



# Lakeland Long Term Care

Distribution: Emergency Response Manual	Page: 1 of 8
Section:	Policy Name: Code Silver
Reviewed by: January 27, 2022 by Rebecca Soucie	Date of Original Issue: December 1, 2010
Issued by: Steve White	Date of Last Revision: January 7, 2019

Note: This is a **CONTROLLED** document for internal use only. Any document appearing in a paper form should **ALWAYS** be checked against the online version prior to use.

Nursing Support Assistant will ensure staff have access to the electronic copy of this plan.

## 1.0 POLICY STATEMENT

The purpose of the Emergency Response Plan – Code Silver is to provide guidelines for Lakeland Long Term Care (LLTC) personnel to follow during a Code Silver – Person with a Weapon.

## 2.0 PURPOSE

To provide guidelines for staff, residents and visitors during an active shooter/dangerous weapon situation at LLTC.

**Code Silver will not result in other LLTC workers coming to assist, as it is designed to keep people away from harm. Police will be contacted as soon as Code Silver is called.**

This policy is written as a resource tool to provide general principles and guidance, as each incident will be unique and unpredictable in nature.

## 3.0 DEFINITIONS

**Weapon:** any article designed as a weapon used or intended to be used for the purpose of threatening, intimidating, or injuring a person. All firearms, including replica firearms and imitation firearms are always considered weapons.

**Assailant:** An armed person(s) that pose an immediate threat to life (knife, gun, explosives, etc.)

**Lockdown:** A security action to restrict/control pedestrian traffic to specific entry/exit points to the facility or within LLTC.



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## 4.0 EQUIPMENT

N/A

## 5.0 PROCEDURE

The announcement of a Code Silver (location) will indicate to the “staff” that an active shooter/dangerous weapon situation exists in the identified location. Staff will use the following guidelines to respond to the emergency.

**Staff should immediately call the West Parry Sound Health Centre (WPSHC) switchboard (#3333) and initiate a Code Silver when they observe or are told of a person(s) who is/are:**

- **Attempting to harm or injure people with any weapon; or**
- **Carrying a weapon on or near LLTC or WPSHC grounds.**

When a Code Silver is initiated, all staff will make every reasonable effort to protect themselves, residents, visitors, and others in the immediate area, following the procedures set out in this document.

**Note: In the event of a Code Silver ALL being called BOTH LLTC and WPSHC will go on lockdown. Administrator or Nurse Manager (NM) are to keep in contact with WPSHC staff for direction.**

### 5.1 Staff in the immediate area of the assailant

**DO NOT attempt to engage the assailant. This includes verbal and physical attempts to deescalate the situation.**

#### 1. **Remain CALM and EVACUATE**

- Do not confront a person with a weapon
- Do not attempt to remove wounded person(s) from the scene
- If possible, assist others to leave the area and redirect those trying to enter
- Evacuate if able and safe to proceed



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o While evacuating keep hands visible at all times (not to be mistaken for the shooter)

o Leave any belongings behind

## 2. If unable to evacuate, HIDE

- Use rooms with doors that lock from inside (safe rooms on each home area)
- Barricade the door with heavy furniture
- Silence your cell phone and turn off any sources of noise (e.g. radios, televisions, etc.)
- Hide behind large objects (e.g. cabinets, desk, walls, etc.)
- Pull blinds on windows down.
- Remain quiet and low to the ground.

## 3. SURVIVE:

- **Fight only as a last resort and only if your life is in imminent danger**
- Attempt to disrupt and/or incapacitate the assailant by: Acting as aggressively as possible against him/her, yelling, commit to your actions.
- If others are available, work together to distract and attack the assailant as fiercely as possible

## 4. CALL switchboard as soon as possible

- a) Inform switchboard operator to initiate **CODE SILVER, Lakeland**
- b) Give the operator as much information as possible including:
  - Location of the assailant(s) (current, last known, and/or direction headed)
  - Type of weapons(s)
  - Description of assailant(s)
  - Any comments or demands made by the assailant
  - Information on victims and/or hostages
  - Any other information you feel may be relevant
- c) Remain on the line, and follow the instructions of the operator (stay as quiet as possible)

## 5.2 Staff in area near the assailant

### If you can leave safely, EVACUATE:

- Remain calm and follow Police/Security direction, if available
- Quickly leave the area, evacuating as many residents and others as possible.
- Redirect any people entering the area to move to a safe location
- Move to a safe, pre-determined meeting point (Torrance Funeral Home, if possible)



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**Registered Practical Nurse (RPN):** Once at the meeting point, perform a headcount to determine if your team and residents are accounted for. Team are to use Evacuation Binder located at each home area Nursing Desk.

