergency Services** personnel to inform emergency personnel to go to the Search Co-ordinator (send a runner to frequently update this individual). This person should check the area for any suspicious packages.
- E. Assign a scribe to assist with documenting and maintaining a log of events
- F. EC will direct managers, and registered staff who to go back to the resident home area (RHA) and instruct staff on the RHAs and in each department to conduct visual searches of their RHA, work area, and building perimeter using the search location checklist form. (Appendix 3-6: 3 FVL, 4 HE, 5 HT, 6 LVM)
- G. Once an area has been searched, staff will report back to the command centre.
- H. Once the resident room has been checked, staff will close the door which will indicate the room has been checked using the EVACUCHECK door indicator system.
- I. Any abnormalities, suspicious objects or packages must be reported, identifying the location with a description of the item.
- J. Staff should look for:
  - (1) Items that should not be in an area
  - (2) Signs of forced entry
  - (3) Objects similar to description from bomb threat
  - (4) Object that is suspicious in size, shape, labelling, location, volume, presence of tape, wire or explosive wrappings
  - (5) Signs of tampering with electrical installations.

- K. Staff should open cupboards, drawers, and locked cupboards
- L. Registered staff should open and search locked rooms including treatment rooms, med rooms, equipment storage etc as they have the keys and are familiar with what would be found in these areas.
- M. If a suspicious object is found:
  - (1) Under no circumstances should the object or package be disturbed.
  - (2) **One staff member is to remain in the general location** (behind the closed fire door) and the other staff member is to report the location to the Emergency Co-ordinator.
  - (3) Remain Calm and evacuate the immediate area.
- N. Do not assume that there is only one bomb, continue the complete search.
- O. Be prepared to escalate to a **Code Green** (evacuation) in consultation with the Police. Follow established evacuation routes as per **Code Red**, checking the route is free of hazards. Evacuation will only occur upon the order of the Emergency Coordinator in consultation with the Administrator and Police/Fire Department. Please Review **Code Green** and **Code Red**.
- P. Initiate the home management emergency telephone fanout system as required.
- Q. Maintain communication with the EA and the rest of the home assigning runners to carry messages to the command centre as needed.
- R. Upon termination of the Code Black – page Code Black ALL Clear x 3.
- S. Document the events that occur assigning a scribe to take notes as needed. Prepare a final summary report including a Critical Incident Report of the event for the Ministry of Long- Term Care (MLTC), Director of LTC and Service for Seniors, Administrator and others as required.
- T. Meet with Police and others as required to debrief.

#### 4.4 **Action of the Emergency Assistant (EA):**

- A. Ensure 911 and Police (Explosive Disposal Unit) have been notified and follow directions provided. Continue to update police as needed. Call 911 once the suspicious package has been found.
- B. At the command centre, EA advises an overhead page to continue every 15 minutes **“Code Black Still in Effect”**
- C. Assign staff to the command centre and control exit and entry points.
- D. Work with the EC to direct any available staff on the ground floor to conduct visual search of various zones using the Search location checklist form (Appendices 3-6). List who was sent to search and what area they were searching. Once an area has been searched staff will report back and it will be documented.
- E. Follow instructions from the EC.
- F. A log of events must be maintained. Work with the EC to ensure a summary report is available upon termination of the event.

**4.5 Action of the Administrator or designate:**

- A. Refers all inquiries from the press/media to the Region's Corporate Communication Department.
- B. Informs the Director of Long-Term Care and Services.
- C. Assists the EC/EA as required.
- D. Ensures that the Post emergency debrief, and evaluation have occurred.

**5. Summary and Debriefing – Evacuation Plan Post Emergency Debrief Checklist) Appendix 7****5.1 All departments will be responsible for:**

- A. Maintaining a record of supplies and equipment used, where it was sent, and ensuring its return when the evacuation is over.
- B. Participate in debriefing to evaluate the emergency and in the post, review providing reports and recommendations.
- C. Formally submit an evaluation of the emergency within 30 days of the emergency being declared over.
- D. Assist in creating revisions and implementation of adjustments to the plan.
- E. In-service any modifications with staff in their respective departments.

**6. Training Requirements****6.1 General Orientation – New Staff**

- A. Education and training on the Emergency Plans are provided through the Divisional Orientation and at Departmental Orientation.

