

**THE SALVATION ARMY
MEIGHEN HEALTH CENTRE**



EMERGENCY PLAN MANUAL

SUBJECT: CODE SILVER		POLICY: IAMM <input checked="" type="checkbox"/>
REVISED: July 2022	REVIEWED: JULY 2022	APPROVED BY: Leadership Team

APPLICATION:

- Code Silver is a planned response to ensure the safety of all staff, residents, and visitors when an individual is in possession of a weapon and a police response is required
- Code Silver is called if there is a threat, attempt or active use of a weapon to cause harm, regardless of the type of weapon
- Code silver will not result in other staff coming to assist, rather it is meant to keep people away from harm

1. PLAN ACTIVATION: CODE SILVER

Any staff member should immediately initiate a Code Silver when they observe or are told of a person who is attempting to harm or injure people with any weapon; or carrying a weapon

Any staff member will initiate a Code Silver by paging over the emergency paging system:

Code Silver - Location if known
Code Silver - Location if known
Code Silver - Location if known

Immediately call 911 to notify police

- Advise 911 operator of all available information such as:
- Location of incident, including current location and any affected locations
- Description of assailant(s)
- Type & description of weapon(s)
- Information on hostages / victims (if any)
- Any comments or demands made by the assailant
- Remain on the line to provide updates
- Follow instructions of the 911 operator

**THE SALVATION ARMY
MEIGHEN HEALTH CENTRE**



EMERGENCY PLAN MANUAL

SUBJECT: CODE SILVER		POLICY: IAMM <input checked="" type="checkbox"/>
REVISED: July 2022	REVIEWED: JULY 2022	APPROVED BY: Leadership Team

2. STAFF IN THE IMMEDIATE AREA OF ASSAILANT

DO NOT attempt to engage the assailant. This includes verbal and physical attempts to de-escalate the situation

Remain CALM and EVACUATE.

- Do not confront a person with a weapon
- Do not attempt to remove wounded persons from the scene
- If possible, assist others to leave the area and redirect those trying to enter
- Evacuate if able and safe to proceed.
- Only evacuate if you are close to an exit and can get there safely, without attracting attention.
- While evacuating keep hands visible at all times (not to be mistaken for the shooter)
- Leave any belongings behind

If unable to evacuate, HIDE.

- Use rooms with doors that lock
- 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, desks, walls, etc.)
- Remain quiet and low to the ground

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, throw items and improvising weapons, yelling, commit to your actions
- If others are available, work together to distract and attack the assailant as fiercely as possible

CALL the RN Nurse Designate or other staff member

**THE SALVATION ARMY
MEIGHEN HEALTH CENTRE**



EMERGENCY PLAN MANUAL

SUBJECT: CODE SILVER		POLICY: IAMM <input checked="" type="checkbox"/>
REVISED: July 2022	REVIEWED: JULY 2022	APPROVED BY: Leadership Team

- a. Tell them to initiate Code Silver
- b. Give as much information as possible including:
 - Location of the assailant(s) (current, last known, and/or direction headed)
 - Type of weapon(s)
 - Description of the 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, staying as quiet as possible

3. RN NURSE DESIGNATE

If after hours and only if safe to do so – contact the manager on call

4. ALL STAFF IN OTHER LOCATIONS WITHIN THE FACILITY

Do not attempt to return to your department

- Follow the instructions of the Charge Nurse/Manager in your current location
- Stay where you are, protecting yourself and assisting others in your area, if possible
- Divide into small mixed groups of staff, residents and visitors.
- Hide in resident rooms, meeting rooms, bathrooms, offices, etc, wherever is available and safe to do so
- Ask residents & visitors to remain calm, quiet, and to 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

3. UPON ARRIVAL OF POLICE

**THE SALVATION ARMY
MEIGHEN HEALTH CENTRE**



EMERGENCY PLAN MANUAL

SUBJECT: CODE SILVER		POLICY: IAMM <input checked="" type="checkbox"/>
REVISED: July 2022	REVIEWED: JULY 2022	APPROVED BY: Leadership Team

- Staff are reminded that law enforcement personnel are the primary responders and will assume control in any Code Silver response
- 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
- Avoid making quick movements toward Officers or attempt to grab hold of an Officer
- Do not stop to ask Officers for help or direction when evacuating

Police Officers may:

- Be wearing normal uniforms or tactical gear, helmets, etc.
- Be armed with rifles, shotguns and/or handguns
- Use chemical irritants or incapacitating devices 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 persons. They may also call upon able-bodied individuals to assist in removing the wounded from the area.

