

Leamington Mennonite Home
Long Term Care

**EMERGENCY MANAGEMENT
POLICY AND PROCEDURE**

CATEGORY: Building Lockdown	SUBJECT: Building Lockdown	SECTION: N
DATE: June 27, 2022	Administrator's Signature: 	POLICY: 1

BUILDING LOCKDOWN

POLICY:

Lockdown procedures are implemented to secure and protect staff and residents when an unauthorized or suspicious person enters the Home and may be implemented in the event of a threatening communication. Lockdown procedures are like shelter-in-place procedures in that they are to be used when it may be more dangerous to evacuate than to stay inside. The intent is to reduce the number of casualties and is initiated when evacuation is not feasible.

PROCEDURE:

When implementing lockdown procedures, ensure communication with staff as calmly as possible, call 911 as soon as it is safe to do so, and follow the direction of the police. By controlling access to, and movement and noise within the building, emergency personnel are better able to manage and respond to the threat.

If the intruder is outside the building, secure all windows and doors and gather all staff and residents inside the building, outside of the line of view of intruder. If the intruder has entered the building, secure staff and residents in a safe room or area of the building.

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 building. This type of action is normally in response to an air contaminant and involves keeping the air contaminates outside the building and keeping persons from unnecessarily putting themselves in medical danger.

In the case of external health hazard, where it is not possible or advisable to evacuate the building:

- 1) The Administrator or designate will announce "Building Lockdown – Shelter in Place" to all staff as soon as possible.
- 2) The Administrator or designate will advise all staff, residents, and visitors in the building to move upwards to an interior room on a higher floor since many agents are heavier than air.
- 3) All staff will close windows and doors.
- 4) The Administrator or designate will:
 - a. Ensure exterior doors are locked.
 - b. Turn off heating, air conditioning and ventilation systems.
 - c. Check the inventory of openings to ensure that no openings have been overlooked.

- 5) The Administrator or designate will monitor radio or television stations for further updates and have occupants remain in the shelter-in-place mode until authorities indicate it is safe to come out.

Hold & Secure

This response is used when a serious environmental/physical threat is present outside the building or in the local neighbourhood. A Hold & Secure involves enacting preventive measures to prevent individuals from leaving the building and entering an area of danger, or to prevent the threat from entering the building.

Examples of incidents:

- a violent crime nearby
- an active shooter in the area

What to do – if it's safe to:

- 1) Announce "Building Lockdown – Hold and Secure" to all staff as soon as possible.
- 2) Listen to instructions from emergency responders or building managers.
- 3) Proceed inside the building (if not already inside).
- 4) Close and secure exterior doors.
- 5) Close windows and blinds.
- 6) Turn off lights.
- 7) Keep away from exterior doors and windows.
- 8) Encourage people to remain inside the building until the threat has passed.

Lockdown

This response is used when the threat is already in the building and measures need to be enacted to prevent the threat from accessing areas where potential victims are or may be, or to protect individuals from entering areas where the threat may be present.

Examples of incidents:

- a person with a weapon inside the building
- an active attacker inside the building

What to do – if it's safe to:

- 1) Announce "Building Lockdown" to all staff as soon as possible.
- 2) Listen to instructions from emergency responders or building managers.
- 3) Move to a safe area.
- 4) Close and secure doors and windows.
- 5) Barricade doors with furniture or wedges if unable to secure them.
- 6) Turn off lights.
- 7) Keep away from doors and windows.
- 8) Silence cell phones.
- 9) Remain silent.
- 10) Lie on the floor if gunshots are heard.
- 11) Call 911 if it is safe to do so and if you have information such as location of attacker.
- 12) Speak as calmly and quietly as possible. Provide quiet activities to help keep residents focused and quiet.
- 13) Do not open the door for anyone unless you have a plan in place to protect yourself and others from the potential threat. If you open the door, you may be placing others in danger.

Police will announce their entry. If still uncertain, and if safe to do so, you can confirm police presence by calling 911.

14) Remain in the lockdown response until police release you with a key.

If a fire alarm should sound during a lockdown, you may need to re-assess your situation. Do not automatically evacuate unless you smell smoke. If you determine it is too dangerous to remain in lockdown, be aware of your surroundings when evacuating. Have a plan in place and if the threat presents itself, be prepared to defend yourself.

Recovery

Police will advise the Administrator or designate when it is safe to end the Lockdown. Announce "Lockdown All Clear" when matter is resolved.

- All staff should return to their work area for debriefing.
- Staff from the affected area should go to a designated meeting point.
- The Home will consider how to address any operations that may not be immediately available post-incident (i.e. if the affected area is secured for investigation; if damage to equipment/building inhibits their use)
- As soon as possible, the Emergency Response Team will conduct a debriefing, including participation of any responding law enforcement, and ensuring appropriate Employee & Family assistance resources are provided.