

The Leamington United Mennonite Home and Apartments

**POLICY AND PROCEDURE**

**CATEGORY:**  
Administration

**SUBJECT:**  
Safety and Security

**SECTION:**  
S  
**POLICY:**  
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**DATE:**  
September, 2004

**Signature:** \_\_\_\_\_

ADMINISTRATOR

**REVISION DATE:** July, 2010, September, 2011, November, 2015, June 2019

**SAFETY AND SECURITY**

**PURPOSE:**

To provide personal safety and security to all residents and staff at the Leamington Mennonite Home.

**POLICY:**

The safety and security of all residents and staff at the Leamington Mennonite Home is valued. To ensure that personal security needs at our Home can be met at all times, the following action plan is to be followed by staff:

**PROCEDURE:**

- ◆ The main entrance shall remain open until 9:00 p.m. at which time the door will automatically lock and be monitored. The locked exit and balcony doors and security system shall be monitored by the RN every two hours. Any malfunction of the security system is to be reported to the Administrator or designate as per the LMH Maintenance Emergency Protocol.
  - ◆ Staff members shall use the South Service door for breaks occurring between 10:30 p.m. and 6:30 a.m.
  - ◆ All LMH staff members shall refer any difficult family/volunteer/guest issues to the Administrator or designate or RN after hours and weekends. Resident and/or family complaints will be forwarded by staff to the Administrator and/or designate or RN, on weekends or after hours. Information regarding office hours shall be provided by staff members to enquiring resident family members and/or guests and visitors.
  - ◆ Any visitor/guest and/or resident family member who poses a real or perceived threat to LMH staff or residents should be reported to the Administrator or, in the Administrator's absence, to the designate or RN. Should such a threat persist, endangering the safety and security of LMH residents and/or staff, the Administrator or designate or RN shall call:
    - ◆ Ontario Provincial Police at 911
- And
- ◆ Administrator (519-324-1627)