

Tab 2 – ERP Secure Home

Manual:	Emergency Response and Preparedness Manual
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Reviewed By:	Chief Executive Officer Risk Management Lead
Approved By:	Director of Quality Improvement

Policy

Emergency Response Codes

Procedure

- A Secure Home is announced if the home has been notified by Ottawa Police Service or other authority of a dangerous situation outside the home that requires the home’s doors to be locked and all individuals in the home to remain in the home.
- **The Charge Registered Nurse (RN) is the Incident Manager.**
 - During business hours, the role of Incident Manager **CAN be delegated** to a manager.

Respond

- If the home has been notified by Ottawa Police Service or other authorities of a dangerous situation outside the home in which a secure home is required, it will be brought to the attention of the Charge RN, who will determine whether or not to delegate the Incident Manager role to a manager.
- **The Incident Manager will announce “Secure Home” three times at the annunciator panel.**
- The home will immediately begin secure home procedures.

NOTE: Secure home means the outside windows and doors are locked and secured but the inside of the home is business as usual. If the threat is expected to remain outside Secure Home would be enacted.
- If the threat is an individual in the home with a weapon, enact Code Silver, if the individual has taken a hostage, enact Code Purple.
- All staff must follow the instructions of the Incident Manager.
- Follow the procedures for Secure Home as per the designated Job Action checklists:
 - Close all outside windows and doors.
 - Close all curtain/blinds to outside windows.
 - Stay away from doors and windows leading to the outside.

Recover

- When the police direct the Incident Manager it is safe to do so, the Incident Manager announces all clear using the annunciator panel.
- A debrief with as many staff as possible should be conducted as soon as possible once the Secure Home is declared over.

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Tools

- Secure Home- Incident Manager Job Action Checklist
- Secure Home Poster