



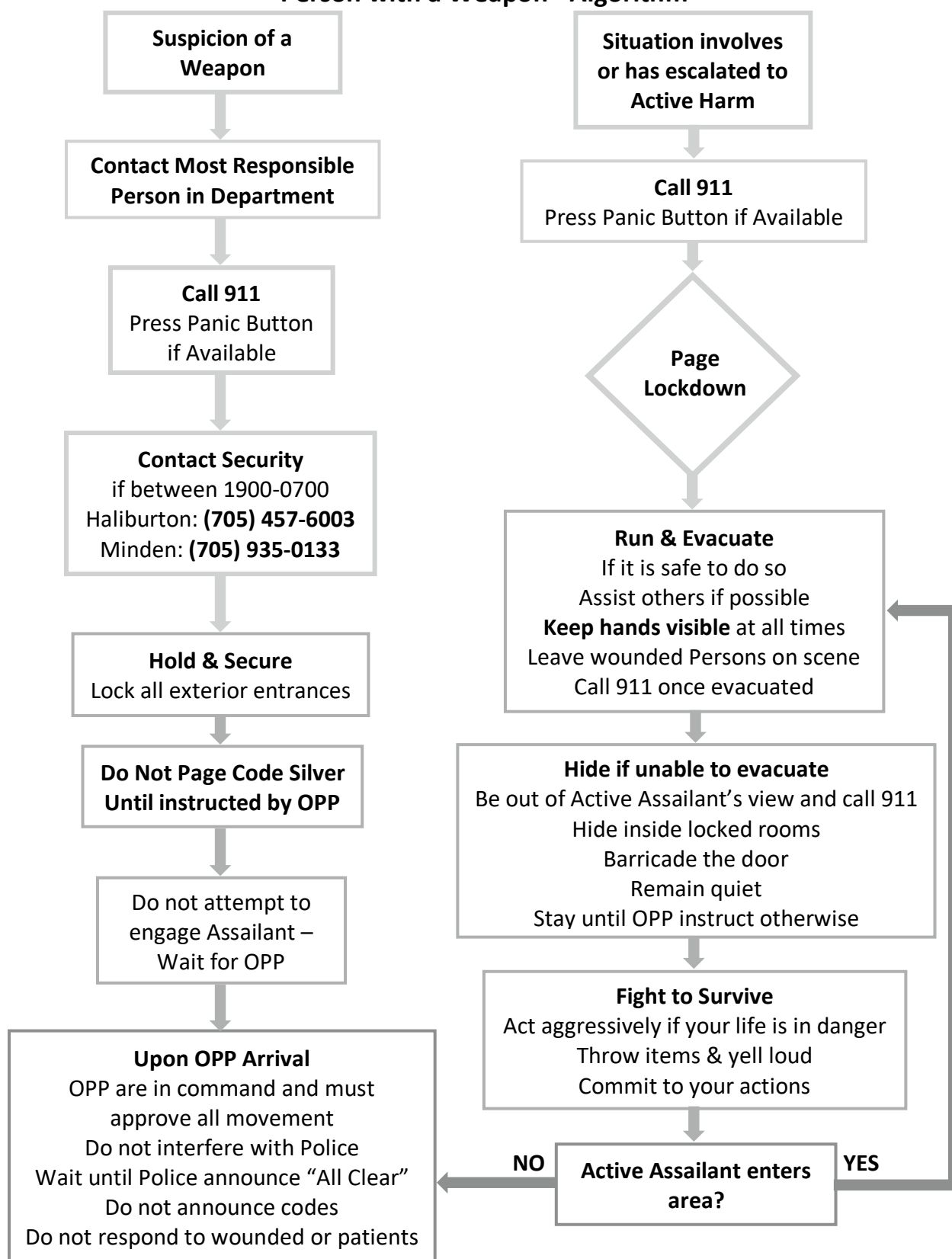
CODE SILVER PERSON WITH A WEAPON

Effective Date:	January 31, 2017	
Revision Date:	July 8, 2022	
Review Date:	Annually	
Reviewed By:	Joint Health & Safety Committee	June 16, 2022
	Executive Leadership Team	June 28, 2022
Approved By:	President & CEO Director of Facilities & Projects	

Haliburton Highlands Health Services
Emergency Preparedness & Response Manual

This page is intentionally left blank.

