

SAMPLE
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SAMPLE ACTIVE SHOOTER POLICY

SUBJECT: ACTIVE SHOOTER/HOSTAGE SITUATION

PURPOSE: The purpose of this policy and procedure is to provide guidance to the agency workforce in response to an active shooter or hostage situation.

POLICY: As part of the agency's overall emergency disaster plan, the agency will establish and maintain a plan for responding to an active shooter or hostage situation, and will provide program workforce members with response guidelines in order to improve chances of survival.

DEFINITION:

“An *active shooter* is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.” U.S. Department of Homeland Security

Hostage Situation is when a person or persons hold another person or persons against their will by force, threat, or violence.

PRACTICE/PROCEDURE/IMPLEMENTATION:

1. To mitigate an active shooter/hostage situation, the agency will foster a respectful workplace, by following its *Violence in the Workplace* policy, will assess for indications of workplace violence and take remedial actions accordingly.
2. The agency will orient agency staff upon hire and annually inservice staff on the guidelines for responding to an active shooter/hostage situation which includes:
 - a. Awareness of the environment in all situations, including alternate escape routes;
 - b. Recognition of the sound of gunshots;
 - c. Evacuation, hiding out, and as a last resort, taking action against the active shooter;
 - d. Activating 911
 - e. Communicating with the switchboard utilizing a prearranged code [***Security ALERT-Threat***] with the location, description of the shooter/hostage and type of weapon, if known;
 - f. Reacting when law enforcement arrives; and
 - g. Adopting a survival mind set during crisis.
3. The following guidelines should be followed by agency personnel if an active shooter/hostage situation is encountered in any environment: agency site or patient's home environment:
 - a. If there is an accessible escape route, attempt to evacuate.
 - i. Always have an alternate escape route and plan;
 - ii. Evacuate regardless of whether others agree to follow;

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- iii. Leave your belongings behind;
 - iv. Help others, co-workers, patients, caregivers; or family to escape, if possible;
 - v. Prevent individuals from entering an area where the active shooter/hostage may be;
 - vi. Keep your hands visible;
 - vii. Follow the instructions of any law enforcement officers;
 - viii. Do not attempt to move wounded people;
 - ix. Call 911 when you are safe and provide the following information:
 - 1. Location of the active shooter;
 - 2. Number of shooters;
 - 3. Physical description of the shooter(s);
 - 4. Number and type of weapons held by the shooter(s);
 - 5. Number of potential victims at the location
- b. If unable to evacuate, find a safe place to hide.
- i. The hiding place should:
 - 1. Be out of the active shooter's view;
 - 2. Provide protection if shots are fired in your direction (i.e. program with a closed and locked door with furniture to hide behind; bathroom with a tub to hide in – remain quiet and still and as low to the floor as possible);
 - 3. Not trap you or restrict your options for movement.
 - ii. Lock the door;
 - iii. Blockade the door with heavy furniture;
 - iv. Silence your cell phone and/or pager;
 - v. Turn off all sources of noise (i.e., radios, televisions)
 - vi. Hide behind large items (i.e., file cabinets, desks, in the bath tub);
 - vii. Remain still and quiet.
 - viii. If evacuation and hiding out is not possible:
 - 1. Remain calm;
 - 2. Dial 911, if possible, to alert police to the active shooter's/hostage's location;
 - 3. If you cannot speak, leave the line open and allow the dispatcher to listen.
- c. As a last resort, only if your life is in imminent danger take action against the shooter to disrupt and/or incapacitate him/her.
- i. Act as aggressively as possible against him/her;
 - ii. Throw items and improvise weapons;
 - iii. Yell
 - iv. Commit to your actions
4. Law enforcement's purpose is to stop the active shooter(s), protect and rescue the

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- hostage(s), and creating a safe environment. When law enforcement arrives:
- a. Information to provide law enforcement officer upon arrival:
 1. Location of the active shooter and/or hostages;
 2. Number of shooters/perpetrators;
 3. Physical description of the shooter(s)/ perpetrator(s);
 4. Number and type of weapons held by the shooter(s)/ perpetrator(s);
 5. Number of potential victims/hostages at the location
 - b. Remain calm and follow police officers' instructions;
 - c. Put down any items in your hands (i.e., bags, jackets, cell phone)
 - d. Immediately raise your hands and spread your fingers;
 - e. Keep your hands visible at all times;
 - f. Avoid making quick movements toward the officers such as holding on to them for safety;
 - g. Avoid pointing, screaming and/or yelling;
 - h. Do not stop to ask an officer for help or directions when evacuating; just proceed in the direction from which the officers entered the premises;
 - i. Once you have reached a safe location or assembly point, do not leave until law enforcement authorities have instructed you to do so;
 - j. If able, communicate with the switchboard using a predetermined phrase or safe word [***Security Alert-Threat***].
5. When law enforcement has determined that the active shooter/hostage emergency is under control, the agency's administrator will notify the agency workforce via group text using a prearranged code [***Security Alert-Threat***].
 6. The agency will take an accounting of all workforce staff at designated assembly points to determine who, if anyone is missing and potentially injured.
 7. The agency's administrator will arrange to have program representatives available to participate in the law enforcement investigation.
 8. The Director of Patient Services and Human Resources Director will coordinate with emergency responders who provide medical assistance to injured workforce members to ensure the required medical assistance is received, and medical benefit and insurance documentation is provided.
 9. The agency's administrator will notify relatives of any injured employees, and will arrange to have the agency's Public Relations respond to media requests for information.
 10. In the event that there is a fatality or hospitalization for treatment, the Human Resources Director will notify OSHA. The agency's policy on Recording and Reporting Occupational Injuries and Illness will be followed.
 11. The agency will make counseling services available to workforce members following the active shooter/hostage situation event.

Facility Evacuation Checklist

Assumptions:

- ✓ The hazard has been assessed.
- ✓ The need for a complete or a partial activation has been determined.
- ✓ Program Incident Commander establishes a Unified Command upon the arrival of response agencies.
- ✓ Organizational structures are merged.

	1. Program Incident Commander gives the order to evacuate. Evacuation may be in concert with Facility Incident/Unified Command
	2. If there is no immediate danger the Program Incident Commander/Unified Command determines transportation resources, destination site availability and sequence of evacuation.
	3. Program Incident Commander announces the need evacuation to all staff, participants/patients and visitors. <ul style="list-style-type: none"> - Incident Site: Room number/area to room number/area - Horizontal: Area to area - Vertical: Floor to floor - Complete
	4. Available staff report to staging area for assignment.
	5. Patients/Participants are assisted to the Assembly Area for triage. Tags are applied if available.
	6. A list is compiled of all patients/participants in the evacuation area.
	7. Visual cues are applied to indicate the room is cleared and evacuated area is secured.
	8. Patients/Participant Evacuation identification is readied
	9. Transportation units are on site – Patients/Participants are moved to the Transport Area (on-going triage, treatment and transport).
	10. Evacuation occurs based on level of acuity and transportation assistance level of participants, staff and visitors. Patient/Participant roster indicates the CCL (acuity level) and TAL (transportation level) of each participant. CCL & TAL 3 evacuated first CCL & TAL 2 evacuated second CCL & TAL 1 evacuated third
	11. Staff accountability and their location information is maintained.
	12. The Transportation Log for Evacuated Participants (included triage tag number) is maintained.
	13. The Transportation Log for Patients/Participants transported by family/caregiver (private vehicle) is maintained. Note: Driver is required to complete log information.
	14. The County/Local Emergency Management Director is notified of the evacuation.
	15. The Local/State Department of Health is notified of the evacuation.