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| <b>MANUAL:</b>  | <b>Emergency</b>   |
| <b>SECTION:</b> | <b>CODE PURPLE</b> |
| <b>SUBJECT:</b> | <b>Intruder</b>    |

## **POLICY**

It is the policy of Schlegel Villages to provide a safe environment for all residents, team members, family, and visitors. To that end, if an Intruder enters the Village, an effective Intruder Emergency Procedure will be employed.

## **DEFINITIONS**

An Intruder may be defined as any person who:

1. Will not identify themselves (unfamiliar person)
2. Has entered the Village illegally
3. Is a potential threat to residents, Team Members, visitors or property through any means, including harassment or violence.

It is important to note that all Schlegel Villages are private property and anyone can be asked to leave at any time without need of any special notices or letters.

## **SEQUENCE OF COMMUNICATION**

1. The Team Member who discovers the intruder will notify the Charge/Lead Nurse immediately.
2. The Charge/Lead Nurse may attempt to speak with the intruder, if possible, to persuade him/her to leave the Village and/or in some cases the Charge/Lead Nurse will contact the police immediately

## **DETAILED PROCEDURE**

### **Unfamiliar Person**

1. If an unfamiliar person is in the Village, a team member will ask the person, "*Whom do you wish to see?*" or "Can I help you?" The person should identify who they are and whom they are there to see.
2. If the person does not identify him or herself, the team member will notify the Charge/Lead Nurse.
3. The Charge/Lead Nurse, along with another team member, will approach the intruder. The Charge/Lead Nurse will identify him/herself as the Charge/Lead Nurse and ask the person to identify him or herself.



4. If the intruder's reply is inappropriate, the Charge/Lead Nurse will politely ask the intruder to leave the premises.
5. If the intruder does not/will not leave, the Charge/Lead Nurse will not become aggressive with the intruder. The Charge/Lead Nurse will designate a Team Member(s) to watch the intruder from a distance.
6. The Charge/Lead Nurse will announce "Code Purple" and the location 3 times over the P.A. system.
7. The Charge/Lead Nurse or designate will call the Police immediately.
8. The Charge/Lead Nurse will follow the Communication Sequence as outlined in Tab 01-02 when applicable.

### **Person Entered Illegally/or is a Potential Threat**

1. If the intruder has entered the Village illegally or is a potential threat then the Charge/Lead Nurse or designate should call 911 for police assistance immediately and Page Code Purple and the location 3 times.
2. The Charge/Lead Nurse or designate should watch the intruder until the police arrive.
3. The Charge/Lead Nurse will follow the Communication Sequence as outlined in Tab 01-02 when applicable

### **INTRUDER DRILLS/TRAINING**

Intruder Training will be provided on orientation for all team members. The Leadership Team will strive to achieve 100% team member attendance on annual refresher training for Intruder Training. This training may be covered under Emergency Procedure Training and/or Workplace Violence and Prevention Training. Refresher training may be in the form of education sessions, tabletop exercises, walk-through drills, functional drills, evacuation drills, or full-scale exercises.



**CODE PURPLE - INTRUDER DRILL**

Date: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ Location: \_\_\_\_\_

Scenario Description:

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***Circle the appropriate answer***

Did they ask the person to identify themselves? Yes No

Did they notify the Charge/Lead Nurse? Yes No

Was 911 called? Yes No

Was a "Code Purple" announcement made? Yes No

Was the location and announcement clear? Yes No

Did a Team Member meet Emergency Services at the Main Entrance? Yes No

Names of Team Members who participated

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Comments/Recommendations:

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Charge/Lead Nurse: \_\_\_\_\_ Signature: \_\_\_\_\_

Manager: \_\_\_\_\_ Signature: \_\_\_\_\_