



ST. JOSEPH'S
GENERAL HOSPITAL
ELLIOT LAKE

St. Joseph's Manor

CODE SILVER

PERSON WITH A WEAPON

Issued: November 2021

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Overview

St. Joseph's General Hospital Elliot Lake (SJGHEL), St. Joseph's Manor (SJM), is committed to a safe environment for residents/resident/clients, staff, physicians, volunteers, and visitors.

Code Silver is a planned response to ensure the safety of all health care workers, residents, and visitors at SJM when an individual is in possession of a weapon and a 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.

A weapon could be a gun, knife, etc. carried into SJM, or a weapon could be an item the person found in SJM (i.e., chair, table).

This Policy applies to staff, which in the context of this policy includes employees, board-appointed professional staff (e.g., physicians), students, volunteers, and any other person(s) working on SJM grounds.

A Code Silver May Be Called When:

- A person is attempting to harm or injure people with any weapon;
- A person is harming or injuring people with any weapon; or
- A person is carrying a weapon on or near SJM grounds.

Initiating a Code Silver

Any staff member may identify a CODE SILVER situation. Notification of the Code Silver will occur by using the telephone paging system by dialing *75 from any SJM phone to announce code and location.

The Most Responsible Individual will need to notify Switchboard of the Code Silver and the need for police assistance (911). Switchboard will provide the 911 Operator with the SJM entry code.

NOTE: Code Silver does not result in other SJM staff coming to assist, as it is designed to keep people away from harm. Police will be contacted as soon as Code Silver is called.

When Paging:

- State 3 times: Code Silver, location, and

When Calling Switchboard

- Provide exact location.
- Need for police assistance and the need for any other possible assistance.
- How many people involved.
- If able, identify the type of weapon involved.

Ancillary Codes

Incident Manager will determine if a Code Green (Evacuation) should be initiated and/or if a Code Purple (Hostage) is required.

Responders

Command Centre is activated if it is safe to do so. The Code Silver Responders are comprised of the following which will report to Command Centre or an alternate safe location when the Command Centre is not available due to the proximity to the Code Silver Situation:

- Director of Care of Area or delegate (Incident Manager who is 1st on scene);
- Director of Facilities Management or delegate;
- CEO or delegate.

NOTE: Code Silver Responders will only report to Command Centre if it is safe to do so. If not, the responders will remain where they are. The Code Silver Responders will function with as many members as available.

Command Centre

The Command Team will meet in the Command Centre which will be in the ground floor Electrical/Maintenance room if it is safe. If it is not safe, a location will be determined by the Incident Manager.

While control of the situation will be undertaken by law enforcement upon their arrival, the Code Silver Team will remain activated until the situation is resolved and debriefings with affected staff have occurred.

Staff who are in the immediate area of the person with the weapon

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 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 person with the weapon).
 - Leave any belongings behind.

2. 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.

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, 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.

All staff in areas near the Code Silver location

If you can leave safely, EVACUATE:

- Remain calm and follow Police direction, if available.
- Quickly leave the area, evacuating as many residents and other people as possible.
- Redirect any people entering the area to evacuate to a safe location.
- If required, move to a safe area such as the hospital's 2nd floor nursing wing (ACC).

Incident Manager: Once at the 2nd floor nursing wing (ACC), perform a headcount to determine if your team is accounted for.

If you cannot leave safely, HIDE:

- Remain calm.
- Protect yourself and individuals in your area by quickly and quietly:
 - Closing doors, locking and barricading yourself and others inside (where possible)
 - Positioning people out of sight and behind large items that offer protection. (e.g., behind desks, cabinets, and away from windows)
 - Silencing personal alarms, mobile phones and other electronic devices (e.g., TVs, Radios, etc.)
 - Turning off monitors and screens (where possible) to reduce backlighting.
 - Instructing others, who are capable of assisting, to do the same with other resident rooms (i.e., visitors may assist with the resident room they are visiting)
- **Hide in place** until "Code Silver, All Clear" is announced.
- **If the assailant enters your work area**, contact 911 if it is safe to do so

Staff in other locations within the SJM

- **Do not attempt to return to your unit.**
- **Follow the instructions of the Registered Staff person 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.
- 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.

NOTE: In all likelihood, it will be unsafe for medical teams to respond (1st aid and/or EMS) to the location of a Code Silver situation until the Police arrive and/or the assailant is incapacitated.

- Advise residents, visitors and others to hide; ask them 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.
- Do not use the telephone unless directly related to the Code Silver incident.

Incident Manager: Once at the meeting location, and only if safe to do, perform a headcount.

Police Actions

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

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.

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.

