

POLICY AND PROCEDURES
Mille Lacs Health System

Title: Active Shooter Policy No. (if any):	Review Responsibility: Emergency Management and Safety Committees Pages: 3
Last Revised:	Last Reviewed: By:
Approved:	

A. POLICY STATEMENT: To provide direction to anyone confronted by an Active Shooter situation in or near one of our facilities at Mille Lacs Health System. An active shooter situation is so unique and can unfold so rapidly that it requires a response that is tailored to the specific situation. The activation of this plan will alert staff to take appropriate action steps in order to provide for the safety for all people at Mille Lacs Health System or outreach clinics.

B. APPLICABLE TO: All Mille Lacs Health System employees

C. APPLICABLE REGULATORY STANDARDS:

D. PROCEDURE: Active Shooter

An individual actively engaged in killing or attempting to kill people in a confined or populated area either inside or outside our facility.

Code Active Shooter Outside

a. If we have an Active Shooter outside our facility we are to go into a **Lock Down-Secure and Hold** for security purposes in order to control access into or exit from our facility.

Announce over the PA system (“Code Active Shooter Outside” 3 times) dial 911 for police to come, tell them what is taking place and the location of the event.

b. Evacuate everyone in the immediate vicinity of the event taking place, go into a safe place away from the Active Shooter such as a lockable office with no windows or other place of safety. Avoid standing near doors or windows as this is not a safe place to stand.

c. **See Lock Down Policy for details** for doors scheduled to be locked. Everyone inside will be instructed to stay inside the building until notified that it is safe to leave.

Code Active Shooter Inside

A security and safety measure taken during an **Active Shooter** situation to help prevent staff, patients or visitors from being harmed.

Code Active Shooter Inside would be used in a situation where a person inside the building is actively engaging in killing or attempting to kill people.

- a. Call 911 and inform them of an active shooter situation, number of gunmen, description and last known location, type of gun.
- b. Announce over the PA system (**Code Active Shooter Inside 3 times**) along with the last known location of the shooter.
- c. Staff upon hearing this announcement should immediately evacuate outside when safe to do so. Time is of the essence get out as fast as you can. Evacuate away from the shooter. Ask anyone in your immediate area to evacuate with you. **DO NOT DELAY YOUR EVACUATION TO ARGUE OR PERSUADE OTHERS TO EVACUATE.** Go to a safe location immediately! Crosiers and the Ambulance garage will be staff collection points. If law enforcement is present and reacting to the active shooter, approach them with your hands open and held high, be prepared to be searched. Do not ask questions, scream or yell. Go quickly to a designated staff collection area or as directed by law enforcement. Department manager's and supervisors will be responsible for staff head count and accounting for their staff.
- d. If unable to safely evacuate, conceal yourself in a safe location. Lock yourself in a room, turn out the lights, and turn your cell phone off including vibration mode.

If a lockable room is not available: Find a place of concealment and consider quick actions to block doors with furniture/beds or other items. Do not stand in front of the door, hide behind something.

Do not attempt to put Residents, Patients, or Visitors in safe areas, if you are with someone take them with you but get out of the building as fast as you can.

Response - Management

Hospital Incident Command staff will establish a Unified Command with Law Enforcement and the Fire Department. This will be at a location to be determined after consultation with law enforcement. Hospital Incident Command staff will interface with responding law enforcement and assist coordinating response actions if asked to do so.

ALL CLEAR PROCEDURE

After consultation with law enforcement it will be determined when an active shooter situation is clear.

When directed by law enforcement the following steps will be taken.

Announce over PA system (3 times) “Active Shooter Terminated “

RECOVERY

1. When the “all clear” is provided, search your area of responsibility for hiding or injured persons and account for all people, staff and residents
2. The recovery process will be directed by the Hospital Incident Command.
3. A debriefing will be scheduled through the Central MN Critical Incident Stress Management Team by calling (800) 556-4911.
4. Hospital Emergency Management will work with law enforcement regarding continuity of operations as the location(s) of the incident are considered a crime scene and may not be available for patient care or staff access.
5. Hospital Incident Command staff will work with law enforcement regarding staff and visitor retrieval of personal items from the facility.

REFERENCES

Active shooter, how to respond. *U.S. Department of Homeland Security. (2008)*

The Active Shooter in a Health Care Facility, a Template for Response Procedures. 2011

Active Shooter and Workplace Violence Resources. U.S. Department of Homeland Security Office of Infrastructure Protection (2012)