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Subject: Code Silver				Area of Focus: Care & Service


1.0 Purpose	<p>The objective of this plan is to provide guidance in the event that a person (s) is intruding upon the premises of St. Joseph’s Villa.</p> <p>ASSUME THE INTRUDER IS ARMED AND DANGEROUS.</p>
2.0 Policy	<p>To provide an emergency response plan to alert St. Joseph’s Villa staff that an intruder appears to be a threat (actual or implied) (i.e. actively engaged in violent activities, attempting to harm threatening staff, family, volunteers, students or residents).</p> <p>Definitions:</p> <ul style="list-style-type: none"> • Intruder: a violent and/or armed individual(s) who appear to be jeopardizing or a possible threat by creating a hostile environment at St Joseph’s Villa. An intruder may or may not be armed with weapons and/or explosive devices. An intruder is assumed to be dangerous. • Weapon: any object with the intent to cause injury or has the ability to cause bodily harm or death. It also includes imitation weapons and implied weapons (e.g. where a weapon is not seen by the victim but the person claims to possess one). Parts of the body such as fists or feet are not included.
3.0 Procedure	<ol style="list-style-type: none"> 1. The first person to identify the intruder: <ol style="list-style-type: none"> a. Should call 911 and notify reception or RN/Charge Nurse. <ol style="list-style-type: none"> i. Provide a description of the person and type of weapon, if known. b. Evacuate residents, visitors, students and staff if safe to do so. 2. If you are in an outside area and encounter a dangerous individual or active shooter, you should: <ol style="list-style-type: none"> a. Try to remain calm b. Move away from the intruder, keep residents and yourself away from harm. c. Look for appropriate locations for cover/protection. Lock door and barricade yourself. d. Try to make it difficult for the attacker to see you, hear you, or find you. e. Be prepared to run or fight if you are found. 3. The receptionist will make an overhead page “Attention All Staff” through the speakers, then proceed with the following announcement, three times: Attention all staff “Code Silver is in affect” and your “location”. <ol style="list-style-type: none"> a. Give all information to the Public Safety Officers (police/paramedics/dispatch). b. Notify Administration on-call, as well as Director of Care and Administrator Notification will also be provided to respective unions and the Health and Safety committee. c. Reception to notify alternate premise sites (the Estates and St. Margaret’s Place Hospice).

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	<ol style="list-style-type: none"> 4. Once police arrive on site, please provide information if asked: <ol style="list-style-type: none"> a. Assess the situation, location of attacker b. Secure the area, if not already c. Identify a physical description of the intruder(s) <ol style="list-style-type: none"> i. Number of victims or attackers, if any and their location ii. Exact location of intruder iii. Type and number of weapons, if present d. All necessary individuals still in the area e. Identify and describe participants f. Keys to all involved areas as well as floor plans g. Locations and phone numbers in the affected area 5. If an Intruder comes into the area where you are and enters your unit, office, or meeting room: <ol style="list-style-type: none"> a. Remain calm b. Do not do anything to provoke the intruder c. If there is no possibility of escape or hiding, only as a last resort when your life is in imminent danger should you make a personal choice to attempt to negotiate with or overpower the intruder (i.e. Do not argue if there are demands for drugs/supplies) give it to them d. If the intruder leaves the area barricade the room/resident's room and/or move residents to a safer location e. Make every reasonable effort to protect yourself, residents and visitors. 6. At a location distant from the intruder, such as on a different unit or floor; or you are not able to leave the area safely: <ol style="list-style-type: none"> a. Remain calm and start evacuating/hide b. Warn other staff, visitors and residents to take immediate shelter c. Go to a room that can be locked or barricaded d. Lock and barricade doors or windows e. Turn off lights f. Close blinds g. Block windows h. Turn off radios or other devices that emit sound i. Keep yourself out of sight and take adequate cover/protections j. Silence cell phones 7. What should be expected from responding officers: <ol style="list-style-type: none"> a. The objectives of responding law enforcement officers are: <ol style="list-style-type: none"> i. Immediately engage or contain intruder ii. Identify threats iii. Identify victims to interview or counsel iv. Investigate
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	<p>8. All staff are to do as the team of officers instruct. The first responding officers will be focused on stopping the intruder and creating a safe environment.</p> <p>9. Once police arrive at St. Joseph's Villa</p> <ol style="list-style-type: none"> Remain calm, follow officers' instructions Put down any items in your hands that could be mistaken for a weapon Immediately raise hands and keep them visible. Avoid quick movements towards officers, pointing, screaming or yelling Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the area <p>10. St Joseph's Villa will:</p> <ol style="list-style-type: none"> Establish a medical response team ready to support casualty operations Provide floor plans of the hostage area for use by the police Plan for a situation that may take several hours to resolve <p>11. St Joseph's Villa Administration will:</p> <ol style="list-style-type: none"> Have a manager or delegate respond to police and escort them to the incident Assign additional staff to control access to the area as directed by police Identify witnesses separate them from one another and escort them to separate rooms to wait for police interview When the police arrive, they assume jurisdiction over the event <p>12. All staff, visitors, tenants, and clients will be kept away from the area until the situation is fully resolved. Once the police announce the resolution of the situation an overhead page will be made announcing "All Clear".</p> <p>13. Await further instructions and comply with orders</p> <ol style="list-style-type: none"> Additional information and direction will come through overhead announcements, police department or RN/Charge Nurse. "Code Silver – All Clear" will be announced via overhead page three times. <p>Management Role:</p> <ol style="list-style-type: none"> After the incident, managers should: <ol style="list-style-type: none"> Debrief with staff Provide support to staff, if required EAP Any code that occurs, you should immediately contact the AOC for direction on Ministry reporting matters. Immediately contact the AOC, must be spoken to after hours (do not leave a voicemail). This is a critical incident that must immediately be reported to the Director of the Ministry of Long-Term Care at 1-888-999-6973. Notification will also be provided to respective unions and the Health and Safety committee.
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	<p>The President or Chief Operating Officer will communicate with the media. If questioned, employees are to indicate that they are not authorized to make any statement. Until such time as they are available to comment, there will be no comment.</p> <p>Hold and Secure</p> <p>From time to time, police activity and/or incidents in and around the community may result in the building being put into "Hold & Secure". You will find a brief explanation of this situation.</p> <p>Hold & Secure is a response to a threat and/or incident in the general vicinity of the property, but not on or very near to the property. Life continues as normal inside the building; however, as a precautionary measure, outer doors are locked and no one enters or leaves the building.</p>
Termination and Debrief:	Debrief form filled out and filled with EPC committee
Documentation/References	US department of Homeland Security Active Shooter – How to Respond, October 2008