



- Hospital-Wide Manual**
- Department-Specific Manual**

Policy # SE02019
Manual Environment of Care
Category 02 – Code/Emergency Response

POLICY & PROCEDURE: CODE ACTIVE SHOOTER – ACTIVE SHOOTER SITUATION RESPONSE

POLICY SUMMARY:

It is the policy of Victor Valley Global Medical Center (VVGMC) to provide an emergency response plan to alert hospital staff that an active shooter appears to be actively engaged in killing or attempting to kill people in the hospital or on the campus. This plan is a guideline only.

DEFINITIONS:

Active Shooter – For purposes of this policy, an active shooter is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people in the hospital or on the hospital campus. In most cases active shooters use a firearm(s) and display no pattern or method for selection of their victims. In some cases active shooters use other weapons and/or improvised explosive devices to cause additional victims and act as an impediment to police and emergency responders. These improvised explosive devices may detonate immediately, have delayed detonation fuses, or detonate on contact.

REQUIREMENTS:

None

AFFECTED DEPARTMENTS/SERVICES:

Public Safety, **Environment of Care**

PURPOSE:

- A.** The objective of this plan is to provide safety and guidance to VVGMC employees in the event an individual is actively shooting people in the hospital or on the campus.

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PROCEDURE:

A. Situation Response to an Active Shooter:

1. The first employee to identify an active shooter situation should:
 - a. Immediately call “911” and say the following:
 - i. “Victor Valley Global Medical Center, we have an active shooter”, the location, number of persons injured, last known direction of the shooter, description of the suspect, and number/types of weapons.
 - b. Call the hospital’s internal emergency number by dialing “5” and announce “Code Active Shooter”, location of the incident, description of the person(s) with the weapon, and type of weapon(s) if known **OR** overhead page on any hospital phone by dialing “3300” and announce “Active Shooter”, and the location of the shooter and/or direction of travel of the shooter.
 - c. Evacuate patients, visitors and other staff if safe to do so.
 - i. Leave all personal belongings behind.
2. If available, the PBX operator upon notification shall:
 - a. Call “911” and/or ensure “911” has been called.
 - b. Overhead page “Active Shooter” and the location three times
 - c. Give all available information to the Public Safety Officers
 - d. Notify VVGMC Administration and House Supervisor
3. The first Public Safety Officer to arrive on the scene shall:
 - a. Assess the situation (if safe to do so)
 - b. Secure the area
 - c. Call “911” and report to the dispatcher the following information:
 - i. Location and description of the shooter(s)
 - ii. Number of victims and/or hostages
 - iii. Type and number of weapons

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CODE BLUE MEDICAL TEAMS SHOULD NOT ENTER THE AREA UNTIL IT HAS BEEN DECLARED SAFE

4. If an active shooter comes into your area or enters your unit, office or meeting room you should:
 - a. Try to remain calm
 - b. Try not to do anything that will provoke the shooter(s)
 - c. If there is no possibility of escaping or hiding, **only as a last resort when your life is in imminent danger** should you make a personal choice to attempt to negotiate with or overpower the shooter(s)
 - d. If the shooter(s) leaves the area, barricade the room or get to a safer location
5. At a location distant from the active shooter(s) (i.e., different unit or floor) or if you are unable to safely leave the area:
 - a. Try to remain calm
 - b. Warn other staff, visitors and patients to immediately take shelter
 - c. Go to a room that can be locked or barricaded
 - d. Lock and barricade doors or windows
 - e. Turn off lights
 - f. Close blinds
 - g. Block windows
 - h. Silence cell phones, radios and any other devices that emit sound
 - i. Keep out of sight and take adequate cover/protection (i.e., concrete walls, desks, filing cabinets)
6. If you are outside and encounter an active shooter, you should:
 - a. Try to remain calm
 - b. Move away from the shooter(s) or the sound of gunshots and/or explosions
 - c. Look for appropriate locations for cover/protection (i.e., brick walls, retaining walls, parked vehicles, etc.)
 - d. Call "911" and give location and description of shooter(s) to the dispatcher