Person with a Weapon - Algorithm



Code Silver

Policy – Person with a Weapon

The purpose of Code Silver is to provide guidelines for HHS Staff to follow during an event involving a weapon. This plan provides for an organized and effective response within HHS buildings. The primary goals of Code Silver are providing for the safety of Patients, Residents, Clients, Visitors, and Staff of the HHS Site during an event involving a weapon.

All Code Silver responses will be the responsibility of the Ontario Provincial Police (OPP). Any role played by our Staff will be in support of OPP efforts, and will be conducted in a safe location, and as directed by Police. Organizations should consult with their local police services to determine the most appropriate terminology to be utilized, to ensure an enhanced police response when a Code Silver is called.

At some point, Police may decide that the use of lethal force is required in order to protect Hostages or Bystanders. This will occur whether inside the Facility or not, and will occur without warning or prior consultation. Police have many tools available, including, but not limited to: batons, pepper spray, tear gas, rubber baton rounds, conducted energy weapons (Taser), and firearms. The use of lethal force is the last resort, but Staff should be prepared for this outcome.

During an event involving weapon, the following basic principles will apply:

- Staff will make every reasonable effort to protect themselves, Patients, Residents, Clients, and Visitors in their immediate area following the procedures set out in this document.
- Not all of those exhibiting violent behaviour are Patients, Residents, Clients, or Visitors, or have a history of mental illness. Others who might present such behaviours might be disgruntled employees or ex-employees, unhappy family members, estranged spouses, non-custodial parents, or those interrupted while engaged in criminal behaviour.
- On rare occasions, an individual may become desperate enough to bring a weapon to the facility, and to take another person or persons hostage in an attempt to force the resolution of some problem. In this situation, **LOCKDOWN** Procedures must be activated. **LOCKDOWN** Procedures are found in the Emergency Response Plan and Referenced in this Policy. Individuals exhibiting such behaviours are the responsibility of the OPP, and our Staff will not intervene.
- Code White responses will escalate to Code Silver as soon as it becomes clear that the individual has a weapon. When a weapon is involved, the **LOCKDOWN** procedure is immediately activated and the term **LOCKDOWN** must be used when communicating the emergency.
- The **LOCKDOWN** procedure will not result in other hospital workers coming to assist as it is designed to keep people away from harm.
- Staff are never expected to confront or attempt to disarm any individual who is carrying a weapon of any type.

Haliburton Highlands Health Services
Emergency Preparedness & Response Manual

- Weapons include anything that can be used to cause injury or death. This includes edged weapons (knife, broken glass, screwdriver), bats, poles, chairs, etc.
- Staff will always avoid areas where a Code Silver is in progress.
- Staff will always attempt to ensure that Patients, Residents, Clients, and Visitors cannot access the area where a Code Silver is occurring.
- Staff will always permit the egress of persons with a weapon, as an alternative to confrontation. Lines of escape will never be blocked, and such individuals can be dealt with by the OPP at a later time.

Other Codes that may escalate into a Code Silver:

- Code White, when hospital workers are involved in the management of an aggressive or violent person. Hospital workers will come to assist when a Code White is called.
- Code Purple, where hostages are being used as currency. These situations are usually more physically contained in nature than Code Silver scenarios, and may not require the same scope of response from law enforcement and hospital workers.

Definitions

Code Silver – Code Silver is a planned response to ensure the safety of all health care workers, Patients, Residents, Clients, and Visitors at a Health Care Facility when an individual is in possession of a weapon, and an enhanced Police response is required. Code Silver should be called if there is a threat, attempt, or active use of a weapon to cause harm, regardless of the type of weapon.

Weapon – The Criminal Code defines a weapon as “anything used, designed to be used or intended for use: in causing injury or death to any person, or for the purpose of threatening or intimidating any person. And, without restricting the generality of the foregoing, includes a firearm”.

Active Harm – A situation where an individual is actively engaged in injuring or attempting to injure people in a confined and populated area with a use of a weapon.

Active Shooter – An individual actively engaged in injuring or attempting to injure people in a confined and populated area; in most cases, Active Shooters use firearm(s), and there is no pattern or method to their selection of victims.

