(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 Center.

(B) Purpose of Policy

To ensure a safe environment for all patients and treatment staff located in the Kobacker Center.

(C) Procedure

1. If a threatening phone call is received at the Kobacker Center, notify Campus Security at extension 2600. Threats may include but not be limited to:
   - General statement regarding terrorism
   - Threats of abduction
   - Threats to a staff member
   - Threats to a patient/family member

2. Notify the Nursing Director and Agency Executive Director.

3. An overhead announcement shall be made during normal business hours that the facility will be under lock down.

4. All external doors will be secured including the Pedestrian Tunnel.

5. Signs shall be posted on external doors stating that the Center is currently under lockdown. Phone calls shall be directed to:

   Weekdays 8:30 AM - 5:00 PM
   Outpatient (419) 383-3815
   Inpatient Unit (419) 383-5473

   Weekends, holidays and after normal business hours: (419) 383-5473.

Visitation may be cancelled based off clinic threat levels and/or communication with Campus Security or Police Department.
6. Contents of all packages may be searched or visitors will be encouraged to leave packages outside the building.

7. In circumstance of eminent threat, to account for staff, patients and visitors, all individuals will be instructed to gather in a designated area in each unit to ensure his/her safety.
   - Outpatient Wing – Conference Room
   - Community Behavioral Health Services – Multipurpose Room
   - Child and Adolescent Inpatient Unit – Nursing Station
   - Senior Behavioral Health Unit – Dining Room

8. All interior doors would be locked and all individuals would stay away from windows until the all clear is given.

<table>
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<tr>
<th>Approved by:</th>
<th>Review/Revision Date:</th>
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<tbody>
<tr>
<td>Virginia D. York, MA, LPC</td>
<td>4/13/17 Date</td>
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<td>Agency Executive Director, Behavioral Health Services</td>
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<td>Moneca Smith, MSN, RN</td>
<td>3/2/2017 Date</td>
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Review/Revision Completed By:  
Kobacker Administration

Next Review Date: 03/02/2020

Policies Superseded by This Policy: 42-61