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7. Response to an active shooter:
 - a. **Evacuate:**
 - i. Have an escape route and plan in mind
 - ii. Evacuate regardless of whether others agree to follow
 - iii. Leave any personal belongings behind
 - iv. Call “911” once you are safe
 - b. **Hide Out:**
 - i. Protection:
 - a) Hide behind locked doors and heavy furniture and away from windows
 - b) Turn off lights
 - ii. Silence cell phones and any other sources of noise
 - iii. Call “911” if possible, leave the line open to allow the dispatcher to listen
 - iv. Remain quiet
 - c. **Take Action [against the active shooter(s)]:**
 - i. **ONLY** when your life is in imminent danger
 - ii. It is **CRUCIAL** you commit to your actions when you attempt to disrupt, incapacitate and get control of the shooter’s hands.
 - a) **“HANDS KILL”**
 - iii. Act as aggressively as possible against the active shooter
 - iv. Throw items/improvise with weapons, such as chairs or clipboards
 - v. Yell
 - d. **Law Enforcement Arrival:**
 - i. Keep your hands above your head and visible at **ALL** times.
 - a) Remember **“HANDS KILL”**
 - ii. Do **EXACTLY** what the Law Enforcement Officers say
 - iii. Do **NOT** run toward officers unless told to do so
 - iv. Officers will **NOT** stop to aid the wounded

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- v. Officers job is to **STOP** the active shooter(s)
- vi. Officers usually arrive in teams of four and may be heavily armed, wearing ballistic gear, and shouting commands at you
- vii. Officers may push you to the ground for safety – both yours and theirs
- viii. Do not interrupt the officers’ mission to stop the shooter(s)
- ix. Put down any items in your hands
- x. Do not ask officers for directions.
 - a) Just proceed to exit in the direction from which the officers are entering the premises (if safe to do so)

ONCE YOU HAVE EXITED TO A SAFE PLACE, REMEMBER, YOU WILL BE INVESTIGATED AND ASKED QUESTIONS AT THE END OF THE INCIDENT

- 8. Hospital Incident Command shall:
 - a. Give the following to the police and/or SWAT team after they arrive:
 - i. Number, location and description of shooter(s)
 - ii. Number of victims and/or hostages
 - iii. Type and number of weapons
 - iv. Keys, floor plans and phone numbers for each area
 - b. Establish a medical response team ready to support casualty operations.
 - c. Plan for a situation that may take several hours to resolve.
 - i. While the violence may be over quickly, there may be an extensive crime scene that covers a wide area.
- 9. Public Information Officer and/or Human Resources shall:
 - a. Establish a media center in a safe location and work with the Incident Commander to coordinate a safe location where family members can stand by and wait for their loved ones.
 - b. Supply the Hospital Command Center with a list of patients or staff known to be in the area of the incident.



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10. VVGMC's Public Safety Department shall:
 - a. Have a Public Safety Officer meet with responding deputies/SWAT and escort them to the incident.
 - b. Assign additional staff to control access to the area as directed by police.
 - c. Identify witnesses, separate them from one another, and escort them to separate rooms to wait for police interviews.
 - d. Hand over the jurisdiction of the event to Law Enforcement when they arrive.
 - i. Public Safety Officers shall follow all reasonable directions by Law Enforcement when they arrive, even when asked to leave the area.
 - e. Keep staff, visitors and patients away from the area until the situation is resolved.
11. Law Enforcement personnel, Incident Commander and/or Hospital Administrator shall:
 - a. Make notifications of the "Active Shooter Incident All Clear" when all threats are stopped and when all areas are clear and safe.
12. Human Resources Department, Case Management and Pastoral Care shall:
 - a. Set up locations for employees to debrief and de-escalate from the stressful incident and provide resources for ongoing crisis support.
13. End of Incident:
 - a. VVGMC Leadership Team and Incident Command Team shall meet when it is appropriate after the event.
 - i. The purpose of the meeting is to debrief, provide analysis of the effectiveness/response to the active shooter incident, and implement any changes necessary to the plan.

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