

<b>TOPIC:</b> Support Services	<b>SUBJECT:</b> Emergency Pass Key	<b>Code:</b> SS041
		<b>Date of Issue:</b> October 2004
		<b>Revised:</b> July 2006
		<b>Page</b> 1 of 1

**PURPOSE:** To outline the procedure for the use of an Emergency Pass Key to access an individual's home by staff.

**WHEN TO UTILIZE:**

- If an individual's health, condition, or whereabouts is unknown or in question.
- To assist emergency services to access or to gain emergency access to the individual's home.

**PROCEDURE:**

1. Where possible, staff must call a Manager, Director, or On-Call to obtain authorization prior to using the key. In the case of an urgent situation, act in the best interests of the individual first.
2. Use Universal Precautions and enter the home wearing latex gloves when the health, condition, or whereabouts of the individual is unknown or in question.
3. Staff must notify a Manager, Director, or On-Call immediately of outcome.
4. Complete required documentation and submit to the appropriate Manager.