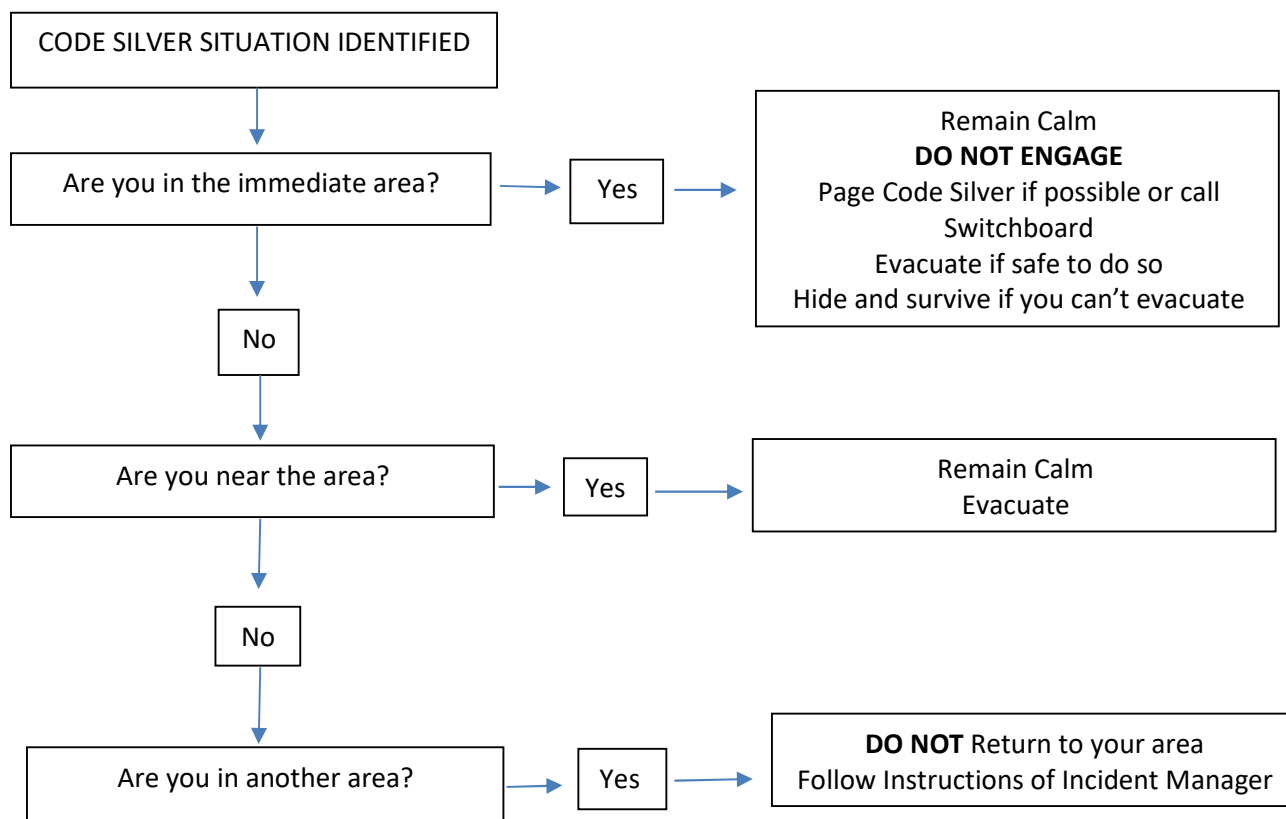
Incident Manager

- Remain calm.
- Ensure Switchboard has called 911.
- Notify the manager or delegate on call, who will notify the CEO.
- Determine which staff member, if necessary, will meet police at main entrance if possible.
- Activate the Command Centre and its location.
- Meet with and assist police with all requests.
- Work with police to determine if Code Green should be initiated.
- When it is safe to do so, establish IMS team and undertake the role of Incident Manager.
- Assign roles within the IMS Team.
- With OPP, determine when “Code Silver, All Clear” message will be given.
- Inform the hospital switchboard of the situation.

Once Police Arrive on Scene

- Incident Manager to brief Officer on situation, including;
 - History of resident;
 - Expected drugs or medication involved;
 - Weapons;
 - Assistance that SJM staff can provide;
- All staff to follow Officer’s instructions and provide assistance as required.

CODE SILVER PROCESS – SJM



Incident Manager:

Insure Switchboard has called 911
Meet OPP
Inform Senior Management
Provide Instructions to staff

Other Staff

- Remain calm
- Do not engage person at all
- Leave area if safe to do so
- Assist others in leaving if possible
- Hide if it is not safe
- Lock/barricade doors
- Fight as a last resort
- Follow police instructions

DISCLAIMER

This is intended as a tool to provide a high-level overview. To ensure a coordinated and effective emergency response, refer to the SJGHEL Code Policy.