



## GENERAL MANUAL POLICY

APPROVED BY:

  
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Executive Director

CATEGORY: Health & Safety

TOPIC: Hold and Secure

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### POLICY

It is the policy of Community Living Thunder Bay to have a Hold and Secure procedure in place for all homes and the Monty Parks Centre. This emergency procedure will be initiated when a potential threat exists outside of the building.

### PURPOSE

To ensure all individuals in the home/building are kept safe in the case of any possibly threatening situation existing outside of the building. Reasons for initiating may include outside environmental issues (dangerous wildlife, forest fire, gas leak), extreme weather, an incident involving police and/or emergency response close to the building, or any other possibly threatening situation where staff on shift believe an external factor may compromise the safety of individuals they support/co-workers/ family members or other individuals in the building.

### RESPONSIBILITY

It is the responsibility of all staff to know and follow this policy.

It is the responsibility of the Team Leaders to ensure adherence to this policy and advise staff on the implementation of this policy when required.

It is the responsibility of On Call Supervisor and the Team Leaders to ensure Senior Management is notified of the implementation of this policy and procedure.

It is the responsibility of Senior Management to ensure adherence and to work with On Call Supervisors and Team Leaders to provide assistance when required.

**GENERAL MANUAL PROCEDURE**

**TOPIC: Hold and Secure**

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**HOLD AND SECURE PROCEDURE**

1. If you become aware of any external factor which you believe to be a threat to the safety of others in the building lock the doors and **immediately** advise the Team Leader or the On Call Supervisor (if after hours). A member of the Senior Management must be notified by the Team Leader/On Call Supervisor.
2. Upon the approval of Team Leader/On Call Supervisor, the Hold and Secure Procedure can be initiated. Inform all staff on shift of the procedure being put in place.
3. All exterior doors and windows will be locked by the staff on shift.
4. Close blinds on outside windows and move away from windows if possible.
5. If anyone is expected to come or return to the home/building it is the staff on shift's responsibility to contact them and inform of the situation.
6. It is important NOT to leave the building for ANY reason because you may be exposed to the potential threat outside, however, keep in mind the rights of the supported individuals.
7. Stay in the building and continue work as usual, but remain aware of your surroundings.
8. When there is no longer any significant external threat, the Team Leader or a member of Senior Management will give the all clear to end the Hold and Secure procedure.
9. All exterior doors will be unlocked and individuals may then leave the building if desired.

For the W.J. Griffis Centre, please see policy *WJG 13.0 - Lockdown Policy*.

For the Administration Office please see policy *H&S 24.0 – Emergency Plan for Administration Office*