**6.2 Annual and Ongoing – All Staff**

- A. Education is provided on the all-emergency codes on an annual basis through e-learning platform.

**7. References:**

- 7.1 Fixing Long Term Care Act OReg 246/22 s 268

**8. Attachments/Appendices**

- 8.1 Appendix 1 Code Black Form – Action upon Receiving a Bomb Threat Call
- 8.2 Appendix 2 Code Black Form – Bomb Threat Questionnaire
- 8.3 Appendix 3 Search Location Checklist - Fairview Lodge
- 8.4 Appendix 4 Search Location Checklist - Hillsdale Estates

- 8.5 Appendix 5 Search Location Checklist - Hillsdale Terraces
- 8.6 Appendix 6 Search Location Checklist – Lakeview Manor
- 8.7 Appendix 7 Code Black- Post Incident Debrief

## Appendix 1

### Code Black Form – Action upon Receiving a Bomb Threat Call

#### Procedure:

1. Remain calm and be courteous.
2. Listen carefully to everything that is said.
3. DO NOT interrupt the caller.
4. Obtain as much information as you can by asking the following questions:

Where is the bomb?	
What time will it explode?	
How much time is left?	
Why did you place the bomb?	
What does it look like?	
Where are you calling from?	
What is your name?	
Other Information	

5. Signal another staff member to notify the Emergency Coordinator immediately.
6. **Prevent Panic! Speak only to staff assisting with communication.**
7. Refer to Code Black policy found and on Policy Manager or in the Emergency Binder and complete the Bomb Threat Questionnaire Appendix 2.
8. Report to the Emergency Coordinator with the questionnaire. (Form #2)

**Appendix 2****Code Black Form****Bomb Threat Questionnaire**

To be completed as soon as you have notified the Emergency Coordinator that you have received a call.

Person Receiving Call:		
Name	Dept	Phone
Call Information		
Date	Exact Time of Call	Length of Call
Call Rec'd at Extension #	Origin of Call <input type="checkbox"/> Local <input type="checkbox"/> Long Distance <input type="checkbox"/> Not Known	Call Number Displayed
Exact Wording of Threat		
Identifying Characteristics:		
Name:		
<b>Gender:</b>	Male	Female
<b>Estimated Age:</b>		
<b>Accent:</b> <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Italian <input type="checkbox"/> Spanish <input type="checkbox"/> Other - Indicate		
<b>Voice:</b> <input type="checkbox"/> loud <input type="checkbox"/> soft <input type="checkbox"/> raspy <input type="checkbox"/> high pitched <input type="checkbox"/> deep		
<b>Speech:</b> <input type="checkbox"/> fast <input type="checkbox"/> slow <input type="checkbox"/> clear <input type="checkbox"/> slurred <input type="checkbox"/> distinct <input type="checkbox"/> other		
<b>Diction:</b> <input type="checkbox"/> good <input type="checkbox"/> nasal <input type="checkbox"/> lisp <input type="checkbox"/> stutter <input type="checkbox"/> other		
10. <b>Manner</b> <input type="checkbox"/> calm <input type="checkbox"/> excited <input type="checkbox"/> emotional <input type="checkbox"/> rude <input type="checkbox"/> rational <input type="checkbox"/> righteous <input type="checkbox"/> angry <input type="checkbox"/> happy		
11. <b>Background noises:</b> (factory, animals, children, traffic, voices, weather etc.) List all:		
10. <b>Voice is familiar</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, specify		
12. <b>Caller is familiar with the area</b> (explain)		
13. <b>Any other Information:</b>		

