

SECTION:	EMERGENCY PLANNING/LOSS OF SERVICES	APPROVED BY:	Director
NUMBER:	E.161	SIGNATURE:	
RESPONSIBILITY:	All Managers	DATE:	February 9, 2018
REFERENCE POLICY:		REVISED:	July 2022
SUBJECT:	Code Silver – Person with a Weapon / Exceptional Threat		Page 1 of 3

POLICY

Woodingford Lodge recognizes that the potential for violence exists by persons to the facility and/or criminal activity. A Code Silver is a response to a serious violent incident or potentially violent incident whereas a person threatens staff and residents with a weapon and Police assistance is required.

PROCEDURE

A Code Silver is a response to a serious violent incident or potentially violent incident whereas a person threatens staff and residents with a weapon and Police assistance is required. These situations are often referred to by Police as “active shooter” situations where a firearm is used and mass casualties is a possibility. Each situation will require staff to assess the situation, listen for paged instructions and react appropriately.

Person with a Weapon / Exceptional Threat:

Where a person is present on or near the premises with a weapon and is intent on causing serious harm to staff and/or residents the following procedures are advised. Essentially in this situation the facility is implementing a lockdown type scenario similar to what happens at a school lockdown.

- 1) Advise Administration and/or the RN and ensure 911 is called to notify the Police of the situation immediately. Staff will need to provide the 911 operator the door access code so that Police can gain entry into the building. The Police may provide additional instructions depending on the scenario.
- 2) The RN shall also make an announcement on the emergency paging system notifying staff of the Code Silver if possible. The following shall be announced on the emergency paging system twice in the case of a person with a weapon / exceptional threat:

“ATTENTION STAFF: THIS IS A CODE SILVER – INITIATE AN EMERGENCY LOCKDOWN. ALL STAFF AND RESIDENTS SHOULD CLEAR COMMON AREAS AND CORRIDORS.”

- 3) Upon hearing this announcement, vacate all corridors and common areas to the best of their ability. Residents will be instructed and/or assisted to their rooms or other secured areas.
- 4) In the rooms, staff and residents shall remain quiet and position themselves so they are not easily seen from the hallway. Lock doors if equipped with a lock.
- 5) Staff and residents shall remain in a hiding position and avoid common areas, corridors and stairwells until an all clear is provided on the emergency paging system.
- 6) If in the immediate area of the assailant, try to remain calm and evacuate. Try not to attract the attention of the perpetrator. Never confront a person with a weapon. If possible, assist others to leave the area and redirect those trying to enter the area. Do not attempt to assist or move wounded persons. Leave belongings behind.
- 7) If confronted by the assailant and your life is in danger, fight for your life. Attempt to disrupt and/or incapacitate the assailant. Act as aggressively as possible against him/her. Improvise weapons or throw objects to distract, disorient or to disarm them. Act quickly and commit to your actions, hesitation could get you killed.
- 8) For additional information on improving your personal chance of survival in an active shooter / exceptional threat type situation including RUN-HIDE-FIGHT responses refer to the County of Oxford's [Workplace Emergency Planning & Response Handbook](#).

Robbery / Narcotics Request

Workplaces can be the target of robberies and the presence of drugs in health care facilities add another reason for criminals to target such facilities. Personal safety is the most important consideration when reacting to a robbery. The following procedures are advised:

- 1) Do not resist the robber. Take no action that would jeopardize the safety of staff residents. Cooperate with the robber and do not attempt to be a hero.
- 2) Listen to the robber intently and follow exactly the robber's commands. Most robbers want to get in and out as quickly as possible. The quicker the robber leaves, the less likely someone will be injured.
- 3) Try to advise the robber of any surprises. If someone is expected back soon, or if you must reach for something, advise the robber exactly what you are doing. If the robber is startled or suspicious of your activity it may trigger a violent reaction.
- 4) Try and keep other persons in the area calm during and after the robbery.
- 5) Be observant and plan to be a good witness. Try to make mental notes of the robber and write the details down as soon as the robber leaves. Try to recall the following:
 - Robber's physical description: race, gender, height, weight, facial characteristics, scars, tattoos etc.
 - Clothing type and colour
 - Description of any weapons used
 - Direction the robber left in, description of any car or other persons accompanying the robber
 - Description of what was taken e.g. cash, medications etc.

- 6) Call 911 immediately following the incident and cooperate with Police when they arrive.

Following Code Silver Incident

- 1) Once the Police have indicated the situation is safe, Administration and/or RN shall give the all clear and announce on the emergency paging system twice:

**“ATTENTION STAFF: THE CODE SILVER HAS ENDED. CODE SILVER
ALL CLEAR.**

- 2) Staff shall provide first aid assistance and arrange emergency medical assistance by calling 911 for any persons who were injured during the incident.
- 3) The RN will notify the Manager or the Manager on-call and summarize the events. In consultation with the Manager, the RN will determine who will notify the Ministry, contact family members of the residents and who will organize debriefing with the staff if necessary.
- 4) If the Police were notified, or if any residents sustained injuries as a result of the incident, a Critical Incident Summary (CIS) report will need to be completed within 24 hours and forwarded to the Ministry by the Manager or delegate.
- 5) If any staff were injured, then the appropriate workplace injury reports must be completed and the Human Resources Department notified.