



## 08. Emergency Management

### 09. Active Shooter

#### STATEMENT:

**Workplace violence is a serious threat for all healthcare facilities (HCFs) and requires proactive steps to be taken to prevent and mitigate risks associated with violence. A situation involving a person who has or is threatening to use a firearm, and may be moving from one location to another on campus, requires a specific response protocol by all HCFs.**

#### INTENT:

- a. A multidisciplinary team should be appointed by the HCF to designate, in writing, its plan for responding to an active shooter on campus in coordination with local law enforcement.
- b. Communication procedures should be established that includes the creation of a specific announcement (emergency code or plain language) and procedure to institute a response to an active shooter situation.
- c. The HCF should have a timely campus-wide notification system to alert staff to the threat of an active shooter. The mechanisms should include multiple modes of notification intended to reach all persons inside the facility and on its grounds. These may include overhead pages, text (SMS) messaging, digital displays, e-mails, intercoms, call boxes, popup messages, or other notification methods.
- d. Employees and staff should be educated on awareness, their reporting of and response to an active shooter. Specific procedures should be established for the initial response of staff or anyone in the immediate vicinity of an active shooter. Actions may include:
  - 1) Seeking cover and protection
  - 2) Leaving the area if possible; safely evacuating as many patients, visitors and staff as practical from the area
  - 3) Call emergency phone number (911 or other) and silence all personal communication devices
  - 4) If unable to leave the area hide self and others from view of shooter (under desks, behind closed doors, etc.)
  - 5) Barricade shooter from entry; lock doors, place furniture in front and take actions that will slow shooter
  - 6) Use any means possible to take offensive against shooter if serious injury or death would otherwise be imminent
- e. Activation of the active shooter response plan should include immediate notification to law enforcement. Ongoing communication should be maintained and may include:
  - 1) All information on the incident including description and background of the suspect(s)
  - 2) A description of weapons used
  - 3) Information on any victims or hostages



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- 4) Location(s) impacted by the event and current location involved. Responding law enforcement officials should be provided facility maps, access codes, keys or other requirements
- f. Activation of the active shooter response plan may include these actions:
  - 1) Establishing an incident command post and Emergency Operations Center as circumstances warrant
  - 2) Restricting access to the facility
  - 3) Re-routing or diverting incoming patients
  - 4) Disabling utilities, news and public Wi-Fi systems when appropriate and in consultation with law enforcement guidance
- g. Upon conclusion of an active shooter event, the HCF should announce an "all clear" only after law enforcement has indicated the environment is safe. Additional measures may include:
  - 1) Accounting for all patients listed in the census and all staff members (physicians and contract)
  - 2) Responding to the medical needs of victims
  - 3) Assessing damage to the building, equipment, sterile environments
  - 4) Arranging for employee assistance programs for staff members
  - 5) Providing additional security or law enforcement presence
  - 6) Debriefing, evaluating, and reviewing the incident and the effectiveness of the emergency plan and response. Change or update the response plan as needed
- h. Active shooter drills should be conducted periodically to exercise the plan and the response of law enforcement.

#### REFERENCES:

- "Active Shooter Handbook - How to Respond", U.S. Department of Homeland Security, et al, October 2008, [http://www.dhs.gov/xlibrary/assets/active\\_shooter\\_booklet.pdf](http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf) **SEE ALSO:**
- IAHSS Healthcare Security Guideline 04.03.03, Facility Restricted Access (Emergency Lockdown)

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