

# UNIVERSITY OF TOLEDO HEALTH SCIENCE CAMPUS

SUBJECT: ELEVATED SECURITY/LOCKDOWN

Policy No: SM-08-003

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## POLICY

In the event of a situation requiring heightened security, it may be necessary to place the University of Toledo Medical Center or portions of the University of Toledo Medical Center and clinical enterprise in an elevated security status or in a lockdown status.

## PURPOSE

To heighten security and reduce the threat of harm to patients, staff and visitors during serious incidents.

## PROCEDURE

### **University of Toledo Medical Center Lockdown Procedures:**

Upon authorization by the President of the University of Toledo or designee, the Executive Director Of UTMC, Associate Executive Director, Administrator on Call, or the Chief of Police or designee, specific buildings may be secured by locking all entrance doors into those buildings and controlling access. The following procedure will be used to lockdown the University of Toledo Medical Center.

#### A. General responsibilities

1. Lockdown will be a coordinated effort by campus police, facilities and environmental services through the direction of the Incident Commander or designee.
2. In the event the entire campus is in lockdown, the hospital operator will make a campus-wide public address announcing the campus lockdown.
3. The scope of the lockdown may be expanded to include roadways on campus and the possible evacuation of individuals from certain buildings and/or areas. If a building is to be evacuated the switchboard operator will make an announcement to that effect.

#### B. Specific Responsibilities

1. Campus Police will be responsible for:
  - i. maintaining a safe environment
  - ii. activating outdoor public address and/or UT Alert (if necessary)
  - iii. recalling additional officers (if necessary)
  - iv. staff predetermined funnel points
2. Facilities Maintenance and Environmental Services will be responsible for:
  - i. patrol through all locked down campus buildings to make certain the entrance doors have not been propped open or left ajar, and the integrity of the lockdown has not been compromised.
  - ii. assist barricading of certain roadways and other various duties that may be warranted, as directed by campus police.
  - iii. poste signage on exterior doors viewable from both the inside and outside announcing the lockdown of the campus.

#### C. Discontinuing Lockdown Procedures

1. Lockdown procedures will be immediately terminated by the Incident Commander when the emergency situation has concluded.
2. The hospital operator will announce the termination of Code and campus lockdown.

3. Internal communication and local media will be utilized to announce the conclusion of the event and the resumption of normal activities.
4. Unless instructed otherwise by departmental managers or directors all employees will report to work on their next scheduled shift.

### **Emergency Department Lockdown**

There may be situations that require a more secure environment in the Emergency Department. The following procedure will be used to implement a lockdown in the E.D.

1. Initiate lockdowns only when evidence indicates the security inside the emergency department is at an elevated risk. Lockdowns should be an unusual occurrence.
2. The charge nurse, house supervisor, registration clerks, hospital security or ED physician have the authority to initiate a lockdown of the ED by activating the lockdown button.
3. The hospital security officer will vacate any patient stand-bys or other non emergency situation and station in the lobby at the main entrance and will be responsible for maintaining control of the lobby area (clearing the lobby if necessary).
4. A UT police officer will be responsible for maintaining order outside the emergency department.
5. Hospital staff will make efforts to prevent any patient designated as an involuntary hospitalization from leaving.
6. The ED will also be locked down for purposes of response to a Code Orange (see [Code Orange](#)) to prevent spread of contamination into, or out of the department.
7. All employees shall use the card access entrance to gain access to the hospital/ED and make sure no persons pass through the doors behind them.
8. When the ED is no longer at an elevated risk, the lockdown may be terminated by the charge nurse, house supervisor, or the ED physician in consultation with hospital security.

### **Lockdown or Heightened Security in Other Areas of UTMC, Clinics, Academic Buildings**

There may be situations that require a more secure environment in other areas of UTMC, clinics, or academic buildings. The following actions will be considered by the department head and security director.

1. Disseminate intelligence information to hospital employees, raising the level of awareness.
2. Increase security patrols in targeted area of the hospital.
3. Assign security officer to the area, as resources permit.
4. Secure doors in the area of heightened security creating a funnel point.
5. Screen or limit the flow of traffic.

Source: UT Police Department

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