

GENERAL STAFF - CODE PURPLE HOSTAGE

Code Purple Facility ICS Org Chart on next page

Includes: Hold-up, Break-in, Intruder, Hostage Situation

GENERAL RESPONSE BY STAFF: When an intruder is discovered:

- Stay Calm – Pay close attention to detail.
- In the interests of safety, cooperate with intruder(s) by complying with demands; whenever possible find out what the intruder wants:
 - Drugs
 - Money
 - Hostage
 - Other _____
- When safe to do so:
 - Page over PA: **“CODE PURPLE with location”x3** _____
Input directions to activate PA
 - “All clients and visitors stay where you are until further directions.”**
- Maintain safety of yourself and clients.
- If safe to do so, lock doors between yourself and the incident area.
- Call 911**
- If the intruder has left, lock the doors to the facility when safe to do so.
- Activate Facility ICS as appropriate. Refer to the Org chart on the next page.
- Provide necessary information to police.
- Notify Area Manager by contacting the **Staff Call-Out Centre**
 - **RESTON at 1-204-877-3925** or if unavailable
 - **SANDY LAKE at 1-204-585-2107**
 - If unable to reach either Staff Call-Out Centre, use FleetNet to contact the EMS On-call Supervisor:
- “On-call Supervisor, this is _____ Code Purple, contact our Area Manager”
Name of facility
- When the facility is safe and the code has ended:
 - Page over PA: **“Code Purple – All Clear” x3** _____
Input directions to activate PA
- Ensure all clients and staff are accounted for.
- Complete Identification Forms if you witnessed the intruder.

Reporting Forms:

- Identification Forms-ID1, ID2

INCIDENT COMMANDER - CODE PURPLE HOSTAGE

Code Purple Facility ICS Org Chart on next page

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- In the interests of safety, cooperate with intruder(s) by complying with demands; whenever possible find out what the intruder wants:
 - Drugs
 - Money
 - Hostage
 - Other _____
- When safe to do so:
 - Page over PA: **“CODE PURPLE with location”x3** _____
Input directions to activate PA
“All clients and visitors stay where you are until further directions.”
- Maintain safety of yourself and clients.
- If safe to do so, lock doors between yourself and the incident area.
- Call 911**
- If the intruder has left, lock the doors to the facility when safe to do so.
- Activate Facility ICS as appropriate. Refer to the Org chart on the next page.
- Provide necessary information to police.
- Notify Area Manager by contacting the **Staff Call-Out Centre**
 - **RESTON at 1-204-877-3925** or if unavailable
 - **SANDY LAKE at 1-204-585-2107**
 - If unable to reach either Staff Call-Out Centre, use FleetNet to contact the EMS On-call Supervisor:
 “On-call Supervisor, this is _____ Code Purple, contact our Area Manager”
Name of facility
- When the facility is safe and the code has ended:
 - Page over PA: **“Code Purple – All Clear” x3** _____
Input directions to activate PA
- Ensure all clients and staff are accounted for.
- Document as required.

Reporting Forms:

- Incident Report Form QI-XVIII-311(a)
- Post Event Form-P2
- Facility Status Report Form-F5
- Identification Forms-ID1, ID2

MANAGER - CODE PURPLE HOSTAGE

Includes: Hold-up, Break-in, Intruder, Hostage Situation

COORDINATORS and/or MANAGER(s):

- Ensure that all clients and staff are accounted for and safe.
- Ensure continuity of client care.
 - Are additional / replacement staff required?
- Coordinate a debriefing for staff / clients as required.
- Initiate a plan for resumption of service in conjunction with police agency if required.
- Ensure notification for families of any clients affected by the event.
- Consult with the ARHA Executive, for providing the timely and correct release of information to the media.
- If the event qualifies as a Critical Occurrence or Serious Workplace Incident, notify Executive member or designate as per policy QI-XVIII-311.
- Verify completion of all required forms and documentation as indicated below.**

Reporting Forms:

- Incident Report Form QI-XVIII-311(a)
- Post Event Form-P2
- Facility Status Report Form-F5
- Disaster Notification Checklist-D1
- Identification Forms-ID1, ID2

Facility ICS – Organizational Chart

Suggested Initial Staffing for: CODE PURPLE