### Appendix 3 Search Location Checklist - Fairview Lodge

Search Location	Emergency Box Location	Assigned to: Assign alternate if needed	Search Completed (X) Call command Centre in 15 minutes
			Staff A
Grounds	Front office	ESM	
Ground Floor	Kitchen	FSM	
Ground Floor Mechanical/Electrical Rooms	Kitchen	ESM	
1 <sup>st</sup> Floor Centre Core	Front Office	AA/Office Staff	
First Floor West Ashburn Way Dining Room Activity Room	Care Centre Resident Rooms Dining Room Activity Room	RN/RPN/PSW ES FS	
First Floor East Cullen Gardens	Care Centre Resident Rooms Dining Room Activity Room	RN/RPN/PSW ES FS	
2 <sup>nd</sup> Floor Centre Core	2 <sup>nd</sup> Floor Health Room	RCC	
2nd Floor West Whitby Junction	Care Centre Resident Rooms Dining Room Activity Room	RN/RPN/PSW ES FS	
2 <sup>nd</sup> Floor East Trafalgar Square	Care Centre Resident Rooms Dining Room Activity Room	RN/RPN/PSW ES FS	
2 <sup>nd</sup> Floor North Marigold Lane	Care Centre Resident Rooms Dining Room Activity Room	RN/RPN/PSW ES FS	
3 <sup>rd</sup> Floor Centre Core	3 <sup>rd</sup> Floor Health Room	RCC	
3 <sup>rd</sup> Floor West Yorkshire Place	Care Centre Resident Rooms Dining Room Activity Room	RN/RPN/PSW ES FS	

3 <sup>rd</sup> Floor East Heritage Harbour	Resident Rooms Dining Room Activity Room Care Centre	RN/RPN/PSW ES FS	
Penthouse	Penthouse	ESM	
Building Perimeter		ESM	
<p>Comments: Where possible, staff who are most familiar with the areas are assigned to search accordingly.</p>			

### Appendix 4 Search Location Checklist - Hillsdale Estates

Search Location		Assigned to: Assign alternate if needed	Search Completed (x) Call command Centre in 15 minutes
Ground Floor	Business Office	BO staff - AA	
Ground Floor	Front Lobby -Reception -Gift Shop -Washrooms -Painter Room -Fire Room	Reception Staff/ESM	
Ground Floor	Adult Day Program	ADP coordinator	
Ground Floor	Kitchen -Receiving Area	FSM	
Ground Floor	Mechanical/Electrical Rooms	ESM	
2 <sup>nd</sup> Floor Pineridge Place	-Nursing Station -Dining Room -Activity Room -PSW Station -Clean/Dirty Utility Room -Resident Rooms	RN/RPN/PSW	
2 <sup>nd</sup> Floor Trillium Trail	Nursing Station -Dining Room -Activity Room -PSW Station -Clean/Dirty Utility Room -Resident Rooms	RN/RPN/PSW FS ES	
2 <sup>nd</sup> Floor Moonlight Bay	Nursing Station -Dining Room -Activity Room -PSW Station -Clean/Dirty Utility Room -Resident Rooms	RN/RPN/PSW FS ES	
2 <sup>nd</sup> Floor Apple Blossom	Nursing Station -Dining Room -Activity Room -PSW Station -Clean/Dirty Utility Room -Resident Rooms	RN/RPN/PSW FS ES	
3 <sup>rd</sup> Floor	Nursing Station	RN/RPN/PSW	

Willow Way	-Dining Room -Activity Room -PSW Station -Clean/Dirty Utility Room -Resident Rooms	FS ES		
3 <sup>rd</sup> Floor Lavender Lane	Nursing Station -Dining Room -Activity Room -PSW Station -Clean/Dirty Utility Room -Resident Rooms	RN/RPN/PSW FS ES		
3 <sup>rd</sup> Floor Golden Pond	Nursing Station -Dining Room -Activity Room -PSW Station -Clean/Dirty Utility Room -Resident Rooms	RN/RPN/PSW FS ES		
3 <sup>rd</sup> Floor Blueberry Hill	Nursing Station -Dining Room -Activity Room -PSW Station -Clean/Dirty Utility Room -Resident Rooms	RN/RPN/PSW FS ES		
4 <sup>th</sup> Floor Maple Grove	Nursing Station -Dining Room -Activity Room -PSW Station -Clean/Dirty Utility Room -Resident Rooms	RN/RPN/PSW FS ES		
4 <sup>th</sup> Floor Primrose Path	Nursing Station -Dining Room -Activity Room -PSW Station -Clean/Dirty Utility Room -Resident Rooms	RN/RPN/PSW FS ES		
4 <sup>th</sup> Floor Honey Harbour	Nursing Station -Dining Room -Activity Room -PSW Station -Clean/Dirty Utility Room -Resident Rooms	RN/RPN/PSW FS ES		

4 <sup>th</sup> Floor Strawberry Fields	Nursing Station -Dining Room -Activity Room -PSW Station -Clean/Dirty Utility Room -Resident Rooms	RN/RPN/PSW FS ES		
Penthouse	Penthouse	ESM		
Lower Level	Basement	ESM		
Building Perimeter	Parking Lot	ESM		

**Comments:**

Where possible, staff who are most familiar with the areas are assigned to search accordingly.

