

UNIVERSITY OF TOLEDO

SUBJECT: CODE VIOLET – VIOLENT SITUATION

Procedure No: EP-08-015

PROCEDURE STATEMENT

Code Violet will be initiated for **serious** situations involving any individual(s) exhibiting or threatening violent behavior in an environment on The University of Toledo Health Science Campus Medical Center.

PURPOSE OF PROCEDURE

To identify measures which prevent and mitigate potentially violent situations and provide notice and direction to staff should a situation pose an immediate threat to the safety of themselves, patients, staff or visitors.

PROCEDURE

A. General Information

1. Know the location of panic buttons, which send an alarm to Health Science Campus Security.
2. As soon as possible, notify hospital security of any unusual incident at extension X2600, or 419-383-2600.
3. If safe, work as a team with other employees to attempt to verbally de-escalate a threatening situation.
4. Security will respond and provide assistance as needed.

B. Code Violet Response

1. Any person witness to a violent incident or a situation that poses a significant threat to the safety of staff, patient, visitors or employees may initiate a Code Violet by calling Security (X2600) or 419-383-2600 and stating "Code Violet" along with the following information:
 - a. summary of what is occurring;
 - b. detailed description of the persons involved;
 - c. the exact location of the incident or direction of escape;
 - d. information on the presence of any weapons; and
 - e. if possible, continue to stay on the line and provide the dispatcher information.
2. In a violent situation, evacuate all persons, patients and bystanders, including oneself from immediate danger and with appropriate concern for the safety of all.
3. Police and security will respond and assume control over the scene.
4. If safe, assist the arriving police and security. Provide information about the incident.
5. The operator will make an "all call" announcement over the internal public address system and state 3 times "Code Violet," "Exact Location," "Stay Clear of Area."
6. All staff members in other areas should stay away from the incident and keep patients and visitors from the location. If safe, essential medical treatment of patients will continue.

C. Code Violet Recovery

1. Assure appropriate disposition of the subject:
 - a. Inpatient – unit personnel are to contact the patient's physician with an assessment and receive orders as appropriate.
 - b. If the situation resulted in injury or assault of any patient, visitor or employee, determine if criminal charges will be filed and assist with preparing the police report.
2. Police and Security will transition control of area back to medical staff.

3. The operator will make an “all call” announcement over the internal public address system and state 3 times “Code Violet clear.”

D. Human Resources

1. If the situation involves an employee, and that employee was the aggressor, Human Resources will assist the Department Director on the proper course of disciplinary action in accordance with the Performance Improvement Management policy.
2. If an employee was injured, ensure that Human Resources is notified. Note: the employee injured should also complete an Injury/Illness Report. <http://www.utoledo.edu/depts/safety/Forms.html>

E. Evaluation

After each activation of this procedure, a police or security report including a description of the event which initiated the code violet and a summary of the actions taken to address the incident, the names and contact information of all people involved will be sent to the University of Toledo Medical Center Safety and Health Committee as soon as feasible. The Safety and Health Committee will review the incident and ensure the Code Violet procedure was followed.

Source: UT Hospital Security

Effective Date: 10/01/10

Review/Revision Date: 5/28/2011
6/01/14
10/27/15
2/21/17
9/18/17
8/7/2018

UNIVERSITY OF TOLEDO

SUBJECT: CODE VIOLET – ACTIVE SHOOTER APPENDIX

Procedure No: EP-08-015 (A)

A. PURPOSE

Recognizing patient care areas are unique environments, this procedure provides guidance in an active shooter event in the University of Toledo Medical Center and clinics.

B. POLICY

It is University of Toledo policy to provide a safe and secure environment. This policy supplements the ALICE training which provides response options in active shooter events.

C. DEFINITIONS

An active shooter is defined as a person or persons who appear to be actively engaged in targeting or attempting to target unarmed people within 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.

D. PROCEDURES:

1. The presence of a firearm alone does not qualify as an active shooter event. Firearms are restricted from campus however from time to time visitors may not be aware of restrictions and may enter our campus while legally carrying a firearm. If a weapon is viewed on a person:
 - a. Call (x-2600)
 - b. provide the following description: gender, age, skin color, approximate height, clothing description, weapon description.
 - c. provide detailed location of the persons whereabouts.