Shelter-in-Place – This type of Lockdown is normally referred to when an environmental threat is present outside and it is not possible or advisable to evacuate the Facility. This type of action is normally in response to Code Grey for an air contaminant, or extreme weather outside the building, and keeping persons from unnecessarily putting themselves in danger.

Haliburton Highlands Health Services
Emergency Preparedness & Response Manual

Hold and Secure – This type of controlled Lockdown is used when a serious environmental or physical threat is present outside of the Facility or in the neighbourhood and prevention measures need to be enacted to:

- Protect individual(s) from leaving the Facility and entering into an area of danger, or
- Prevent the threat from entering the Facility.

This event is normally communicated to Staff by Emergency Responders, and is the responsibility of the Acting Incident Manager to communicate to the rest of the Staff and Visitors. Staff should be aware of what is going on inside the building and the reason for the LOCKDOWN but continue with their normal day activities.

LOCKDOWN – A total Lockdown is used in a serious emergency situation where the danger is in the building or where the danger exists immediately outside the Facility. A Lockdown minimizes access and visibility and shelters Patients, Residents, Client, Visitors, and Staff in secure locations. This type of LOCKDOWN is used when the physical threat is already in the Facility and measures need to be enacted to:

- Prevent the threat from accessing areas/assets being threatened;
- Protect people from entering areas where the threat may be present; and,
- Protect people from remaining in areas where the threat may be moving to.

Management Responsibilities

The Emergency Response Planning team consisting of at a minimum the Directors of Care and Director of Facilities & Projects will meet a minimum of once per year to review Code Silver Procedures, the Emergency Response Plan and start the planning for the annual drills or mock exercises including: Code Red, Code Brown, Code Black and Code Green exercises.

- The Director of Facilities & Projects is responsible for the implementation of Code Silver, and a review of the Lockdown procedures every year
- The Director of Facilities & Projects will be accountable for the training of Code Silver with a focus on Security and Maintenance Staff knowledge as designates to the Director of Facilities & Projects
- Select drills will be organized with the Maintenance Staff, HHHS Managers (or designates) to practice and identify areas of improvements. These drills will be summarized and shared with the Management Committee.
- The Acting Incident Manager, The Director of Facilities & Projects, Maintenance Staff and Area Manager will perform an event debrief within 10-days of an event being over, and provide a report summarizing the event to the HHHS Management Committee and Joint Health & Safety Committee.
- The Director of Facilities & Projects will review with Security Services for input, awareness, and preparedness.

Employee Responsibilities

- Security and Maintenance Staff are identified as designates to the Director of Facilities & Projects, and need to be knowledgeable and provide leadership of Code Silver when required.
- All Staff must obey the Acting Incident Manager, and Municipal Chief Fire Official or Emergency Responders instructions upon arrival.
- Staff shall follow OPP and Emergency Responder instructions upon arrival
- Staff in every Department is to ensure their Staff are educated and aware of their documentation location.
- Staff are to participate in training, drills and respond to Fire System Paging instructions.

Security Responsibilities

- Ensure they are educated in Code Silver Procedures and aware of their documentation location.
- Participate in training, drills and respond to Fire System Paging instructions.
- Direct police to the location
- Secure area and assist in locking all exterior doors and exterior windows
- Security Staff, or designate, will report to the main entrance to escort police to the Incident Command Centre, if safe to do so.
- If assigned by the OPP, assist in any searches including all Public Areas, stairwells, elevators, etc.

Police Services

Law Enforcement (OPP) are the primary Responders, will secure the site and assume control in any LOCKDOWN response. Police Officers may be wearing uniforms, tactical gear, and will be armed with weapons, chemical irritants, and other incapacitating devices. The OPP may shout commands and push individuals to the ground for their safety.

Do not interfere with the Police Officers by delaying or impeding their movements, do not present yourself as a threat. Officers will not stop to assist injured individuals. Rescue Teams may follow the initial Officers when safe to do so.

If you encounter a police officer, drop any items in your hands and immediately raise your hands and keep them visible at all times. Remain calm and follow their instructions.