## **If you cannot leave safely, HIDE:**

- Remain Calm
  - Protect yourself and individuals in your area by quickly and quietly:
    - o Closing doors, locking and barricading yourself and others inside (where possible)
    - o Positioning people out of sight and behind large items that offer protection. (e.g. behind desks, cabinets, and away from windows)
    - o Silencing personal alarms, mobile phones and other electronic devices (e.g. TVs, Radios, etc.)
    - o Turning off monitors and screens (where possible) to reduce backlighting.
    - o Instructing others, who are capable of assisting, to do the same with other residents rooms (i.e. visitors may assist with the residents room they are visiting)
- **If able and safe to do so, call switchboard (#3333) or 9-911 to report where occupants are hiding** (911 has capacity to manage multiple calls as compared to switchboard)
- **Do not use the telephone unless directly related to the Code Silver.** Medical Emergency Codes will not be called for victims of the assailant until the incident site is secured by Police.
- **Hide in place** until "Code Silver, All Clear" is announced overhead
- **If the assailant enters your work area,** contact switchboard (#3333) or 9-911 if it is safe to do so.

## **5.3 Staff in other areas of Lakeland Long Term Care**

**Do not attempt to return to your home area or office**

- **Follow the instructions of the RPN, NM or Leadership team in your current location**
- Lock down all external doors and doors between areas.
- Stay where you are, protecting yourself and assisting others in your area, if possible



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- Divide into small mixed groups of staff, residents and visitors. Hide in resident's rooms, bathrooms, offices, etc. Wherever is available and safe to do so.
- Advise residents, visitors and others to HIDE; ask them to remain calm, quiet, and avoid using their phones, any other electronic device, or posting to social media.
- Move away from exposed windows, walls, and doors. Cover interior windows if able. Lay on floor, under/behind furniture. If possible hide against the wall that is on the same side as the door into the room. The room must appear empty.
- Minimize movement within the area to essential, safety-related matters
- Silence personal alarms, mobile phones and other electronic devices.
- Do not use the telephone unless directly related to the Code Silver incident

**Registered Practical Nurse (RPN):** Once lockdown of the area is completed, perform a headcount to determine if your team and residents are accounted for. Team are to use Evacuation Binder located at each home area Nursing Desk.

**Police must approve all movement throughout LLTC, until the Code Silver has been cleared.** This includes responding to other codes and resident care needs.

## 5.4 UPON ARRIVAL OF POLICE

**Staff are reminded that law enforcement personnel are the primary responders and will assume control in all Code Silver responses.**

**Do not interfere with the Police Officers by delaying or impeding their movements:** The Police are there to stop the threat as soon as possible. Officers will proceed directly to the area the assailant was last seen or heard. The first officers at the scene will not stop to assist injured individuals.

**Police Officers will be responding with the intent to use a required level of force to diffuse the situation. Ensure you do not present yourself as a threat to them:**

- Drop any items in your hands (e.g. bags, jackets, etc.)
- Immediately raise hands and keep them visible at all times
- Remain calm and follow Officers' instructions; avoid screaming and/or yelling
- Do not attempt to grab hold of an Officer



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- Do not stop to ask Officers for help or direction when evacuating: Proceed in the direction from which Officers are entering the area or take direction from internal security.

## **Police Officers may:**

- Be wearing normal uniforms or tactical gear, helmets, etc.
  - Be armed with rifles, shotguns and/or handguns
  - Use chemicals irritants or incapacitating devices (e.g. pepper spray, stun grenades, Tasers, etc.) to control the situation.
  - Shout commands and may push individuals to the ground for their safety.
- Rescue teams comprised of additional Officers and emergency medical personnel may follow the initial Officers when it is safe to do so. These rescue teams will treat and remove any injured people. They may also call upon able-bodied individuals to assist in removing the wounded from the area.

Once you have reached a safe location you will likely be held in that area by Police until the situation is under control and all witnesses have been identified and questioned. Do not leave the safe location until Police have instructed you to do so.

## **5.5 Incident Manager in charge**

- Remain calm
- Notify the Administrator or designate
- Assist police with all requests
- When it is safe to do so, establish Incident Management System (IMS) team and undertake the role of Incident Manager
- Assign Roles within the IMS Team

## **5.6 Post Incident**

Once the Police have said it is safe to do so, the switchboard operator will announce “Code Sliver, All Clear” overhead three times.



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All staff should return to their work areas for debriefing. Staff from the affected area should go to the designated meeting point (LLTC Boardroom.)

Leadership team or Nurse Manager will address any operations that may not be immediately available post-incident. This may occur if the affected area is secured for investigation, or if damage to facilities and equipment inhabits their use.

As soon as possible, the Leadership team will conduct a debriefing including participation of any responding law enforcement and internal security personnel.

Considering the physical and mental health needs of all workers and residents; Support will be provided, utilizing existing and additional identified programs (e.g. Employee Assistance Program, individual and group counselling, and workers compensation, as necessary.)

Workers should speak with their supervisor regarding any specific concerns, needs, or considerations.

## 6.0 OUTCOME

- All person(s) within LLTC will be kept safe
- **All residents, staff, physicians and volunteers will work to keep each within LLTC safe**
- The Emergency Response Planning Committee will review information on responses to Code Whites to ensure that this written policy is meeting the needs of those who utilize a Code WHITE. Resident Confidentiality will be maintained during this review.

## 7.0 REFERENCES

**WPHSC Code Sliver policy**

**OHA Code Silver guidelines**

## 8.0 RELATED POLICY

Code Purple

Code White

## 9.0 APPENDIX

N/A



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