St. Joseph's Care Group	SITE: Heritage
LOCKDOWN PROCEDURE	**APPROVAL DATE / DATE OF LAST REVIEW:** August 30, 2023
PREPARED BY: Alex Wood	**APPROVED BY:**

PURPOSE: Document provides site-specific information regarding the steps to be followed if a facility lockdown is required.

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)

1. SITE SPECIFIC INFORMATION

LOCKDOWN BUTTON LOCATION (IF APPLICABLE):
Lockdown button located at Heritage Front Desk

2. FIRST RESPONSE IN EMERGENCY LOCATION

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."
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 the incident manager and/or emergency services, 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 Incident Manager 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.

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 INCIDENT MANAGER/IMS COMMITTEE

The Incident Manager/IMS Committee 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.