Appendices / Links

Appendix 1 – Checklist Procedure – Suspicious Weapon

Appendix 2 – Checklist Procedure – Active Shooter or Person with a Weapon in the Immediate Area

Appendix 3 – Checklist Procedure – Adjacent Area Near an Active Shooter

Appendix 4 – Checklist Procedure – Command Center during a Code Silver & LOCKDOWN

Appendix 5 – Checklist Procedure – Recovery & Debrief Post Incident

Appendix 6 – Panic Button Location & Details

Appendix 7 – Emergency Evacuation Kit Contents

References

Ontario Hospital Association (OHA). Development guide. Retrieved:

<https://www.oha.com/Documents/Code%20Silver%20Development%20Guidance.pdf>

Ontario Hospital Association (OHA). Code Silver Policy Template. Retrieved:

<https://www.oha.com/Documents/Code%20Silver%20Policy%20template%20tool.docx>

California Hospital Association. Emergency Preparedness: Preparing Hospitals for Disasters.

Retrieved: <https://www.calhospitalprepare.org/active-shooter>

California Hospital Association. Active Shooter: Planning and Response. Retrieved:

https://www.calhospitalprepare.org/sites/main/files/file-attachments/as_active-shooter-planning-and-response-in-a-healthcare-setting_1.pdf

Appendix 1 – Suspicious Weapon – Checklist Procedure

DATE _____ TIME _____
LOCATION _____ COMPLETED BY _____

Note: This document is reviewed during the Post Incident Debriefing. As each item is completed, record the time and initial when the situation permits.

Any situation when Any Staff are suspicious that a person with an unauthorized weapon is on the premises or a weapon has been identified.

The Acting Incident Manager Shall:

TIME	INIT	ACTIONS
TIME	INIT	1. Try to remain calm. Notify the Most Responsible Person in the Area.
TIME	INIT	2. The Most Responsible Person becomes the Acting Incident Manager. After-hours contact Security for assistance.
TIME	INIT	3. Do not attempt to seize the weapon or approach the Person with the suspicious weapon.
TIME	INIT	4. Call 911 to notify the OPP. Use the Panic Buttons if available in your area. These notify the OPP directly. The Acting Incident Manager or Security describe the situation and follow the OPP instructions.
TIME	INIT	5. Do not announce Code Silver until instructed by the OPP.
TIME	INIT	6. Hold & Secure Immediately If the suspicious weapon or person with a weapon is outside the building, Lock the exterior doors.
TIME	INIT	7. If at any time the situation escalates, Call 911 immediately and stay on the call with the Operator
TIME	INIT	8. Do Not attempt to engage the Assailant. This includes any verbal and/or physical attempts to de-escalate the situation
TIME	INIT	9. Follow the Active Shooter Procedure attached in Appendix 2 of this policy.
TIME	INIT	10. The OPP must approve all movement within the Building and Site until the LOCKDOWN has been cleared.
TIME	INIT	11. Upon the arrival of the Police, the Acting Incident Manager or designate will be asked to provide an update to Police and must comply with all their requests including hand over of security information including master keys and door codes.

Haliburton Highlands Health Services
Emergency Preparedness & Response Manual

TIME	INIT	ACTIONS
TIME	INIT	12. The Acting Incident Manager or designate must take notes and document all activities.

Appendix 2 – Active Shooter or Person with a Weapon in the Immediate Area – Checklist Procedure

DATE _____ TIME _____
LOCATION _____ COMPLETED BY _____

Note: This document is reviewed during the Post Incident Debriefing. As each item is completed, record the time and initial when the situation permits.

RUN – HIDE – FIGHT

In the event a person(s) enters the Facility displaying a weapon or as an “Active Harm” or “Active Shooter”, Staff in the affected area should quickly determine the most reasonable way to protect their own life. Visitors are likely to follow the lead of Staff during an Active Shooter situation. A Code Silver may escalate from a pre-existing Code White situation. The emergency escalates to Code Silver and LOCKDOWN procedures immediately upon seeing that the individual is armed or has a weapon, and/or the person are holding person(s) hostage

All Staff Shall:

TIME	INIT	ACTIONS
TIME	INIT	1. Staff shall Activate any Panic Buttons where accessible. These notify OPP directly.
TIME	INIT	2. Notify the Most Responsible Person in the Department. This person becomes the Acting Incident Manager.
TIME	INIT	3. Call 911 Any Staff can call 911 to notify the OPP, remain on the call, follow the Operator’s instruction, stay as quiet as possible, and provide any information: <ul style="list-style-type: none">• Location of the assailant(s) last known or direction headed• Type of weapon(s)• Description of assailant(s)• Comments or demands made by assailant(s)• Information on victims or hostages

