



ST. JOSEPH'S CARE GROUP

Code Silver –Person with a Weapon

POLICY Number: **AD-06-196**

Manual: Global Administrative Manual

Approval Date: May 26, 2023

Section in Manual: Risk Management

Approved by: Leadership Quality, Safety & Risk Committee

Cross References: *Emergency/ Disaster Incident Management System (IMS) Response AD-06-225, Lockdown Site Specific Sub-Plans, Code White – Aggressive/Violent Behaviour AD-06-192, Prevention of Workplace Violence and Harassment Program, Leadership Team On-Call Protocol*

Purpose

The purpose of this policy is to provide an appropriate response to minimize risk of exposure and possible harm when a person is identified carrying a weapon on or near a St. Joseph’s Care Group facility.

Policy Statement

If an assailant is identified and a enhanced police presence is required, St. Joseph’s Care Group and Thunder Bay Police Service will work together to reduce the risk to all occupants in the building. Code Silver will not result in additional persons attending to the area of emergency.

Scope

Any situation where an armed person threatens, attempts or actively uses a weapon where enhanced police presence is required.

This material has been prepared solely for use at St. Joseph’s Care Group (SJCG). SJCG accepts no responsibility for use of this material by any person or organization not associated with SJCG. No part of this document may be reproduced in any form for publication without permission of SJCG. A printed copy of this document may not reflect the current electronic version on SJCG’s iNtranet.

Definitions

Command Centre - The central command and control location/group responsible for carrying out the principles of emergency preparedness and emergency management functions at a strategic level in an emergency, and ensuring the continuity of vital operations.

Incident Manager – The person responsible for managing the incident at the affected site. The IMS Committee assigns the role of Incident Manager.

Incident Management System (IMS) – standardized and coordinated approach to emergency management

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

Lock and Secure – The term used when an employee needs to seek refuge from a assailant and unable to evacuate.

Weapon– Anything used, designed to be used or intended for use:

- a) In causing death or injury to any person, or
- b) For the purpose of threatening or intimidating any person

Emergency Codes That May Escalate into a Code Silver:

Emergency Code	Reason for Escalation
Lockdown	When lockdown procedures fail to prevent a suspected or confirmed armed intruder from accessing the building.
Code White	When a violent person acquires a weapon, poses an immediate threat and a Police response is required.

Code Purple	May escalate to a Code Silver is armed hostage takers are able to move beyond a previously contained space and threaten more staff/clients/visitors.
Code Black	Bomb threat emergency could involve armed assailants and may require additional Police response.

Procedure

All employee will be aware of the “Run, Hide, Survive” concepts as recommended by the Ontario Hospital Association. Staff should follow these steps in sequential order.

RUN - Evacuate, remain calm and if safe proceed to an exit without attracting attention.

HIDE - If unable to evacuate hide in the nearest room. Lock and secure

SURVIVE - If your life is in immediate danger and as a last resort fight

UPON OBSERVATION OF A PERSON WITH A WEAPON

1. Do not attempt to engage the assailant. This includes verbal and physical attempts to deescalate the situation.
2. Communicate emergency to others in the area if safe to do so.
3. Remain calm and evacuate if safe to proceed. If possible, evacuate everyone away from the assailant. While evacuating, raise hands and spread fingers while exiting so you are not be mistaken for the assailant.
4. Call 9-911 ASAP
5. Communicate the emergency to all those within the building either by overhead announcement or internal communication system (*67, radio, etc.) by announcing “**CODE SILVER and LOCATION**” three times.

IF UNABLE TO EVACUATE

1. Proceed to the nearest room or office as quickly as possible and lock and/or

secure the door bringing any staff, clients or visitors in the immediate area with you.

2. Barricade door with heavy furniture.
3. Close windows and blinds.
4. Silence all cell phones. Use only for emergency assistance.
5. Turn off lights and keep everyone in the room quiet.
6. As soon as possible, call 9-911 for police and advise 911 operator of all available information such as:
 - a. Location of assailant(s) (current, last or direction headed if known)
 - b. Description of assailant(s)
 - c. Type and description of weapon(s)
 - d. Information on hostages/victims (if any)
 - e. Any comments or demands made by the assailant(s)
7. Announce three times on overhead page (if overhead paging system does not exist in your facility use the internal communication system)
 - a. ***“CODE SILVER – location of assailant (if known)”***
8. Follow direction of police until emergency is declared over.
9. In the event that the person has left the building/premises on their own accord, Police must still be contacted immediately.

IF NOTIFICATION OF THREAT COMES FROM EMERGENCY PERSONNEL

1. Obtain the following information:
 - I. Name & Rank of the emergency personnel requesting Code Silver procedure.
 - II. What organization do they represent? (Examples: Emergency Operation Centre, Police, etc.).
 - III. The immediate contact number for the person(s) requesting the Code Silver.
2. Immediately report this request to your Manager and Leadership.
3. Document all actions taken within the time frame.

All Staff should be aware of the “Run, Hide, Survive” concepts as recommended by the Ontario Hospital Association. Emphasizing on safely evacuating the area and communicating the emergency to those around you. Code Silver will not result in additional persons attending to the area of emergency.

ANY PERSON UPON NOTIFICATION OF THE CODE SILVER ANNOUNCEMENT WILL

1. Go to the nearest room or office as quickly as possible and secure the door.
2. Bring any staff/clients that are in the immediate area to your secure room.
3. Move/use furniture to block door entrance.
4. Close all windows and blinds and move away from them.
5. Turn off lights.
6. Keep everyone quiet.
7. Silence all cell phones. Use only for emergency assistance if required.
8. Do not answer the door or respond to commands until certain they are issued by the Police.
9. Participate in debriefing session post-emergency.

Roles & Responsibilities

LEADERSHIP ON-CALL/IMS COMMITTEE

1. Upon notification of Code Silver emergency, activate the IMS committee.
2. Communication with the emergency site will be limited or not possible due to the risk to the building occupants. If possible, establish communication with police and emergency services in control of the situation.
3. Once Police have declared the emergency over, direct staff to announce **“Code Silver – All Clear”** throughout the site.
4. Facilitate a debrief following the Code Silver with all staff involved.

Education & Training

1. All employees are required to complete the Fire Safety & Emergency Code LMS module once per year.
2. Managers are required to ensure that employees review the corporate emergency code policies and emergency site sub-plans at least annually.
3. Each department/site will complete mock exercises or table top exercises at a minimum of once per year and provide documentation of such to Occupational Health, Safety & Wellness.

Related Practices and/or Legislation

Ontario Health and Safety Act and regulations, Emergency Management and Civil Protection Act, Canadian Standards Association – Emergency Preparedness and Response Standards

References

OHA Emergency Management Toolkit,
Thunder Bay Police