

St. Joseph's Care Group  
**St. Joseph's Heritage**  
63 Carrie Street  
Thunder Bay, Ontario  
P7A 4J2

## CODE LOCKDOWN

### Objective:

All St Joseph's Care Group sites shall establish guidelines for locking down facilities / homes in the event of an emergency situation that has the potential to impact the safety of all persons within the affected facility including (but not limited to) staff, clients, volunteers and visitors.

### Procedure:

If an emergency situation arises that requires a SJCG site to lockdown it's facility, the determination to initiate lockdown procedures will be made by Leadership on-call in conjunction with site management and emergency services (if necessary).

## DEFINITIONS

**"Lockdown"** – All entry points of the facility are secured to restrict access to the building during an emergency situation.

**"Emergency situation"** – A situation, external or internal to the facility, which may significantly impact the safety of all occupants of the building.

### Examples:

- A situation involving an armed suspect in close proximity to the facility;
- Threats of violence to one or more individuals within the facility;
- Hostage situation;
- Infectious disease outbreak that requires restricted building access;
- Toxic gas (Code Grey)

## RESPONSIBILITIES OF ADMINISTRATOR / DESIGNATE

1. Upon information received or liaison with police or emergency services, notify Leadership on call and make decision to initiate lockdown procedures
2. Notify Security (if onsite) of Code Lockdown.
3. Contact Front Desk and have them announce three times:

**"CODE LOCKDOWN – Please return to your departments. Do not exit the building until the all clear is announced."**

Site:	Heritage
Revised:	Feb 2019
Approved by EPC:	March 2019

4. Keep command centre updated on status of emergency throughout the duration of the lockdown.
5. Direct any incoming calls related to emergency to command centre.
6. Liaise with police and emergency services and assist as required.
7. Document all actions taken with a time frame.
8. Under the direction of police/emergency services and command centre, direct Front Desk to announce three times:  
**“CODE LOCKDOWN – All Clear”**
9. Participate in debriefing once emergency is declared over.

## RESPONSIBILITY OF FRONT DESK

Upon notification of Code Lockdown:

1. Announce three times on overhead page:  
**“CODE LOCKDOWN – Please return to your departments. Do not exit the building until the all clear is announced”**
2. Activate the “lockdown button” located at front desk – upon activation, all perimeter doors of the Heritage and PR Cook Apartments will lock.
3. Follow direction of command center and/or police.
4. When emergency is declared over under the direction of command centre and/or police, announce three times:  
**“CODE LOCKDOWN – All Clear”**
5. Participate in debriefing post-emergency.

## RESPONSIBILITIES OF SECURITY

Upon notification of Code Lockdown:

1. Assume responsibility of front desk between the hours of 2300 – 0800.
2. Report to front desk to assist in activation of lockdown button.
3. Contact command centre to verify all doors have been locked.
4. Maintain video surveillance for emergency personnel if required.
5. Monitor perimeter entrances for anyone exiting or entering building.
6. Assist police/emergency services as directed.
7. Document all actions taken with time frame.
8. Participate in debriefing meetings once emergency is declared over.

<b>Site:</b>	<b>Heritage</b>
Revised:	Feb 2019
Approved by EPC:	March 2019

## RESPONSIBILITIES OF BUILDING SERVICES

Upon notification of Code Lockdown:

1. Report to front desk to assist with lockdown procedures as needed.
2. Ensure command centre is contacted to verify all perimeter doors have been locked.
3. Assist as directed from Command Centre or police/emergency services.
4. Restore full operation of the building once the emergency has been declared over.
5. Participate in debriefing as required

## RESPONSIBILITIES OF ALL STAFF

Upon notification of Code Lockdown:

1. Immediately return to your department.
2. Direct all residents, family, visitors or volunteers to remain in the area until the "All Clear" is announced.
3. Wait for further direction or All Clear.
4. Participate in debriefing as required.

## RESPONSIBILITIES OF COMMAND CENTRE

The Command Centre will dictate the flow of information and its protocol to the emergency at hand.

1. Ensure lockdown is verified by Security or Building Services.
2. Assist police with all requests for duration of emergency.
3. Depending on the type and duration of the lockdown, it may be necessary to determine a plan that facilitates staff coming and going from shifts. This may include having added security posted at pre-determined entry points and checking all staff ID swipe cards upon entry.
4. The determination to terminate lockdown procedures will be made in conjunction with police. When emergency is declared over, direct front desk to announce "**CODE LOCKDOWN – All Clear**".
5. Ensure building is restored to normal operations.
6. Ensure debriefing is held with all necessary staff and parties.

## RETURNING TO THE FACILITY UNDER AN EMERGENCY SITUATION

1. Staff who may be outside of the building either alone or with resident(s) must contact their home unit/program to let the team/manager know their whereabouts.
2. Staff arriving for work must have their ID swipe cards and follow direction of police and command centre upon arrival.

Site:	Heritage
Revised:	Feb 2019
Approved by EPC:	March 2019