Active Threat Response Procedures

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| **Organization(s)**  Van Zandt Regional Hospital  707 N. Waldrip  Grand Saline, Texas 75140 | Title  Active Threat Response Procedures | | Identification Number  VZRHAdmin-001 |
| **Department**  Administration | Level  ☐ System  ☐ Organization  ☐ Division  ☐ Department | Category  ☐ Clinical  ☐ Management  ☐ Regulatory | Posting Date  [MM/DD/YYYY] Effective Date  [MM/DD/YYYY] |
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Procedures Statement

Staff must respond to an active threat situation in a way that is tailored to the specific situation, as outlined in these procedures.

Purpose

To establish procedures for responding to an active threat situation at the hospital to minimize risk of harm to all individuals.

Scope

Applies to all employees and staff of the hospital.

Applies to all areas of the facilities and properties owned by the organization.

Definitions

Active threat situation – A situation in which an individual displays a weapon, makes threats, and/or shows intent to cause harm or act out in violence.

Containment – A security and safety measure that controls and limits entrance into the facility. Its purpose is to ensure the safety of individuals inside the facility from a threat identified in the immediate neighborhoods surrounding the facility. Containment may also be activated during a bomb threat inside the building to limit the number of people entering the facility.

Lockdown – A security and safety measure taken during an active threat situation to prevent people from entering the facility. It may be used in situations where a person inside the building is actively engaging in killing or attempting to kill people or a shelter-in-place scenario.

Weapon – Any firearm, knife, or other instrument that can cause bodily harm, injury, or death.

Procedures

**Initial Response Procedures**

1. Take immediate protective measures if the threat is imminent to you and/or others.
2. Call 911, or delegate someone to call 911, when an actual or perceived active threat is identified.
3. Provide as much of the following information as possible to the 911 operator:
   * Name of the person reporting the active threat situation
   * Number and description of the assailant(s)
   * Current or last known location of the assailant(s)
   * Type of weapon
   * Door closest to location of the assailant(s)
4. Determine from the 911 operator whether containment or lockdown is advised.
5. Call the Customer Contact Center at extension 1111 and provide relevant information.

**Containment Response**

The Customer Contact Center will do the following:

1. Notify the on-duty security or police officer and the administrative nursing supervisor.
2. Announce “Security Alert, Activate Containment Procedures” or relevant code based on hospital policy or state requirements through the overhead announcement system.
3. Repeat the announcement three times.
4. Activate the automated notification system.
5. Monitor radio communications.
6. Stay in unit or department and deploy lockdown hardware.

The Security department and administration/designated incident commander will do the following:

1. Establish unified command with law enforcement and the fire department.
2. Lock all entrances except the designated entrance for first responders.

**Lockdown Response**

The Customer Contact Center will do the following:

1. Announce “Security Alert, Activate Lockdown Procedures” or relevant code based on hospital policy or state requirements through the overhead announcement system.
2. Repeat the announcement three times.
3. Activate the automated notification system.
4. Notify the on-duty security or police officer(s) and the administrative nursing supervisor.
5. Monitor radio communications.
6. Stay in unit or department and deploy lockdown hardware.

The Security department and administration/designated incident commander will do the following:

1. Establish unified command with law enforcement and the fire department.
2. Interface with responding law enforcement/first responders and assist with coordinating response actions, such as but not limited to providing floor plans and master keys.
3. Lock all exterior doors.
4. Acquire a lockdown bag from the command center and provide it to responding law enforcement/first responders.
5. Assist responding law enforcement/first responders with establishing a command post.
6. Provide logistical support and resources to responding law enforcement and first responders.

All departments will do the following:

1. Lock department entrances.
2. Conduct a sweep of the hallway.
3. Lead visitors to a lockable or otherwise secure room (marked by a lock sticker).
4. Shout warning to others.
5. Close interior corridor blinds.
6. Go to a lockable room and secure the door.
   * If lockable rooms are not available, find a place of concealment and block doors with furniture or other items.
7. Ensure no occupants exit an area that is normally locked to avoid permitting unwanted entrance to the locked area.
8. Acquire and silence mobile phones and other personal devices, if possible.
9. Call 911 only if the active threat situation is witnessed or if there is another emergency.
10. Refrain from making unnecessary phone calls.
11. Dim the lights and remain silent.
12. Remain in the locked room until an “all clear” is announced or until the door is unlocked by a law enforcement official.
13. Attempt patient care activities only if they are immediately lifesaving and it is safe to do so.

If unable to protect yourself with these procedures, do the following:

1. Take action to attempt to disrupt and/or incapacitate the intruder(s). Do so only as a last resort and only when your life is in imminent danger.
   * Act as aggressively as possible against the intruder(s).
   * Throw items and improvise weapons.
   * Yell loudly.
   * Commit to your actions.
2. Evacuate the building if there is an accessible escape path toward law enforcement.

If you encounter law enforcement, do the following:

1. Stay calm.
2. Follow law enforcement instructions.
3. Display your ID badge prominently.
4. Put down any items in your hands.
5. Keep your hands visible.
6. Raise hands and spread fingers immediately.
7. Use smooth, calm, slow movements toward law enforcement officers.
8. Avoid engaging or interfering with law enforcement officers unless absolutely necessary.

**All Clear Procedure**

The Customer Contact Center will do the following:

1. Wait for law enforcement to determine that the active threat situation is cleared to be safe.
2. Announce “Containment/Lockdown All Clear” or relevant code based on hospital policy or state requirements through the overhead announcement system.
3. Repeat the announcement three times.
4. Activate automated notification system.

Department leadership will do the following:

1. Search their department and surrounding areas for anyone who is hiding.
2. Account for all people.
3. Report this information to the Command Center if Command Center is activated.
4. Resume normal operations, as directed.

**Recovery**

The Command Center will do the following:

1. Direct the recovery process.
2. Schedule debriefing session(s).

References

Joint Commission Standard EC.02.01.01, EP 9. The [hospital] has written procedures to follow in the event of a security incident, including an infant or pediatric abduction.

Attachments

Containment Response Signage

Lockdown Response Signage

Approval

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| Name and Credentials  [Name and Credentials]  Title  [Title] | Name and Credentials  [Name and Credentials]  Title  Chief Executive Officer (CEO) | |
| Signature | | Date  [MM/DD/YYYY] |
| Signature | | Date  [MM/DD/YYYY] |