### Appendix 5 Search Location Checklist - Hillsdale Terraces

Area To Be Searched	Assigned to: (Assign alternate when needed)	Search Completed (x) Call Command Centre Within 15 Minutes
<b>1<sup>st</sup> Floor Resident Home Areas</b>		
Vineyard View	RN	
Rose Garden	RN	
Garden Gate	RN	
Activity Room	RN	
TV Lounges	RN	
Dining Rooms	FSS	
Serveries	FSS	
Prep Kitchens	FSS	
Utility Corridor and Rooms	RN	
Therapeutic Garden	RN	
<b>1<sup>st</sup> Floor Centre Core</b>		
Receiving Bay	ESM	
Main Kitchen	DFS	
Auditorium/Worship Centre	R&T Coord	
Café	DFS	
Offices & Treatment Room	ESM	
Elevators	ESM	
Public Washrooms	ESM	
Front Entrance	ESM	
Exterior Linen Room	ESM	
Exterior Sheds	ESM	
<b>2<sup>nd</sup> Floor Resident Home Areas</b>		
Sugar Trail	RN	
Cedar Heights	RN	
Forest Hill	RN	
Activity Room	RN	
TV Lounges	RN	
Dining Rooms	FSS	
Serveries	FSS	
Prep Kitchens	FSS	
Utility Corridor and Rooms	RN	
Area To Be Searched	Person Responsible (Assign alternate when needed)	Search Completed (x) Call Command Centre Within 15 Minutes
<b>2<sup>nd</sup> Floor Centre Core</b>		
Garbage Chute	ESS	
Locker Rooms	ESS	
Training Room	ESS	
Staff Lounge	ESS	

Beauty/Barber Shop	ESS	
Offices, Meeting & Treatment Room	ESS	
Admin Lounge	ESS	
Balconies	ESS	
<b>3<sup>rd</sup> Floor Resident Home Areas</b>		
Ocean View	RN	
Lighthouse Lane	RN	
Activity Room	RN	
TV Lounges	RN	
Dining Rooms	FSS	
Serveries	FSS	
Prep Kitchens	FSS	
Utility Corridor and Rooms	RN	
<b>3<sup>rd</sup> Floor Centre Core</b>		
Garbage Chute	RCC	
Mechanical Room	ESM	
Tuck Shop	R&T Coord	
Social Room	R&T Coord	
Offices & Treatment Room	RCC	
Boardroom	RCC	
Balconies	RCC	
<b>Stairwells 1-6</b>	R&T Coord	
<b>Roof</b>	ESM	
<b>Basement</b>		
Elevator	ESM	
Offices	ESM	
Laundry Room	ESM	
Mechanical Rooms	ESM	

