



# HOSTAGE TAKING PLAN

**Pioneer Manor, Long-Term Care Facility**  
960 Notre Dame Ave, Sudbury

**Last Revised:** November 29, 2007



# ***Hostage Taking Plan***

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FORMS (none)

## 1.0 ***Introduction***

As a component of the Emergency Plan, the Hostage Taking Plan provides instructions for a coordinated operational response to a hostage taking situation.

Pioneer Manor's Emergency Preparedness Team reviews, implements and monitors the effectiveness of the Hostage Taking Plan. The Plan is reviewed annually by the Team and the City of Greater Sudbury Police Services.

## 2.0 ***Implementation of the Hostage Taking Plan***

### 2.1 **Training & Education**

Hostage taking education and training for all staff and volunteers is delivered at a minimum bi-annually and may include but not be limited to in-class presentations, table-talk drills & discussions, and mock scenarios. All newly hired staff and recruited volunteers are instructed to read and familiarize themselves with the Hostage Taking Plan.

Hostage taking education and training is coordinated jointly by the Emergency Preparedness Team and tenants of Pioneer Manor at a minimum bi-annually and tenants are invited to participate in mock scenarios.

## 3.0 ***Hostage Taking Response Procedures***

The Hostage Taking Plan is initiated when a call or notification is received that a hostage taking has occurred or is in progress.

### 3.1 **The Emergency Control Officer (ECO)**

- a) Orders the evacuation of the area where the hostage taking is taking place by clearly paging Code Green three times, e.g. Code Green, Pine Place, horizontal to Poplar Place; Code Green, Pine Place, horizontal to Poplar Place; Code Green, Pine Place, horizontal to Poplar Place.
- b) Calls 9-1-1 and identifies to police:
  - i) the details regarding the hostage taking, e.g. who, how, where, and why if known, etc.
  - ii) the area of the building being used by the hostage taker(s)
  - iii) the appropriate entrance of the building to be used by the police
- c) Isolates the area to keep people away at a safe distance and may close the smoke barrier doors to the affected area.
- d) Contacts the Administrative On-Call Person (on afternoons/nights)
- e) Observes the situation from a safe distance and especially note if the hostage taker(s) has/have moved.

### 3.2. **Staff Response**

Staff are to discontinue all telephone calls to the area and stop all communication both internally and externally.

### 3.3 **Hostage Precautions**

If you are taken as a hostage, do as you are asked, agree with the person and make no suggestions. Be an attentive listener and wait for police intervention.