



MANUAL:	Emergency
SECTION:	CODE SILVER
SUBJECT:	Person with a Weapon

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 any person possesses a weapon and is threatening harm or has the potential to threaten harm, an effective emergency response will be employed.

*Adapted from the OHA guideline for Code Silver Policy

DEFINITIONS

What is a Code Silver?

It is a planned response to ensure the safety of team members, residents and visitors when an individual is in possession of a weapon and an enhanced police response is required.

When should Code Silver be called?

If there is a threat, attempt, or active use of a weapon to cause harm, regardless of the type of weapon

- Attempting to harm or injure people with any weapon
- A person carrying a weapon in the building or on the grounds

What is different about a Code Silver response?

It will not result in other team members coming to assist, as it is designed to keep people away from harm. Police will be contacted as soon as a Code Silver is called.

Unlike other emergency codes in which team members would be responsible for the evacuation of residents, in a Code Silver emergency, the term evacuate means to personally leave the affected area and only help others to leave if it is safe to do so.

DETAILED PROCEDURE

1. The team member who discovers the threat will notify the charge/lead nurse immediately and report as much detail as possible including:
 - Assailant(s) current/ last known location, and /or direction headed
 - Type of weapon(s)
 - Description of the assailant(s)
 - Any comments or demands made by the assailant(s)
 - Information on victims and/or hostages
 - Any other information you feel may be relevant



2. The charge/lead nurse or designate will announce Code Silver and building location 3 times over the PA system.
3. The charge/lead nurse or designate will call 911 and designate someone to meet police at the main entrance if safe to do so.
4. All team members in the immediate area of the assailant:
 - a. Remain CALM and EVACUATE the area
 - i. Do not confront a person with a weapon
 - ii. Do not attempt to remove a wounded person from the scene
 - iii. If possible, assist others to leave the area and redirect anyone trying to enter the area
 - b. HIDE if unable to evacuate
 - i. Use rooms with doors that lock
 - ii. Barricade the door with heavy furniture
 - iii. Silence your cell phone and turn off any sources of noise (radios, televisions)
 - iv. Remain quiet and low to the ground
 - v. Position yourself and others out of sight and behind large items that offer protection (eg. Behind desks, cabinets, beds, away from windows)
 - c. SURVIVE
 - i. Fight only as a last resort and only if your life is in imminent danger
 - ii. Use multiple people to distract the assailant or large items to throw at or hit the assailant
5. All team members in areas near the Code Silver location:
 - a. EVACUATE the area if you can leave safely
 - i. If possible, assist others to leave the area and redirect anyone trying to enter the area
 - b. HIDE if unable to evacuate safely
 - i. Use rooms with doors that lock
 - ii. Barricade the door with heavy furniture
 - iii. Silence your cell phone and turn off any sources of noise (radios, televisions)
 - iv. Remain quiet and low to the ground
 - v. Position yourself and others out of sight and behind large items that offer protection (eg. Behind desks, cabinets, beds, away from windows)
6. All team members in all other areas:
 - a. HIDE if unable to evacuate safely



- i. Divide into small mixed groups of team members, residents and visitors
- ii. Use rooms with doors that lock
- iii. Barricade the door with heavy furniture
- iv. Silence your cell phone and turn off any sources of noise (radios, televisions)
- v. Remain quiet and low to the ground and advise others to do the same
- vi. Position yourself and others out of sight and behind large items that offer protection (eg. Behind desks, cabinets, beds, away from windows)

7. Upon arrival of Police:

- a. Team members 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 by delaying or impeding their movements: The Police are there to stop the threat as soon as possible. Police 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.
- b. Police 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:
 - i. Drop any items in your hands (e.g. bags, jackets, etc.)
 - ii. Immediately raise hands and keep them visible at all times
 - iii. Remain calm and follow Police instructions; avoid screaming and/or yelling
 - iv. Avoid making quick movements toward Police
 - v. Do not attempt to grab hold of Police
 - vi. Do not stop to ask Police for help or direction when evacuating: Proceed in the direction from which Police are entering the area
- c. Police may:
 - i. Be wearing normal uniforms or tactical gear, helmets, etc.
 - ii. Be armed with rifles, shotguns and/or handguns
 - iii. Use chemical irritants or incapacitating devices (e.g. pepper spray, stun grenades, tasers, etc.) to control the situation
 - iv. Shout commands and may push individuals to the ground for their safety
- d. Rescue teams comprised of additional Police and emergency medical personnel may follow the initial Police 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.



- e. 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.
- f. The charge/lead nurse or leadership team designate will:
 - i. Provide a situation update to police
 - ii. Provide police with access to all areas as needed (keys, access cards)
 - iii. Assist police with all requests
 - iv. Take notes and maintain contact with the Police command centre

8. Recovery

- a. Once the police have stated it is safe to do so, the charge/lead nurse or designate will announce “Code Silver, All Clear” 3 times
- b. Any team members from the affected area will go to a designated meeting area for debriefing until investigations are completed and the area deemed safe to use.
- c. All other team members will return to their areas
- d. A head count of all residents will be conducted as well as accounting for all team members
- e. Leadership team should consider how to address any operations that may not be immediately available post incident. This may occur in the affected area is secured for investigation or if damage to facilities or equipment inhibits their use
- f. Leadership team should conduct a debriefing including participation from any responding law enforcement and team members
- g. Leadership team should consider the physical and mental health of all team members and residents and offer support through assistance programs, workers compensation etc.
- h. Team members should speak with their supervisor regarding any specific concerns, needs or considerations

CODE SILVER DRILLS/TRAINING

Code Silver 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 Code Silver 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 SILVER – WEAPONS THREAT DRILL

Form Created: May 2018

Date: _____ Time of Incident: _____ Location: _____

Scenario Description:

Circle the appropriate answer

Did they notify the Charge/Lead Nurse? Yes No

Was 911 called? Yes No

Was a "Code Silver" announcement made? Yes No

Was the location and announcement clear? Yes No

Did Team Members evacuate the area or hide? Yes No

Names of Team Members who participated

1. _____

5. _____

2. _____

6. _____

3. _____

7. _____

4. _____

8. _____

Comments/Recommendations:

Charge/Lead Nurse: _____

Signature: _____

Manager: _____

Signature: _____