

WHITING FORENSIC HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 7:	Management of the Environment of Care
PROCEDURE 7.16:	Security Alert: Active Shooter
Governing Body Approval	6/10/18
REVISED::	

PURPOSE: To protect and preserve the life and safety of all WFH 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 WFH 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.

WFH 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 WFH and the entire surrounding CVH campus.**

a. A **WFH-ALERT** emergency notification message will be sent to the WFH Disaster Group, and all **WFH-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

- Dutcher Building
- Whiting Building

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

- 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.
- Officers may be armed with rifles, shotguns or other weapons. Their appearance may seem threatening, but their equipment is critical to your survival.
- Immediately raise hands, keeping them visible at all times.
- 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:

- 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.
- The DMHAS Police Department – WFH 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 DMHAS Police Communications/Dispatch Center.
- d. The DMHAS Police Lieutenant will contact the Whiting Forensic Hospital (WFH) 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 **WFH-ALERT** emergency notification system. At this time, all campus activity will return to normal, and a debriefing will occur at a designated location.