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HOSPITAL POLICIES & PROCEDURES

Category:	Security
Title:	ACTIVE SHOOTER/THREAT RESPONSE PLAN
Applicability:	Thomas Jefferson University and it's controlled affiliates
Contributors/Contributing Departments:	Public Safety, Risk Management, Human Resources, Jefferson Administration,

DEFINITION – ACTIVE SHOOTER

Active Shooter: A person(s) actively engaged in killing, attempting to kill, or harm people using a firearm.

Active Threat: A person(s) actively engaged in killing, attempting to kill or harm people using a weapon other than a firearm.

PURPOSE

The objective of this plan is to provide guidance to staff, students, faculty, patients, and visitors on how to respond in the event an Active Shooter/Threat event.

PROCEDURE

I. Staff Procedures

In the event of a suspected or actual Active Shooter or Active Threat situation, personnel shall notify security immediately in those areas serviced by our own security. Personnel in areas not covered by our in house security, shall call “911” directly for suspected or actual Active Shooter or Active Threat Situations.

A. HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that patients, visitors, and students are likely to follow the lead of employees and managers during an active shooter situation. If you are a patient care provider, there may be times in which you have to leave your patients to save your own life.

1. **Run** if there is an accessible escape path. Be sure to:
 - a. Have an escape route and plan in mind
 - b. Evacuate regardless of whether others agree to follow
 - c. Leave your belongings behind

- d. Help others escape, including patients, students, visitors, and other staff if possible
- e. Prevent individuals from entering an area where the active shooter may be
- f. Keep your hands visible
- g. Follow the instructions of any police officers
- h. Do not attempt to move wounded people
- i. Notify Security (on-campus) or 911 (off campus or in areas not covered by Security) when you are safe.

2. **Hide** if evacuation is not possible. Find a place to hide where the active shooter is less likely to find you. Your hiding place should be out of the active shooter's view, should provide protection if shots are fired in your direction (i.e., an office with a closed and locked door), and it should not trap you or restrict your options for movement. To prevent an active shooter from entering your hiding place lock the door and blockade the door with heavy furniture

If the active shooter is nearby:

- a. Lock the door
- b. Silence your cell phone and/or pager
- c. Turn off any source of noise (i.e., radios, televisions)
- d. Hide behind large items (i.e., cabinets, desks)
- e. Remain quiet if evacuation and hiding out are not possible
- f. Remain calm
- g. Notify Security (on-campus) or 911 (off campus or non-Jefferson building) , if possible, to alert police to the active shooter's location. If you cannot speak, leave the line open and allow the dispatcher to listen

3. **Act** by taking action when your life is in imminent danger.

- a. Attempt to disrupt and/or incapacitate the active shooter by: Acting as aggressively as possible against him/her, throwing items and improvising weapons, yelling, and committing to your actions.
- b. Play dead by laying motionless on the ground.
- c. Commit to whatever action is necessary for you to survive.

B. HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard. Officers usually arrive in teams of four (4). Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment. Officers may be armed with rifles, shotguns, handguns. Officers may use pepper spray or tear gas to control the situation. Officers may shout commands, and may push individuals to the ground for their safety. When law enforcement arrives:

- 1.) Remain calm, and follow officers' instructions
- 2.) Put down any items in your hands (i.e., bags, jackets)
- 3.) Immediately raise hands and spread fingers. Keep hands visible at all times
- 4.) Avoid making quick movements toward officers such as holding on to them for safety
- 5.) Avoid pointing, screaming and/or yelling
- 6.) Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Code, RRT, or other Jefferson medical teams should not enter until cleared to do so by the officers. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

References:

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

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Responsibility for maintenance of policy: Managing Director, Public Safety

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