



**WRHN**  
Waterloo Regional  
Health Network

Origination 09/2005  
Last Approved 12/2025  
Effective 12/2025  
Last Revised 12/2025  
Next Review 12/2028

Owner Tricia Brown  
Area Emergency Program - Policy  
Applicability WRHN - All Sites  
Topic Tags gunshot, gunshot wound

## Reporting of Gunshot Wounds

### POLICY

Gunshot wounds will be reported to the Waterloo Regional Police (WRP) in accordance with the [Mandatory Gunshot Reporting Act, 2005](#).

### PURPOSE

Recognizing that the discharging of a firearm poses serious risks to public safety, all gunshot wounds will be reported to police to enable them to take immediate steps to prevent further violence, injury or death. This includes accidental, intentional, and self-inflicted wounds, as well as those from a BB gun.

### RESPONSIBILITY

It is the responsibility of the Emergency Department Resource/Charge Nurse to contact the police to file the mandatory gunshot wound report.

### PROCESS

1. The Waterloo Regional Police (WRP) will be contacted by telephone at **519-570-9777** to file the gunshot wound report. The call will be made as soon as reasonably able to do so, without interfering with the person's treatment or disrupting the regular activities of the Emergency Department.
2. Mandatory reporting of a gunshot wound will include the following information:
  - a. the fact that a person is being treated for a gunshot wound;
  - b. the person's name if known;
  - c. the name of our facility.

3. Additional information may be provided to the police only in instances:
  - a. with patient consent;
  - b. subpoena or warrant;
  - c. custodian believes disclosure is necessary for the purpose of eliminating or reducing a significant risk of serious bodily harm to a person or group of persons.
4. Documentation of the gunshot wound report will be placed on the electronic health record and will include the name of the WRP personnel receiving the report, badge number, as well as the date and time that the report was filed.

## RELATED DOCUMENT

[Release of Information: Police](#) (Midtown/Chicopee)

[Release of Information to Police](#) (Queen's Blvd)

## REFERENCES

Legislative Update – Ontario Hospital Association, August 17, 2005

Bill 110, Mandatory Gunshot Wounds Reporting Act, 2005

This is a controlled document. Printed, saved or electronic copies of this document found outside of the policy manual system are uncontrolled and subject to change. Users must view the electronic version located on the online policy manual system to ensure the most up to date document is consulted.

This document has been created specifically for Waterloo Regional Health Network (WRHN) and may not be applicable for other organizations. This document is the intellectual property of WRHN. It is not to be shared or duplicated without permission.

## Approval Signatures

Step Description	Approver	Date
VP Program	Barbara Steed	12/2025
IPPC	Victoria Crowder-Bansen	12/2025
IPPC	Holly Byrne	11/2025
Program Director	Tricia Brown	11/2025
Policy Owner	Tricia Brown	11/2025

---

## Applicability

WRHN@Midtown & Chicopee, WRHN@Queen's Blvd

COPY