### Appendix 6 Search Location Checklist – Lakeview Manor

Area To Be Searched	Person Responsible (Use alternate if necessary)	Search Completed (x) Call Command Centre Within 15 Minutes
<b>Basement:</b>		
<ul style="list-style-type: none"> <li>• Kitchen, receiving, maintenance shop, storage rooms, laundry, staff lunchroom, morgue, washroom, locker rooms, stairwell</li> </ul>	<b>ESM</b>	
<b>1<sup>st</sup> Floor</b>		
<ul style="list-style-type: none"> <li>• Front Office &amp; Admin. Offices</li> </ul>	<b>ESM</b>	
<ul style="list-style-type: none"> <li>• Boardroom / Meeting Room</li> </ul>	<b>ESM</b>	
<ul style="list-style-type: none"> <li>• Adult Day Program &amp; Washroom</li> </ul>	<b>Rec Coordinator</b>	
<ul style="list-style-type: none"> <li>• Main Hall &amp; Kitchenette</li> </ul>	<b>FSM</b>	
<ul style="list-style-type: none"> <li>• Vending Room</li> </ul>	<b>ES</b>	
<ul style="list-style-type: none"> <li>• Worship Centre</li> </ul>	<b>ES</b>	
<ul style="list-style-type: none"> <li>• Entrances / Library</li> </ul>	<b>ESM</b>	
<ul style="list-style-type: none"> <li>• Volunteer and Recreation Offices</li> </ul>	<b>Rec Coordinator</b>	
<ul style="list-style-type: none"> <li>• Hairdressing</li> </ul>	<b>Rec Coordinator</b>	
<ul style="list-style-type: none"> <li>• Public Washrooms</li> </ul>	<b>Rec Coordinator</b>	
<ul style="list-style-type: none"> <li>• Practitioner &amp; Admissions Offices</li> </ul>	<b>Rec Coordinator</b>	
<ul style="list-style-type: none"> <li>• The Harbour Resident Rooms</li> </ul>	<b>RN</b>	
<ul style="list-style-type: none"> <li>• The Harbour Dining &amp; Activity Areas</li> </ul>	<b>FS</b>	
<b>2<sup>nd</sup> Floor:</b>		
<ul style="list-style-type: none"> <li>• Beaver River Resident Rooms</li> </ul>	<b>RN</b>	
<ul style="list-style-type: none"> <li>• Beaver River Dining &amp; Activity Areas</li> </ul>	<b>FS</b>	
<ul style="list-style-type: none"> <li>• The Old Mill Resident Rooms</li> </ul>	<b>RN</b>	
<ul style="list-style-type: none"> <li>• The Old Mill Dining &amp; Activity Areas</li> </ul>	<b>FS</b>	
<ul style="list-style-type: none"> <li>• Washrooms</li> </ul>	<b>ES</b>	
<b>3<sup>rd</sup> Floor:</b>		
<ul style="list-style-type: none"> <li>• Hummingbird Resident Rooms</li> </ul>	<b>RN</b>	
<ul style="list-style-type: none"> <li>• Hummingbird Dining &amp; Activity Areas</li> </ul>	<b>FS</b>	
<ul style="list-style-type: none"> <li>• Blue Heron Resident Rooms</li> </ul>	<b>RN</b>	
<ul style="list-style-type: none"> <li>• Blue Heron Dining &amp; Activity Areas</li> </ul>	<b>FS</b>	
<ul style="list-style-type: none"> <li>• Washrooms</li> </ul>	<b>ES</b>	
<ul style="list-style-type: none"> <li>• Penthouse</li> </ul>	<b>ES</b>	
<ul style="list-style-type: none"> <li>• Laundry Chute</li> </ul>	<b>ES</b>	
<ul style="list-style-type: none"> <li>• Garbage Chute</li> </ul>	<b>ES</b>	
<ul style="list-style-type: none"> <li>• Stairwells</li> </ul>	<b>ES</b>	

<b>Grounds:</b>	<b>ES</b>	
• Railway tracks	<b>ES</b>	
• Immediate Grounds – perimeter of the building, park, patios, courtyards, garbage containers, parking lot – including vehicles.	<b>ES</b>	

## Appendix 7 Code Black- Post Incident Debrief

Date: \_\_\_\_\_ Completed By: \_\_\_\_\_

Incident: \_\_\_\_\_

Reports:	Yes/ No	Comments:
Has there been a formal report completed and sent to the Director?		
Were external partners informed of outcome?		
Have residents and families been updated regarding the outcome		
Dietary Department Checklist		
Was any equipment, supplies used during the emergency from the department?		
Any loss of equipment?		
Any repairs required?		
Environmental Services		
Was any equipment, supplies used during the emergency from the department?		
Any loss of equipment?		
Any repairs required?		
Recreational Department		
Was any equipment, supplies used during the emergency from the department?		
Any loss of equipment?		
Any repairs required?		

<b>Nursing Department</b>		
Was any equipment, supplies used during the emergency from the department?		
Any loss of equipment?		
Any repairs required?		
<b>Administration Department</b>		
Was any equipment, supplies used during the emergency from the department?		
Any loss of equipment?		
Any repairs required?		
<b>External partnership</b>		
Response Time		
<b>Responsibilities</b>		
What about the code went well		
What were the gaps		
Recommendations for change.		
<b>Any revisions to the policy/code required</b>		