



<b>MANUAL:</b> <i>HEALTH &amp; SAFETY</i>	<b>HOME SPECIFIC NAME:</b> <ul style="list-style-type: none"> <li><input type="radio"/> Fairfield Park</li> <li><input checked="" type="radio"/> Brouillette Manor</li> <li><input type="radio"/> LaPointe-Fisher Nursing Home</li> <li><input type="radio"/> Corporate</li> </ul>
<b>TITLE:</b> <i>CODE SILVER – INTRUDER and/or PERSON WITH A WEAPON</i>	<b>SECTION: EMERGENCY PREPAREDNESS</b>
	<b>PAGES:</b> 3

**EFFECTIVE DATE:** JUNE 2022

**REVISED:**

**POLICY:**

The home shall have an emergency plan in the event of encountering an intruder and/or a person with a weapon with wrongful intent within the home. The emergency code denoting this situation shall be "Code Silver."

**PROCEDURES:**

**TRAINING & EDUCATION**

Staff shall be trained on this plan upon hire and provided with refresher education annually thereafter.

Residents and/or their legal representative shall be provided with a copy of this plan upon admission

**TESTING OF PLAN**

This plan shall be tested annually.

**ACTIVATION OF PLAN**

1. If a staff member on duty encounters an intruder and/or a person with a weapon and deems it to be with wrongful intent, they must try to move away from this person.
2. If able to get away they must try to alert other staff and announce "Code Silver" (then location) over the P.A. system to alert the entire building.
3. Upon hearing the code announcement, supervisory staff shall phone the police immediately.

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4. Similar to a hostage situation staff shall try to keep calm and try not to agitate that person.
5. Staff should try to keep their distance from the person with the weapon but still keep an eye out for them as to where they are going within the building so that when the police arrive, they can be alerted of the person's location.
6. Upon arrival of the police the supervisory staff on duty or designate shall show them where the individual is and then they may leave the situation to the police.

## EVACUATION

In the event an evacuation of the home is required, refer to the emergency plan, "Code Green – Evacuation."

## REPORTING

- ✓ Situation involving resident – complete Resident Incident Report
- ✓ Situation involving staff – complete Staff Incident Report
- ✓ Situation involving volunteer or visitor – complete Occurrence Report
- ✓ Review Critical Incident/Mandatory Reporting procedure and complete, if required.

## COMMUNICATION

The Home shall communicate to residents, substitute decision-makers, if any, staff, volunteers, students, caregivers, the Residents' Council, and the Family Council, if any, on the emergency in the home

- ✓ at the beginning of the emergency,
- ✓ when there is a significant change throughout the course of the emergency
- ✓ when the emergency is declared over

## RECOVERY

1. A debrief is provided for residents, substitute decision-makers, staff, volunteers, and students involved.
2. The Administrator or delegate will ensure resumption of regular operations of the home takes place (i.e. coordinate with managers, service providers and support workers to ensure all essential services are in place)
3. Coordination with Social Services to meet with residents, families and staff who may have experienced distress during the emergency, to offer support and resources.

## EVALUATION

Review date:	June 2022					
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The emergency plan shall be evaluated annually and updated, if needed. If the plan has been activated, it shall be evaluated within 30 days of the emergency being declared over and updated, if needed.

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