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Owner:	<i>Kirk Harper: CNO</i>
Policy Area:	<i>Administration</i>
References:	
Applicability:	<i>WA - Kadlec Regional Medical Center</i>

Code Silver, 131.00

Document Type: Policy, Procedure

PURPOSE:

The objective of the policy is to clarify the response of employees when a weapon has been displayed, is in use or a hostage has been taken and patients, staff or visitors are in immediate danger.

POLICY:

Code Silver-Active shooter alert exist to warn employees of a situation that presents an imminent threat to all persons. Any employee may activate a Code Silver. Employees will respond accordingly and avoid the code location.

DEFINITIONS:

- A. **Hostage** is defined as a person or persons held against their will whether it be with the use of a weapon or physical force.
- B. **Law Enforcement Agencies** may include Police Departments, Bureaus, County Sheriff Offices or other federal agencies.
- C. **Active Shooter** is defined as an individual actively engaged in killing or attempting to kill people in a confined and populated area. While typically armed with a firearm, other weapons may be used.
- D. **"Run, Hide Fight"** is a protocol used in an Active Shooter event, which is endorsed by the US Department of Homeland Security and recommends that your first priority is to run away from danger. If it is not safe to run and hide or if you can't hide, fight back with any tools available as a last resort.

PROCEDURE:

Employee Witnessing the Situation will:

1. Go to safe place and/or Run, Hide, Fight.
2. Call 911.
3. If possible call or designate someone to dial 4444 request an overhead page for a "Code Silver" (state location).

All Employees will:

1. Avoid the area.
2. Reassure and lead all patients and visitors, to safety as appropriate.
3. For Code Silver: employees will exercise the "Run, Hide, Fight" protocols.

Operator will:

1. Page Code Silver: (state location) three times.
2. Transfer the witnessing employee to Security. If the witnessing employee disconnects, Operator will make the notification of known circumstances to Security@ 727-2952 or via radio.
3. When practical notify Facilities Director and Administrator on call.
4. Notify PCC of active shooter and location.
5. Provide for your own safety Run, Hide, Fight.
6. Send out notification via mass notification software.
7. Page Code Silver: all clear at the direction of PCC or administration.

Security will:

1. Call 911 and provide any additional information.
2. Notify all Security Officers of event.
3. Secure the area and help direct patients, visitors and staff away from the threat.
4. Assist law enforcement officers as directed.

Facilities:

1. Obtain radio and monitor situation.
2. Act as directed by security.

Administration/PCC will:

1. Administrator/PCC: When notified of the circumstance the administrator on call will determine if there is a need to open the Command Center.
2. Determine and assign a resource to make appropriate notification to include Community Relations.
3. Coordinate Clearing "Code Silver: Active Shooter" with Security and PCC.
4. Authorize release of information through Community Relations.
5. Administration, PCC, and Security will consider a lock down of KRMC and KRMC off-site locations.

Law Enforcement Officers will:

1. Take control of the situation in any manner they see fit.
2. Employees will follow the directions as provided by law enforcement.
3. Security will coordinate with law enforcement and the facility administrator to determine the appropriate time to clear the Code.
4. When in agreement that the threat is removed and the affected location is secure, security or the administrator will notify the Operator to announce an "all clear".

Clinics and other off campus locations:

1. Upon discovery, call 911 and report Active Shooter or hostage situation.
2. Administration will facilitate notification of Kadlec Clinic Leadership.
3. Administration in consultation with Security will decide if hospital lockdown is necessary.

Attachments

No Attachments

Approval Signatures

Approver	Date
Reza Kaleel: KRMC Chief Executive	09/2018
Heather Shipman: Executive Assistant	09/2018

Applicability

WA - Kadlec Regional Medical Center

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