Haliburton Highlands Health Services
Emergency Preparedness & Response Manual

TIME	INIT	ACTIONS
TIME	INIT	<p>4. Acting Incident Manager shall page three times (3x) the following message if safe to do so.</p> <p>“LOCKDOWN, LOCKDOWN, LOCKDOWN”</p> <p>“Code Silver - A life-threatening situation now exists at [location]. All persons should immediately move away from [that location] if it is safe to do so. If it is not safe to move away, hide in place immediately.”</p> <p>Paging can be done at any Fire Panel following the Paging Instructions posted at the Fire Panels or in the Emergency Response Manual.</p>
TIME	INIT	<p>5. Other areas within the building are to follow the procedure for “Adjacent Area to an Active Shooter” in Appendix 3 of this procedure.</p>
TIME	INIT	<p>6. Do Not Confront or Engage the Assailant or attempt to de-escalate the situation.</p>
TIME	INIT	<p>7. If Safe to do so, evacuate the area keeping hands visible.</p>
TIME	INIT	<p>8. Remain CALM, RUN & EVACUATE</p> <p>If Safe to do so – RUN – if you are close to an exit without attracting attention to evacuate the premises.</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 • Evacuate whether Others agree to follow
TIME	INIT	<p>9. If unable to evacuate, HIDE.</p> <p>If not Safe to leave, find a place to hide where the Active Shooter is less likely to find you:</p> <ul style="list-style-type: none"> • Be out of the Active Shooter’s view • Use rooms with doors that lock • Barricade the door with heavy furniture • Silence your cell phone, turn off any sources of noise in the room • Hide behind large objects (e.g., cabinets, desks, walls, etc.)

Haliburton Highlands Health Services
Emergency Preparedness & Response Manual

TIME	INIT	ACTIONS
		<ul style="list-style-type: none"> • Remain quiet and low to the ground
TIME	INIT	<p>10. FIGHT to SURVIVE</p> <p>If evacuation or hiding are not possible – FIGHT – as a last resort and only when your life is in imminent danger.</p> <ul style="list-style-type: none"> • Act as aggressively as possible against the Active Shooter • Throw items and Yell Loud • Work together to distract and attack • Commit to your actions
TIME	INIT	<p>11. If an Active Shooter demands drugs, provide to the demands to survive</p>
TIME	INIT	<p>12. If it is a Hostage situation, inform the Assailant the drugs are on the way as long as you can until the OPP arrive.</p>
TIME	INIT	<p>13. UPON ARRIVAL OF POLICE</p> <p>Police must approve all movement throughout the building & site, until the Code Silver and LOCKDOWN has been cleared. This includes responding to other codes and patient care needs.</p>
TIME	INIT	<p>14. 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. Police 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.</p>
TIME	INIT	<p>15. 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:</p> <ul style="list-style-type: none"> • Drop any items in your hands (e.g., bags, jackets, phones, etc.) • Immediately raise hands and keep them visible at all times • Try to remain calm and follow Officer's instructions; avoid screaming, yelling or calling them • Avoid making quick movements toward Officers • Do not attempt to grab hold of an Officer • Do not stop to ask Officers for help or direction when evacuating. Proceed in the direction from which the officers are entering the area. • Take direction from Security

Haliburton Highlands Health Services
Emergency Preparedness & Response Manual

TIME	INIT	ACTIONS
TIME	INIT	<p>16. A number of OPP Officers and SWAT Teams may respond to this situation.</p> <ul style="list-style-type: none"> • Be wearing normal uniforms or tactical gear, helmets, etc. • Be armed with rifles, shotguns and/or handguns • Use chemical irritants or incapacitating devices (e.g., pepper spray, Tasers, etc.) to control the situation • Shout commands and may push individuals to the ground for their safety • Law enforcement officers from outside agencies will not recognize employees of the Facility. • It is imperative that all employees are wearing their identification badge at all times. • Keep your Hands up
TIME	INIT	<p>17. 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.</p>
TIME	INIT	<p>18. 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.</p>
TIME	INIT	<p>19. The Acting Incident Manager or designate must take notes and document all activities.</p>

Appendix 3 – Adjacent Area Near an Active Shooter – Checklist Procedure

DATE _____ TIME _____
LOCATION _____ COMPLETED BY _____

Note: This document is reviewed during the Post Incident Debriefing. As each item is completed, record the time and initial when the situation permits.

