

# CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

<b>SECTION II:</b>	ORGANIZATION FOCUSED FUNCTIONS
<b>CHAPTER 7:</b>	Management of the Environment of Care
<b>PROCEDURE 7.16:</b>	<b>Security Alert: Active Shooter</b>
<b>REVISED:</b>	12/10, 12/12, 06/13, 04/15; 04/25/16; 06/18
<b>Governing Body Approval:</b>	06/13/13; 05/14/15; 04/28/16; 06/27/2018( <i>electronic vote</i> )

**PURPOSE:** To protect and preserve the life and safety of all CVH and BHSAS patients, staff and visitors in the event of an active shooter situation.

**Definition:** An Active Shooter scenario posing an imminent threat of violence or loss of life on or around campus where an individual is actively engaged in the random or systematic killing of people in a confined space or populated area.

**SCOPE:** All CVH and BHSAS staff

## **PROCEDURE:**

### **Principles of Protection**

Alert the DMHAS Police Department and provide as much factual information about the situation as is known.

Minimize the number of potential targets by securing staff, patients and visitors behind locked doors and out of sight of main hallways until the “**All Clear**” announcement.

### **CVH Campus – Security Alert-Active Shooter Plan**

When a person becomes aware of an active shooter situation and is capable of safely alerting others, this person will

- 1. REPORT:** Call 999 via landline, or (860) 262-2333 from a cell phone, and provide the exact address, location and all facts known about the emergency to the DMHAS Police Dispatch Center. The DMHAS Police will be immediately dispatched to the location of the emergency. The Dispatch Center will notify the Middletown Police and provide all available information to support their emergency response.
- 2. NOTIFICATION:** The DMHAS Police Dispatch Center will begin notification of the entire campus.
  - a. A **CVH-ALERT** emergency notification message will be sent to the CVH Disaster Group, and all **CVH-ALERT** registered staff members will receive the following message: **Security Alert – Active Shooter-incident location**, and any vital information and instructions regarding the incident.

- b. Announce the alert via all applicable building overhead paging systems 3 times (**Security Alert-Active Shooter-Location, Security Alert-Active Shooter-Location, Security Alert-Active Shooter-Location**). Buildings include

- Battell Hall
- Merritt Hall
- Page Hall
- Woodward Hall

*In the event that the CVH-ALERT system fails, individuals located in those buildings that are not equipped with an overhead paging system will be notified by phone. The DMHAS Police Dispatch Center will maintain an updated list of buildings that require phone notifications.*

### 3. INDIVIDUAL RESPONSE:

a. Assess the Situation

- i. Determine what type of situation you are in. Review your surroundings for where you are, what's around you, where you think the threat is coming from. Determine your best course of action based on situation.

b. Act/React

- i. Choose course of action, understanding that circumstances may change drastically as the situation evolves.

(1) Evacuate – if an escape route is accessible

- Have an escape route and plan in mind
- Leave belongings behind
- Keep hands visible to law enforcement
- Remain calm and do exactly as the officers tell you.

(2) Hide Out/Shelter in Place – if evacuation/escape is not possible, find a place to hide where the active shooter is less likely to find you. If you are responsible for patients, afford them the best protection that you can, depending on their mobility.

- Be out of shooter's line of sight or view
- Lock all doors; stay away from windows
- Barricade the door if possible with available items
- Silence cell phones, pagers, radios, etc.
- Conceal yourself behind large objects, inside closets, etc.
- Remain in place until law enforcement officials arrive.

(3) Take Action – as a last resort, only when your life is in immediate danger, attempt to disrupt and/or incapacitate the active shooter.

- Act aggressively towards the shooter, engaging in physical attack
- Throw items or use improvised weapons

#### **4. WHAT TO EXPECT FROM LAW ENFORCEMENT AND HOW TO REACT**

- a. Arriving police officers' first priority is to engage and stop the active shooter. The first officers on scene will not stop to aid the injured.
- b. Officers may be armed with rifles, shotguns or other weapons. Their appearance may seem threatening, but their equipment is critical to your survival.
- c. Immediately raise hands, keeping them visible at all times.
- d. Do exactly as officers tell you. Do not ask questions. Their verbal commands will be loud and authoritative; do not be frightened or offended.

#### **5. FACILITY ACTIONS:**

- a. Nursing Supervision will maintain contact with their assigned units to insure that all staff have received notification of the active shooter, and are taking the appropriate actions. Unit census will be confirmed, and all off site staff and patients will be informed whether or not to return to their unit / campus.
- b. The DMHAS Police Department – CVH Unit will respond to the location of the emergency, and take charge of an active shooter situation. The DMHAS Police Supervisor/or Officer in Charge (OIC) on duty will immediately contact the DMHAS Police Lieutenant and advise him/her of the emergency.
- c. The DMHAS Police Chief and Captain will be notified by the CVH Communications/Dispatch Center.
- d. The DMHAS Police Lieutenant will contact the Connecticut Valley Hospital (CVH) Chief Executive Officer (CEO) or designee and inform him/her of the emergency.
- e. The CEO or designee will notify the Office of the Commissioner.
- f. Upon the completion of a Security Alert-Active Shooter emergency, an “**All-Clear**” will be announced via all overhead paging systems, and through the **CVH-ALERT** emergency notification system. At this time, all campus activity will return to normal, and a debriefing will occur at a designated location.

#### **Blue Hills Campus – Security Alert-Active Shooter Plan**

The Security Alert-Active Shooter Plan will be exclusively followed by staff members located on the Blue Hills Campus during an emergency incident where there is an active shooter situation.

##### **1. Report and Notification:**

- a. Locate and press the Alert button on the far left of your telephone.

- b. Lift and speak into the receiver to announce Security Alert-Active Shooter.
- c. Stating the location of the incident state, “SECURITY ALERT – ACTIVE SHOOTER – Location” over the paging system. Pause and repeat. **EXAMPLE – SECURITY ALERT – ACTIVE SHOOTER – Location” “SECURITY ALERT – ACTIVE SHOOTER – Location” “SECURITY ALERT – ACTIVE SHOOTER – Location”**.
- d. The DMHAS Police Department CRMHC Unit Supervisor/Officer in Charge (OIC) on duty will notify the DMHAS Police Chief and Captain via proper chain of command, as well as the CRMHC and CVH Administrations.
- e. Whenever a Security Alert-Active Shooter situation is activated, the ITU staff located at Vine Street, and the receptionist located at Coventry Street will contact the DMHAS Police – CRMHC Unit by radio to ensure officers on duty are aware of the emergency. In the event the radio contact cannot be made, the DMHAS Police will still be notified, as the police radio system is directly connected to the facility paging system. The ITU staff will also contact the Hilltop Residential Program to ensure that all staff and clients are secured behind locked doors.

## **2. Action:**

- a. Once a Security Alert-Active Shooter situation is activated, the police are in charge of the incident until the “All Clear” is given.
- b. All staff are to secure themselves, clients and visitors behind locked doors and remain there until they hear the “All Clear” announcement by the police indicating that the emergency is over.