


<b>Name of Policy:</b>	<b>Securing the Kobacker Center Against a Potential Threat</b>	 <p><b>Effective Date:</b> March, 2007 Initial Effective Date: 9/2002</p>
<b>Policy Number:</b>	3364-143-26	
<b>Department:</b>	Lenore W. and Marvin S. Kobacker Center	
<b>Approving Officer:</b>	Vice President & Executive Director	
<b>Responsible Agent:</b>	Clinical Practice Manager & Agency Executive Director	
<b>Scope:</b>	Kobacker Center	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

**(A) Policy Statement**

To ensure that appropriate steps will be taken when there is a potential threat against patients or treatment staff located in the Kobacker Child & Adolescent Treatment Facility.

**(B) Purpose of Policy**

To ensure a safe environment for all patient and treatment staff located in the Kobacker Child & Adolescent Treatment Facility.

**(C) Procedure**

1. If a threatening phone call is received at the Kobacker Center, notify Campus Police at extension 77. Threats may include:
  - General statement regarding terrorism
  - Threats of abduction
  - Threats to a staff member
  - Threats to a patient/family member
2. Notify the Program Directors and/or Designees of the Inpatient Unit, Outpatient Unit and Partial Hospitalization Program.
3. An overhead announcement shall be made during normal business hours that the facility will be locked down.
4. All external doors will be secured including the Pedestrian Tunnel.
5. Post signs on external doors stating that the center has been locked. Direct all phone calls to:

Weekdays until 5 p.m.: (419) 383-3815  
Weekends, holidays and after normal business hours: (419) 383-5473.

<p><b>Approved by:</b></p> <p><i>Signed Policy on File in Hospital Administration (prev. format)</i></p> <p>_____        Vickie Geha, BSN,        Administrator,        Ambulatory Services, Behavioral Health      Date</p> <p>_____        Theodor Rais, MD        Medical Director, Kobacker      Date</p> <p>_____        Mark Chastang        Vice President &amp; Executive Director      Date</p> <p><i>Review/Revision Completed By:        Kobacker Administration</i></p>	<p><b>Review/Revision Date:</b>        4/04        3/07</p>
<p><b>Next Review Date:</b> 3/1/2010</p>	
<p><b>Policies Superseded by This Policy:</b> 42-61</p>	

*It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.*