RUN OR HIDE

All Staff Shall:

TIME	INIT	ACTIONS
TIME	INIT	1. RUN – Remain CALM and EVACUATE – if you can leave safely <ul style="list-style-type: none">Remain CALM and EVACUATE following Police direction if availableQuickly leave the area evacuating as many Patients, Residents, Clients, Visitors, and Staff as possible.
TIME	INIT	2. The Most Responsible Person of the area becomes the Acting Incident Manager.
TIME	INIT	3. If safe to do so, redirect people entering the area to a safe location and to a safe pre-determined meeting point if possible.
TIME	INIT	4. Perform a census and record of the people evacuated in the area, and follow the direction of the Incident Manager or Senior Officer of the department.
TIME	INIT	5. HIDE – If unable to evacuate <p>If it is not possible to leave the area, remain calm, close the Fire Doors and barricade the area.</p> <ul style="list-style-type: none">Position yourself out of sight and behind large items that offer protection. (e.g., behind desks, cabinets, and away from windows) – the room should appear empty and darkPosition people out of sight, silence cell phones and electronic devicesTurn off computers and monitors and other sources of lightDo the same in other rooms within the Fire Zone.

Haliburton Highlands Health Services
Emergency Preparedness & Response Manual

TIME	INIT	ACTIONS
TIME	INIT	<p>6. Once Hidden, Call 911</p> <p>The Acting Incident Manager requests the OPP assistance, explains people are hiding from an Active Shooter on Site, remains in contact with the Operator and follows the Operators instructions.</p> <p>If the Assailant enters your work area, call 911 if it is safe to do so (or use a Panic Button if available). Consider RUN, HIDE, FIGHT</p>
TIME	INIT	<p>7. HIDE in place until the OPP evacuate you or the OPP make an “All Clear” announcement in the Fire Zone.</p>
TIME	INIT	<p>8. UPON ARRIVAL OF POLICE</p> <p>Police must approve all movement throughout the hospital, until the Code Silver and LOCKDOWN has been cleared. This includes responding to other codes and patient care needs.</p>
TIME	INIT	<p>9. 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. Police 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.</p>
TIME	INIT	<p>10. 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:</p> <ul style="list-style-type: none"> • Drop any items in your hands (e.g., bags, jackets, phones, etc.) • Immediately raise hands and keep them visible at all times • Try to remain calm and follow Officer’s instructions; avoid screaming, yelling or calling them • Avoid making quick movements toward Officers • Do not attempt to grab hold of an Officer • Do not stop to ask Officers for help or direction when evacuating. Proceed in the direction from which the Officers are entering the area. • Take direction from Security

Haliburton Highlands Health Services
Emergency Preparedness & Response Manual

TIME	INIT	ACTIONS
TIME	INIT	<p>11. A number of OPP Officers and SWAT Teams may respond to this situation.</p> <ul style="list-style-type: none"> • Be wearing normal uniforms or tactical gear, helmets, etc. • Be armed with rifles, shotguns and/or handguns • Use chemical irritants or incapacitating devices (e.g., pepper spray, Tasers, etc.) to control the situation • Shout commands and may push individuals to the ground for their safety • Law enforcement officers from outside agencies will not recognize employees of the facility. • It is imperative that all employees are wearing their identification badge at all times. • Keep your Hands up
TIME	INIT	<p>12. 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.</p>
TIME	INIT	<p>13. 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.</p>
TIME	INIT	<p>14. The Acting Incident Manager or designate must take notes and document all activities.</p>

Appendix 4 – Command Center During a Code Silver & LOCKDOWN – Checklist Procedure

DATE _____ TIME _____
LOCATION _____ COMPLETED BY _____

Note: This document is reviewed during the Post Incident Debriefing. As each item is completed, record the time and initial when the situation permits.

At least a partial activation of the Command Center is desirable during a LOCKDOWN, assuming that the circumstances make it safe to do so. At a minimum, the Incident Manager, Public Information, Liaison, Logistics and Scribe roles will be required. The purpose of the Command Center will be to coordinate activities in support of the Police operation, and to oversee a return to normal operations when the incident is concluded. The use of informal Command Center staff and an improvised location may be required. The Command Center is responsible for notifying the governing bodies when the hospital has been placed on redirect and coordinating resources and patient care.

