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| Manual: | Emergency Preparedness | Reference No.: | 011020.00 |
| Section: | Code Purple – Intruder | | |
| Subject: | Intruder | | |

POLICY:

The priority code purple alert will be used to initiate an appropriate effective response to the presence of unauthorized persons in the home.

PROCEDURE:

All persons in the home, other than residents, shall be identified by means of name tag or identification badge.

The nursing staff will ensure that all visitors sign in or out. A visitor sign in and out book will be in each home.

Anyone unfamiliar or found loitering in the home, will be approached by staff in a non-confrontational and professional manner. Ask whom they are visiting and whether they require any assistance.

Once the nature of the visit has been determined, advise the visitor it is the policy of the home that all visiting persons register at the reception desk. If they have not registered at reception, ask them to return to reception to register. If the person demonstrates an unwillingness to cooperate advise them that the home will call the police upon refusal to comply.

Two staff members will accompany the person(s) to reception.

If safety is a concern call 911 immediately, initiate the code purple procedure and notify your on call manager if an unfamiliar person or car is in the parking lot staff are not encouraged to approach the person. Monitor from inside the building and if safety is a concern call 911 and report to the manager on call.

If an unauthorized individual:

- a) is not recognized and
- b) refuses to follow direction, or
- c) becomes argumentative, or
- d) has no purpose for being in the home, or
- e) looks suspicious

Advise the nearest Supervisor or management staff member so they can initiate CODE PURPLE. If the Unit Supervisor or management staff are not readily available, initiate the CODE PURPLE yourself. Document full description of the Individual. SEE DESCRIPTION QUESTIONNAIRE – EMERGENCY PREPAREDNESS MANUAL – CODE PURPLE

CODE PURPLE:

Announce in a clear, calm tone of voice CODE PURPLE (name the affected unit/area), IE. CODE PURPLE , 1st Floor, lounge. Repeat page twice.

Immediately, the Charge Nurse shall request assistance from an available supervisor to meet on the designated unit.

The Charge Nurse will call 911 and request police assistance.

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Maintenance staff shall respond to the unit (if on Duty). All registered staff shall be notified of the description of the unauthorized visitor.

The Charge Nurse shall meet the police upon their arrival and provide assistance as required.