

Section:	Emergency Planning	Number:	13.10
Approved By:	Senior Leadership Team	Date:	February 2026
Date of Creation:	February 2018	Date of Review:	December 2025
SUBJECT:	Code Silver – Person with Weapon / Exceptional Threat	Page:	1 of 3

POLICY

Woodingford Lodge recognizes the potential risk of violence or criminal activity directed toward the facility. A Code Silver is initiated in response to a serious or potentially violent incident involving an individual who is armed and poses an immediate threat to the safety of team members, Residents, or visitors.

These situations may include an active assailant, a person threatening harm with a weapon, or incidents commonly referred to by law enforcement as “active shooter” events, where the use of a firearm and the potential for mass casualties exist.

In such cases, immediate police intervention is required. Team members must follow the established Code Silver procedures, which include securing the area, alerting others through the emergency paging system, and cooperating fully with law enforcement.

Each situation must be assessed individually, and team members are expected to remain calm, listen to paged instructions, and respond appropriately based on their training and the evolving circumstances.

Response Protocol - Person with a Weapon / Exceptional Threat

Where a person is present on or near the premises with a weapon and is intent on causing serious harm to others the following procedures are advised.

**** The Home will be implementing a lockdown process ****

1. Advise Administration and / or the RN and ensure 911 is called to notify the police of the situation immediately. Team members will need to provide the 911 operator the door access code so that police can enter the building. The police may provide additional instructions depending on the scenario.
2. The RN shall also make an announcement on the emergency paging system notifying team members of the Code Silver if possible. The following shall be announced on the emergency paging system twice in the case of a person with a weapon / exceptional threat:

“ATTENTION TEAM MEMBERS: CODE SILVER - INITATE EMERGENCY LOCKDOWN”

“ATTENTION TEAM MEMBERS: CODE SILVER IN TATE EMERGENCY LOCKDOWN”

3. Upon hearing this announcement, team members will assist all residents and visitors to vacate all corridors and common areas. Residents and visitors will be instructed and / or assisted to their rooms or other secured areas.
4. While in shelter location, remain quiet and lock doors if equipped with a lock.
5. Team Members and Residents shall remain in secured location until Code Silver has ended.
6. If you are in the immediate area of the assailant, try to remain calm and evacuate. Try not to attract the attention of the perpetrator. Never confront a person with a weapon. If possible, assist others to leave the area and redirect those trying to enter the area. Do not attempt to assist or move wounded persons. Leave belongings behind.
7. For additional information refer to the County of Oxford's [Workplace Emergency Planning and Response Handbook](#)

Response Protocol - Robbery / Narcotics Request

Workplaces can be the target of robberies and the presence of drugs in healthcare facilities add another reason for criminals to target such facilities. Personal safety is the most important consideration when reacting to a robbery.

1. Do not resist and cooperate. Take no action that would jeopardize the safety of team members or Residents.
2. Listen to the assailant intently and follow the assailant's commands exactly. Most assailants want to get in and out as quickly as possible. The quicker the assailant leaves, the less likely someone will be injured.
3. Try to advise the assailant of any surprises. If someone is expected back soon or if you must reach for something, advise the assailant exactly of what you are doing. If the assailant is startled or suspicious of your activity, it may trigger a violent reaction.
4. Try and keep other persons in the area calm during and after the robbery.
5. Be observant and plan to be a good witness. Try to make mental notes of the assailant and write the details down as soon as the assailant leaves. Try to recall the following:
 - Assailant's physical description: race, gender, height, weight, facial characteristics, scars, tattoos, etc.
 - Clothing type and colour
 - Description of any weapons used
 - Direction the assailant left in, description of any car or other persons accompanying the assailant
 - Description of what was taken i.e. cash, medications, etc.

6. Call 911 immediately following the incident and cooperate with police when they arrive.

Response Protocol - Following Code Silver Incident

1. Once the police have indicated the situation is safe, administration and / or RN shall give the “all clear” and announce on the emergency paging system twice:

“ATTENTION TEAM MEMBERS: CODE SILVER ALL CLEAR.”

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2. The RN will notify the manager or the manager on-call and summarize the events. They will determine and complete required reporting such as CIS, team and resident incident reports as required.
3. Manager On call will notify Director.
4. Debriefing needs to occur with all team members and residents involved in the incident. Social Service Worker should be notified, and Management will determine if there is a need to bring in a third-party individual to offer team support.

Conclusion

The safety and well-being of Residents, team members, and visitors at Woodingford Lodge is of the utmost importance. The Code Silver protocol provides a clear and structured response to serious threats involving weapons or active assailants. By remaining vigilant, following established procedures, and responding swiftly and appropriately, Team members play a critical role in minimizing harm and ensuring a coordinated emergency response. Ongoing training, situational awareness, and adherence to this policy are essential to maintaining a secure environment for all.