Upon being notified of a LOCKDOWN is in progress, the Command Centre Team will immediately take the following actions:

The Command Center Team Shall:

TIME	INIT	ACTIONS
TIME	INIT	1. During normal business hours the CEO will consider the need to activate the Command Center, and commence activation, if it is safe to do so. Retrieve the Command Centre Kit from the Business Office
TIME	INIT	2. Outside of normal business hours, the Manager On Call will consider the need to activate the Command Center, and will commence activation, if it is safe to do so
TIME	INIT	3. The Command Center (CEO or Manager On Call) will follow OPP Instructions
TIME	INIT	4. The Acting Incident Manager may be relieved by the CEO or designate. In some circumstances, returning to the Facility may be unsafe and, in these cases, the Acting Incident Manager will remain in charge of the situation, supported by the CEO or designate by telephone (if possible).
TIME	INIT	5. The Command Center (CEO or Manager On Call) will notify the Management Team members, but should be directed not to return to the Facility as this is potentially unsafe. They should remain at a number where they can be updated periodically by telephone.

Haliburton Highlands Health Services
Emergency Preparedness & Response Manual

TIME	INIT	ACTIONS
TIME	INIT	6. The Command Center (CEO or Manager On Call) will ensure that local Emergency Responders and Fire Department are notified if it is necessary to put the hospital on redirect.
TIME	INIT	7. Maintenance and Staff will be contacted by the Command Center (CEO or Manager On Call) to provide a safe perimeter to the best of their ability and as safe to do so, and following OPP instructions to prevent Visitors and Staff from entering the area during a LOCKDOWN. <ul style="list-style-type: none"> • A log must be kept of people entering and leaving the site.
TIME	INIT	8. All traffic in and out of the SITE will be limited. Any suspicious activity should be reported immediately to the Command Center, Security, or the OPP. A log will be kept of any persons allowed access to the site by Police.
TIME	INIT	9. Under the Command Center's instructions, Patients, Residents, Clients, and Visitors will be given limited information of the incident. The Most Responsible Person in each area will assure them of the safety measures being taken on their behalf.
TIME	INIT	10. No one will speak to the media except the CEO or designate.
TIME	INIT	11. Upon conclusion of the Incident, the OPP will announce " LOCKDOWN All Clear " physically throughout the areas of the Facility. The Fire Panel PA System will not be used to announce " All Clear " until after the Police have physically done so in person to each unit affected. This is to protect against potential false "All Clear" announcements over the PA System by the Assailant.

Appendix 5 – Recovery & Debrief Post-Incident – Checklist Procedure

DATE _____ TIME _____
LOCATION _____ COMPLETED BY _____

Note: This document is reviewed during the Post Incident Debriefing. As each item is completed, record the time and initial when the situation permits.

The resolution of the incident will be the decision of the Police. When the situation has been resolved and under instruction of the Police,

The Command Centre CEO (or designate) Shall:

TIME	INIT	ACTIONS
TIME	INIT	1. Police will advise the CEO or designate (Director/Senior Manager On Call) (or designate) when it is safe to end the Lockdown.
TIME	INIT	2. When instructed to do so by the OPP, Page “ Lockdown, All Clear ” three times (3x) on the Fire Panel PA System.
TIME	INIT	3. The Command Center and CEO (or designate) will instruct to open the doors only when the “ all clear ” is given by Emergency Responders.
TIME	INIT	4. In the event that the subject is uninjured, they will be taken into Police custody and removed from the building.
TIME	INIT	5. In the event that the subject is injured, they will be taken into Police custody and then treated by medical Staff accordingly.
TIME	INIT	6. In the event that the subject has been killed by Police, they will be left at the Site for the purposes of investigation of the shooting. This may deny access to the location for a period of hours or days. <ul style="list-style-type: none">Any Patients, Residents, Clients, or services in the affected area may need to be systematically and carefully relocated to another part of the Facility, under Police supervision, so as not to inadvertently disturb any physical evidence.
TIME	INIT	7. Upon completion of the Police investigation, the body of the subject will be removed by the Coroner.
TIME	INIT	8. Police will advise when the area can be cleaned and returned to normal operations.
TIME	INIT	9. The Command Center (CEO or Manager On Call) will issue a communication of “ All Clear ” to All Staff and Physicians.