2. In an active shooter event, when a person or persons are actively engaged in using a firearm to target individuals, the first person who safely can will:
 - a. Call (x-2600) and announce **ACTIVE SHOOTER**, the incident location, description of the person(s) with the weapon, and type of weapon if known.
 - b. If capable, run. Warn others. Evacuate the entire facility.

NOTE: The dispatch phone is recorded. Dialing x-2600 stating your emergency and laying the phone down on the desk is acceptable.

3. The operator will:
 - a. Receive **ACTIVE SHOOTER** information from Security Dispatch
 - b. Overhead page "**ACTIVE SHOOTER** (and the location)" three times on the mass notification system.
 - c. Make notifications to Hospital Administration and Hospital Supervisor.

NOTE: Medical teams should not enter the area until it has been declared safe to do.

4. Hospital Security are unarmed and will maintain cover and concealment while performing the following tasks:
 - a. Receive call, forward call to University of Toledo Police Department (UTPD), dispatch all officers, assess environment & update UTPD.
 - b. Open egress routes (stairwells) to hasten evacuation.
 - c. Update dispatcher for relay to responding officers.
 - Number of shooters
 - Number of victims
 - Exact location of the shooter
 - Type and number of weapons, if known (Long, short, rifle, pistol or shotgun)
 - d. Stop campus traffic to expedite responding Police arrival and wave them toward incident facility.
 - e. Maintain secure environment for victims and witnesses until cleared by UTPD.
 - f. Keep hospital staff, visitors, away from the area.
 - g. Dispatcher will notify the operators for all announcements.
 - h. Follow all directions by Law Enforcement.

E. STAFF ACTIVE SHOOTER NOT IN YOUR VICINITY

1. Remain calm and RUN to nearest stairwell or exit, if capable
2. Warn other staff, visitors and patients to run or shelter in place
3. If incapable of running, shelter in place by going to a room that can be locked and barricaded. Blockade door with heavy furniture; use beds, desks, cabinets & chairs.
4. Lock and barricade doors or windows
5. Turn off lights
6. Close blinds
7. Block windows
8. *Turn off cell phones, radios or other devices that emit sound*
9. Keep out of sight and take adequate cover/protection (i.e., concrete walls, thick desks, filing cabinets)
10. Have one person call x-2601 and state: "Health Science Campus, building NAME with exact location. We have an active shooter in building NAME with exact location, gunshots fired."

F. STAFF CHANCE CONTACT WITH ACTIVE SHOOTER

1. Remain calm.
2. 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 fight. Throw objects at the shooter's head and MOVE as quickly as possible.
3. Never pick up the firearm as police responding may believe you are the shooter.
4. If the active shooter(s) leaves the area, barricade the room or go to a safer location.

G. FIRST RESPONDER INTERACTION

The objectives of first responding law enforcement officer are:

- a. Stop the killing by engagement or containment
- b. Identify additional threats like improvised explosive devices.
- c. Identify victims to facilitate medical care, interviews and counseling.
- d. Post event investigation

NOTE: Police officers are trained to proceed immediately to the violent act to stop the killing as quickly as possible. The first responding officers may be in teams; they may be dressed in normal patrol uniforms, or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear. The officers may be armed with rifles, shotguns and handguns.

H. LISTEN TO THE OFFICER

1. How to react when the police arrive at your location:
 - a. Remain calm, and follow officers' instructions
 - b. Put down any items in your hands (i.e., bags, jackets)
 - c. Immediately raise hands and spread fingers
 - d. Keep hands visible at all times
 - e. Avoid making quick movements toward officers such as attempting to hold on to them for safety
 - f. Avoid pointing, screaming and/or yelling
 - g. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the area

I. REPORTABLE INFORMATION

1. Number of shooters
2. Number of individual victims and any hostages
3. The type of problem causing the situation
4. Type and number of weapons possibly in the possession of the shooter
5. All necessary individuals still in the area
6. Identity and description of participants, if possible
7. Keys to all involved areas as well as floor plans.
8. Locations and phone numbers in the affected area

J. REFERENCES

US Department of Homeland Security Active Shooter-How to Respond, October 2008

K. COORDINATION

This policy has been coordinated with the University of Toledo Police Department.