I. PURPOSE:
To provide assistance to all people who are confronted by an active threat situation within St. Cloud Hospital. An active threat situation is unique and can unfold so rapidly that it requires a response that is tailored to the specific situation.

II. POLICY:
The activation of this plan will alert staff to take appropriate action steps in order to provide for the safety of all people at St. Cloud Hospital and CentraCare Clinic - River Campus.

III. DEFINITIONS
A. Active Threat Situation – an individual displaying a weapon, making threats, and showing intent to cause harm or act out in violence.

B. Weapon – any firearm, knife or instrument that can cause bodily harm, injury or death.

C. Lockdown – a security and safety measure taken during an active threat situation to prevent people from leaving or entering the building. Lockdown will be used in a situation where a person inside the building is actively harming or attempting to harm people with a weapon.

D. Containment – a security and safety measure which controls and limits entrance into the hospital facility in order to ensure the safety of persons inside the hospital when a threat has been identified in the immediate neighborhoods surrounding the hospital. When containment procedures have been activated, all exterior doors to the hospital will be locked. All persons inside the hospital will be instructed to stay inside the hospital until notified that it is safe to leave. The only persons allowed to enter the hospital during containment will be staff with badge access cards, and/or patients in need of medical services. Patients in need of medical services will only be admitted through the secured Emergency Trauma Center entrance. Examples of situations requiring containment activation may include; bomb threat inside building, external police chase, external shooting of suspect at large.
IV. ACTIVATION, NOTIFICATION AND RESPONSE

A. Receipt of Information
   1. An actual or perceived threat may be identified by staff, patients and/or visitors. Law enforcement may advise the hospital to go into lockdown.

B. Activation and Initial Notification
   1. Any staff person who encounters or suspects an actual or perceived threat should call 911 and provide information requested by dispatch.
      a. Call 3333

C. Response – Customer Contact Center
   1. Make a continuous announcement through the overhead announcement system.
   2. Activate the automated notification system.
   3. Notify:
      a. On-duty Security officer
      b. Administrative Nursing Supervisor
   4. Lock all exterior doors

   Email/Text/Overhead Announcement
   Security Alert - Activate lockdown procedures

D. Response – Security department and Administrative Nursing Supervisor
   1. The Security Department will establish unified command with the Administrative Nursing Supervisor and appropriate Public Safety services.
   2. The Director of Security & Safety or a designated Security officer will interface with responding law enforcement and assist with coordinating response actions such as providing floor plans and master keys.
   3. Grab the lockdown bag out of the Security office and provide to the local police department.
   4. Assist the local police department with establishing a command post.
   5. Assist the local police department by providing logistical and resource support.
E. Response – All departments

1. **Lockdown (Hide)**
   a. Close patient doors and consider placing patients in bathrooms.
   b. Conduct a sweep of the hallway, sequester visitors and lead them to a lockable/secure room (any room with a lock sticker on the upper right hand corner of the door frame).
   c. Shout out warning to others.
   d. Grab mobile phones if possible.
   e. Silence your personal devices/mobile phones.
   f. Call 911 only if you witness the active threat situation or have another emergency.
   g. Don’t make any unnecessary phone calls.
   h. Go to a lockable room and secure the door.
   i. Close corridor blinds.
   j. Dim lights.
   k. When in a locked room, ensure no one exits the area, permitting unwanted entrance to the locked area.
   l. Stay in the locked room until an “all clear” is announced/provided or until the door is unlocked.

   **Options when lockable rooms are not available:**
   a. Find a place of concealment and consider blocking doors with furniture or other items.

   **If unable to protect oneself with lockdown procedures:** Follow Steps 2 & 3

2. **Take action (Fight)** – As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the intruder(s) by:
   a. Acting as aggressively as possible against him/her.
   b. Throwing items and improvising weapons.
   c. Yelling
   d. Committing to your actions.

3. **Evacuate (Run)** – If there is an accessible escape path, leave the building.

4. If and when law enforcement is encountered:
   a. Stay calm and follow officer’s instructions.
   b. Ensure your ID is prominently displayed.
   c. Put down any items in your hands.
   d. Immediately raise hands and spread fingers.
   e. Avoid making quick movements towards officers such as holding on to them for safety.
   f. Avoid pointing, screaming and/or yelling.
   g. Do not ask officers for help or directions when evacuating, just proceed in the direction from which officers are entering the premises.
V. MEDICAL EMERGENCY RESPONSE DURING LOCKDOWN

A. Staff should not perform noise-generating patient care activities during lockdown. No staff member should leave their safe area to respond to an emergency, including code blue or fire alarm activation (unless smoke or fire is detected).

B. If safe to do so, the Emergency Trauma Center (ETC), inclusive of the helipad, will be the first department to be cleared and secured by law enforcement, in an effort to provide medical attention to those impacted by the active threat.
   1. A designated trauma surgeon(s) will respond to the ETC.
   2. Law enforcement will lead a sweep team of medics (from the fire department, Gold Cross and ETC) through cleared areas. The sweep team will provide triage and transport of the injured to the ETC.

C. If safe to do so, designated operating rooms will be the second department to be cleared and secured by law enforcement, in an effort to support the surgical needs of those impacted by the active threat.

D. If staff are enforcing a policy that requires them to be present in the room of a patient (72 hour hold policy and sitter observation policy) during a lockdown, staff should put their own safety before the safety of others. It is acceptable to leave the patient’s room to seek a higher level of safety and security if necessary.

VI. ALL CLEAR PROCEDURE

A. Law enforcement will determine when an active threat situation is cleared to be safe. When directed by law enforcement the following steps will be taken by the Customer Contact Center:
   1. Make an announcement through the overhead announcement system (3 times) with the following message.
      “Lockdown All Clear”
   2. Active the automated notification system.

B. Identified Leadership and Security officers will sweep the hospital/River Campus, unlocking doors.

C. When the “all clear” is provided, open locked doors in your area of responsibility, search for hiding persons and account for all people. In the event the hospital command center is activated, report this information to the command center by calling ext. 54335 or emailing commandcenter@centracare.com

E. When a lockdown is cleared, containment will be activated.

VII. RECOVERY

A. The recovery process will be directed by the hospital command center.

B. A debriefing will be scheduled.
VII. REFERENCES


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