Haliburton Highlands Health Services
Emergency Preparedness & Response Manual

TIME	INIT	ACTIONS
TIME	INIT	10. The Command Center (CEO or Manager On Call) will determine the plan for normal service.
TIME	INIT	11. Affected Patients, Residents, Clients, Visitors, and Staff, particularly those in the immediate vicinity of the incident, may require Critical Incident Stress De-briefing. Arrangements should be made for this service with the support of the CEO and Manager of Human Resources.
TIME	INIT	12. The Acting Incident Manager(s) (per Area) must collect all documentation of the incident, including Event Logs, Situation reports, etc., and forward to the CEO for storage against future need.
TIME	INIT	13. The CEO (or designate) needs to prepare for an After Action debriefing involving all Staff involved within 2-days or as soon as can be organized.
TIME	INIT	14. The CEO and The Acting Incident Manager(s) (per area affected) must complete an After Action Report, including any errors, gaps, or omissions identified, and any recommendations.
TIME	INIT	15. The CEO shall schedule a formal Post Incident Debriefing, and involve Managers and external parties who have relevant knowledge and experience of the incident including: participating Emergency Responders, OPP, Municipal and/or County agencies, within 10 business days of the incident stand down.
TIME	INIT	16. The Director of Facilities & Projects, with assistance from the CEO, will prepare a final report on the incident, including all key learnings, recommendations, and other corrective actions and action plans, and will furnish this to the Management Team within 30-days of conclusion of the incident.
TIME	INIT	17. The Director of Facilities & Projects must incorporate the final recommendations into the Emergency Response Plan.

Appendix 6 – Panic Button Locations & Details

Call List:

Police Department	(613) 329-1835
Fire Department	(705) 457-2323
ER Department	(705) 457-1721
TAS Paging (Manager On Call)	(866) 856-3253

Notes:

1. Desk Buttons are hard wired devices to the Security Panel.
2. Wireless Pendants communicate on 433MHz radio frequency proprietary to all Security Devices

Haliburton		
Location	Type	Quantity
Business Reception	Desk Button	1
Foundation Office	Desk Button	1
Telemedicine Office	Desk Button	1
Health Records Office	Desk Button	1
CEO Office	Desk Button	1
Executive Assistance Office	Desk Button	1
Acute Nurse Station	Desk Button	1
ER Triage Desk	Desk Button	1
ER Area	Wireless Pendant	4
Business / LTCH Screening Desk	Wireless Pendant	2
X-Ray	Wireless Pendant	1
Acute Area	Wireless Pendant	2
Minden		
Location	Type	Quantity
ER Triage Desk	Desk Button	1
ER Doctor's Office	Desk Button	1
X-Ray	Desk Button	1
X-Ray	Wireless Pendant	1
CEO Office	Desk Button	1
Foundation Office	Desk Button	1
Business Office	Desk Button	1
ER Area	Wireless Pendant	2
LTC Screening Desk	Wireless Pendant	1
Director's Office (spares)	Wireless Pendant	2

Appendix 7 – Emergency Evacuation Kit Contents

Emergency Evacuation Kit Contents		Quantity
<input type="checkbox"/>	Small Flashlights	4
<input type="checkbox"/>	Headlamp	1
<input type="checkbox"/>	Identification Vests	4
<input type="checkbox"/>	Name tags	1 pack
<input type="checkbox"/>	Masking tape	1
<input type="checkbox"/>	Flagging tape	1
<input type="checkbox"/>	Caution tape	1
<input type="checkbox"/>	Coloured chalk	1 box
<input type="checkbox"/>	White chalk	1
<input type="checkbox"/>	Clipboards	2
<input type="checkbox"/>	Markers/pens	1 bag
<input type="checkbox"/>	Triage Tags	1 pack
<input type="checkbox"/>	Emergency Preparedness & Response Manual	1
<input type="checkbox"/>	First Aid Kit	1
<input type="checkbox"/>	Search Kit	1
Search Kit Contents	<input type="checkbox"/> “Searched” Flyers	2 sheets
	<input type="checkbox"/> Minden or Haliburton Detailed Zone Maps	1 doc
	<input type="checkbox"/> Whistles	1 pack