

HEALTH/EAST	
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PURPOSE:

To coordinate a proper response that would minimize the risk and number of injuries/casualties in the event of a person using or brandishing a firearm and/or other weapon(s) on any HealthEast Care System Properties and to assist law enforcement in locating and arresting the suspect(s).

SCOPE:

The goal of this policy is to protect the patients, guests and employees of HealthEast while insuring a coordinated response with law enforcement. All instances of workplace violence will be reported to HealthEast Security and, if appropriate, follow-up and investigation will be requested by law enforcement.

PROCEDURE:

In the event of an individual using or displaying a weapon, HealthEast will institute procedures to minimize the risk to our patients, visitors and employees by evacuation, facility and unit lockdown/lockout procedures, and/or by containing the incident as much as possible.

With regard to the risk of being confronted by a person(s) with a weapon(s), staff members should not attempt to intervene or negotiate.

With regard to preventative measures, when deemed appropriate, the facility reserves the right to inspect the contents of all packages or articles entering or being removed from the facility.

Firearms and illegal weapons are prohibited from being on the premises. Weapons, dangerous devices, and illegal or unsafe items will be retained by security personnel and/or law enforcement authorities. Weapons are not permitted on the facility's property, except by law enforcement officers, excluding prohibited units.

“Shelter in Place” is a term used to seek shelter outside of public view. Employees should remain calm; clear the hallway of patients, visitors, and staff, if possible; close all blinds, turn out all lights, silence all cell phones, pagers and other communication devices and remain quiet.

PROCEDURES

Any staff member who encounters or suspects a person brandishing or using a weapon(s) on the campus should upon observing;

Call 911 after insuring you are in a safe place.

Be prepared to provide the following:

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- Location
 - Number of suspects
 - Type of weapon displayed or using, i.e., gun, knife etc.
 - Any casualties
 - Direction of travel by suspect(s)
 - Physical description of the suspect(s) (include clothing description)
- Use the attached form for assistance.

If possible, have another person contact the **HealthEast emergency number: 2-1111** and provide the same information that was provided to law enforcement or do so after calling 911.

- Operator will overhead page “Code Silver” twice along with the location of the reported incident.
- Operator will dispatch the incident to all on-duty Security Officers.
- Operator will immediately contact local law enforcement (via the dialing 911) to verify they have been notified and provide as much information as possible.
- Security will take all steps available lock down all access controlled exterior & interior doors to the facility.
- Operator will send a house wide page and email alerting employees of the threat.
- Security will attempt to track the suspect on CCTV and provide continuous information to 911 and security officer(s) on duty.
- HealthEast Operator will contact the site Security Manager and Administrator on call as soon as possible to advise them of the incident.
- Hospital Operator will suspend all overhead pages, i.e., Code Blue, Code Red, etc. until all clear is given. Any code situation will be will be handled as policy dictates with the exception of making overhead pages.
- Hospital operator will not call an “All Clear” until the Incident Commander and/or security makes contact with the operator and directs them to do so.
- The operator will announce “Code Silver, All Clear” three times.

Security Officers

- Security Officer will respond to the general vicinity at a safe distance (*Security Officers discretion*) to observe the situation and report suspect information to law enforcement.
- Security Officers will communicate with as many staff, patients, and guests as possible to alert them of the potential danger and instruct them to evacuate or take Shelter in Place.
- Provide law enforcement with hospital floor plans and Grand Master Key/Access Card Lanyard from the Security Office or Emergency Department Desk.

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- Provide both administration and law enforcement of all known information.

Hospital Employees

- Evacuate, Hide Out / Shelter in Place, Take Action
- If appropriate to the department/unit (non-patient care) and the stated location of the Code Silver page, the staff shall evacuate the area.
 - Move away from the location stated in the over-head Code Silver page. Move towards an exit and cautiously move away from the building.
 - Help other staff and visitors escape if you can.
 - Prevent others from entering the area.
 - If you cannot leave the building, move to a lockable room; lock barricade yourself inside; find objects that could be used as a weapon (as a last resort, if confronted with a deadly threat).
 - Familiarize yourself in advance with areas near you that can be locked and barricaded.
- If appropriate to the department/unit (patient care unit) and the stated location of the Code Silver page, and evacuation is not possible, the staff shall lock down, shelter in place and hide out. Sheltering in place is a nationally recognized response to an active shooter situation. This concept assists law enforcement anticipate a standardized practice by parties involved.

Upon hearing a "Code Silver" overhead page; consider the following:

- **Shelter in place.** DO NOT go to the area specified in "Code Silver".
- A designated member of the department should close all doors and initiate the **Shelter in Place** procedure.
- Remain calm. Confidently and calmly assure staff to stay within the secured area/department.
- Assure that all patients are barricaded in their bathroom, with the outer door closed.
- Staff should consider barricading themselves inside the room with the most critical patients.
- Close the room door
- Move patient and any visitors into the bathroom.
- Push the bed to barricade the room door
- Lock the bed's wheels in place
- Listen for additional overhead page announcements and follow procedures after announcements are made.

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- If you encounter police officers, put your hands up. **Do not run to or grab onto the officers. Do not yell or scream at the officers.**
- Follow the orders of police officers / SWAT team.
- Wait for "Code Silver all clear" overhead page before resuming normal operations.

Take Action: ONLY as a last resort, when faced with an imminent threat of violence, take action to protect yourself and others from physical harm. Find objects that could be thrown at the attacker, or otherwise used as a weapon against the attacker.

Administration

- Institute the Hospital Incident Command System (HICS) as soon as possible in an area designated for your site. *(If safe to do so; make sure doors are locked and security/police are in place).*
- HICS team to alert Emergency Department triage team on possible number of injuries.

Department Directors

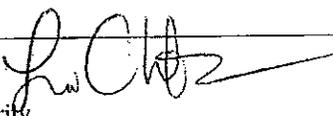
- When safe to do so, Department Directors will report to their respective departments and assume control of their areas with regard to the above procedures.
- Document that all patients and staffs are present and accounted for, and advise the Hospital Command Center of any discrepancies.

Post-Event Activity

- The HICS team shall focus on the following items during the Recovery phase:
 - a. Facility Perimeter Control & Media Access
 - b. Damage Assessment & Repair
 - c. Cleanup
 - d. Incident Debriefing

Critical Incident Stress Management

- The Incident Commander will ensure that Critical Incident Stress Debriefing is considered to provide the necessary intervention related to psychological trauma of the event, within 48 to 72 hours.

Effective Date: 4/3/13 Authorized By: Lia Christiansen Source Submitted By: Safety and Security Date of Review/Revision: 4/13 Unit & Department Distribution List: Other References:	
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Check-list:

1. Name And Location of Person Calling: _____
2. Number of suspects: _____
3. Physical Description of suspect:
 - a. Gender: _____
 - b. Race: _____
 - c. Age: _____
 - d. Hair Color/Eye Color (If Known): _____ / _____
 - e. Height/Weight: _____ / _____
 - f. Clothing Description: _____
4. Type of weapon displayed or in use: _____
5. Is anyone near you injured? _____
6. Suspect Location/Direction of Travel: _____

**CALL 911 and X 2-1111 IMMEDIATELY TO REPORT THE ABOVE
INFORMATION!**