4. EMERGENCY DECLARED OVER

CODE SILVER is declared over when the Police have said it is safe to do so

The code is cleared by the RN/Designee

**THE SALVATION ARMY
MEIGHEN HEALTH CENTRE**



EMERGENCY PLAN MANUAL

SUBJECT: CODE SILVER		POLICY: IAMM <input checked="" type="checkbox"/>
REVISED: July 2022	REVIEWED: JULY 2022	APPROVED BY: Leadership Team

- Announce 3 times over the paging system.

Code Silver All Clear

Code Silver All Clear

Code Silver All Clear

RN NURSE DESIGNATE

Will notify:

- The Director of Resident Care
- The Executive Director/Designee

EXECUTIVE DIRECTOR/DESIGNEE

Will ensure the following notifications take place within required time frames:

- Divisional Secretary for Social Mission
- Territorial Secretary for Public Relations
- Medical Advisor
- POA/SDM of residents
- Ministry of Long-Term Care
- Ministry of Labour, Training & Skills Development
- Joint Occupational Health & Safety Committee
- Labour Union Representatives

5. RECOVERY PLAN

Recovery will take several hours to several months

- Charge Nurses will complete a head count and assessment of the residents and advise the RN Nurse Designate
- Charge Nurses/ Supervisors/RN Nurse Designate will check with staff to ensure they are able to return to their assigned duties. Any staff unable to return to duty will be replaced as per the **Staffing Contingency Plan**
- **Charge Nurses are to wait until they receive direction from the Executive Director/Designee before contacting any resident POA/SDM**

**THE SALVATION ARMY
MEIGHEN HEALTH CENTRE**



EMERGENCY PLAN MANUAL

SUBJECT: CODE SILVER		POLICY: IAMM <input checked="" type="checkbox"/>
REVISED: July 2022	REVIEWED: JULY 2022	APPROVED BY: Leadership Team

- The Organization should consider how to 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 inhibits their use.
- As part of the recovery process, the organization will consider the physical and mental health needs of all workers, residents and visitors. Support will be provided, utilizing existing and additional identified programs (e.g., EAP, individual and group counselling, and workers compensation, as necessary.)
- Workers should speak with their supervisor regarding any specific concerns, needs, or considerations.

6. DEBRIEF AND DOCUMENTATION

- A debrief will be conducted shortly after the code is cleared
- All staff directly involved with the assailant will provide a written or verbal statement as soon after the situation as possible and remain available to provide this statement to the police
- Incident report will be completed by the RN
- Forms and statements will be collected by the senior manager on site
- Clinical assessment of resident will be completed by Charge Nurse and RN Nurse Designate

8. WITHIN 30 DAYS OF INCIDENT

Once all information has been collected but within 30 days of the incident, a root cause analysis and evaluation of the event is completed

- All interventions required to prevent a similar occurrence and/or improve on response will be documented and put in place by the required departments
- A copy of the report will be distributed and discussed at the Interdisciplinary Quality Improvement Committee
- A copy of the report will be discussed with the Joint Occupational Health & Safety Committee
- The incident will be discussed at Labor Management with applicable trade unions

**THE SALVATION ARMY
MEIGHEN HEALTH CENTRE**



EMERGENCY PLAN MANUAL

SUBJECT: CODE SILVER		POLICY: IAMM <input checked="" type="checkbox"/>
REVISED: July 2022	REVIEWED: JULY 2022	APPROVED BY: Leadership Team

9. **ONGOING COMMUNICATION**

As directed by Territorial Secretary for Public Relations

10. **TESTING & EVALUATION OF CODE SILVER**

- This emergency code will be tested annually unless initiated during the calendar year
- Manager/Designate will be assigned to the appropriate area with the steps within this policy or corresponding form to review employee performance and provide direction if required for quality improvement purposes
- Debriefing reports will be reviewed by the appropriate Department Head and other team members as appropriate for quality improvement purposes
- A copy of the debriefing reports will be submitted to the Interdisciplinary Quality Improvement Committee to coordinate revision of the Code Silver emergency plan as required