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|   Public Safety Department Policy, Procedures &  Guidelines | Effective Date:  | Number:  |
| Supersedes:  | Page:  |
| Prepared by and manual to be contained in: |
| Authority/Approved by:  |

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| Title: Active Shooter Situation Response  |

**PURPOSE**:

The objective of this plan is to provide guidance in the event an individual is actively shooting persons in the hospital or on the campus.

**POLICY**

It is the policy of \_\_\_\_\_\_\_\_\_\_ to provide an emergency response plan to alert hospital staff that an active shooter appears to be actively engaged in killing or attempting to kill people in the hospital or on the hospital campus.

#### DEFINITIONS:

For purposes of this Policy:

An active shooter is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people in the hospital or on the hospital campus. In most cases active shooters use a firearm(s) and display no pattern or method for selection of their victims. In some cases active shooters use other weapons and/or improvised explosive devices to cause additional victims and act as an impediment to police and emergency responders. These improvised explosive devices may detonate immediately, have delayed detonation fuses, or detonate on contact.

#### PROCEDURES:

1. The first employee to identify an active shooter situation:
2. Should call the hospital emergency number (**2000**) and announce a Code \_\_\_\_\_\_\_\_\_\_ (with the location of the incident) and a description of the person(s) with the weapon, and type of weapon if known.
3. Evacuate patients, visitors and staff if safe to do so.
4. The PBX operator upon notification will:
5. Overhead page “Code \_\_\_\_\_\_\_\_\_\_ (and the location)” three times as well as on the mass notification system.
6. Give all available information to the Public Safety Officers.
7. Notify hospital Administration, or the Nurse Supervisor after hours
8. The first Public Safety Officer (PSO) to arrive on the scene will:
9. Assess the situation
10. Secure the area if not already completed
11. Report to the dispatcher the following information to relay to the \_\_\_\_\_\_\_\_\_\_Police Department at 911.
12. Number of shooters
* Number of victims
* Exact location of the shooter
* Type and number of weapons possibly in the possession of the shooter

**NOTE: CODE** \_\_\_\_\_\_\_\_\_\_**medical teams should not enter the area until it has been declared safe to do.**

**4. If an Active Shooter comes into the area where you are and enters your unit, office o**r meeting room,

 you should:

a) Try to remain calm.

b) Try not to do anything that will provoke the active shooter.

c) If there is no possibility of escaping or hiding, only as a last resort when your life is in imminent

 danger should you make a personal choice to attempt to negotiate with or overpower the shooter

d) If the active shooter(s) leaves the area, barricade the room or go to a safer location.

5. At a location distant from the active shooter, such as on a different unit or floor; or you are not able to

 leave the area safely:

 a) Remain calm

 b) Warn other staff, visitors and patients to take immediate shelter

 c) Go to a room that can be locked or barricaded

 d) Lock and barricade doors or windows

 e) Turn off lights

 f) Close blinds

 g) Block windows

 h) Turn off radios or other devices that emit sound

 i) Keep yourself out of sight and take adequate cover/protection (i.e., concrete walls, thick desks,

 filing cabinets)

 j) Silence cell phones

 k) Have one person call 911 and state: " \_\_\_\_\_\_\_\_\_\_Hospital/Center (give your exact location). We

 have an active shooter in the hospital, gunshots fired."

6. If you are in an outside area and encounter an active shooter, you should:

 a) Try to remain calm.

 b) Move away from the active shooter or the sound of gunshot(s) and/or explosions(s).

 c) Look for appropriate locations for cover/protection (i.e., brick walls, retaining walls, parked

 vehicles, etc.)

 d) Call 911 and provide the information listed above.

**7. What should I expect from responding officers?** a)The objectives of responding law enforcement officers are:

* Immediately engage or contain the active shooter(s) in order to stop the killing.
* Identify threats such as improvised explosive devices.
* Identify victims to facilitate medical care, interviews and counseling.
* Investigate.

8. Police officers responding to an active shooter are trained to proceed immediately to the area in which

 shots were last heard in order to stop the shooting as quickly as possible. The first responding officers

 may be in teams; they may be dressed in normal patrol uniforms, or they may be wearing external

 ballistic vests and Kevlar helmets or other tactical gear. The officers may be armed with rifles, shotguns

 and handguns.

9. Do exactly as the team of officers instruct. The first responding officers will be focused on stopping the

 active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.

10. How to react when the police arrive at your location:

 a) Remain calm, and follow officers’ instructions

 b) Put down any items in your hands (i.e., bags, jackets)

 c) Immediately raise hands and spread fingers

 d) Keep hands visible at all times

 e) Avoid making quick movements toward officers such as attempting to hold on to them for safety

 f) Avoid pointing, screaming and/or yelling

 g) Do not stop to ask officers for help or direction when evacuating, just proceed in the direction

 from which officers are entering the area

11. When the police arrive the following information should be available:

 a) Number of shooters

 b) Number of individual victims and any hostages

 c) The type of problem causing the situation

 d) Type and number of weapons possibly in the possession of the shooter

 e) All necessary individuals still in the area

 f) Identity and description of participants, if possible

 g) Keys to all involved areas as well as floor plans.

 h) Locations and phone numbers in the affected area

12. Available staff will supply the Hospital Command Center with a list of patients or staff known to

 be in the area of the incident

13. Marketing will establish a media center in a designated location. All family members involved in the

 incident will be sent to the Family Information Center, located away from the public and media

14. The Hospital Command Center will:

 a) Establish a medical response team ready to support casualty operations.

 b) Provide floor plans of the hostage area for use by SBPD

 c) Plan for a situation that may take several hours to resolve. White the violence may be over

 quickly, there may be an extensive crime scene over a wide area.

15. The Hospital Public Safety Department will:

 a) Have a PSO meet responding police and escort them to the incident and HCC.

 b) Assign additional staff to control access to the area as directed by the police.

 c) Identify witnesses separate them from one another and escort them to separate rooms to wait

 police interview.

 d) When SBPD arrives, they assume jurisdiction over the event. PSO’s will follow all reasonable

 directions by Law Enforcement, even when asked to leave the area.

16. Hospital staff, visitors, and patients will be kept away from the area until the situation is fully

 resolved. Once SBPD announces resolution of the situation the HCC will notify PBX to announce

 the “All Clear.”

16. PBX will announce “Code \_\_\_\_\_\_\_\_\_\_All Clear” three times on the overhead page and on the mass notification system.

**REFERENCES**:

 US Department of Homeland Security Active Shooter-How to Respond, October 2008

**COORDIATION:**

1. This policy has been coordinated with the \_\_\_\_\_\_\_\_\_\_Police Department

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