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Policy Area Environment of Care (EC)  
Applicability USA Health

## Active Shooter Policy

### POLICY

It is the policy of USA Health to provide an emergency response plan to alert staff that an active shooter appears to be actively engaged in killing or attempting to kill people on a USA Health campus or within close proximity to any USA Health facility posing a potential threat to USA Health personnel, patients and/or visitors. **No USA Health employee should approach an active shooting scene without an all clear provided by uniformed law enforcement personnel. This includes security personnel, emergency medical and medical trauma staff.**

### DEFINITIONS

For purposes of this policy:

An active shooter is defined as a person or persons actively engaged in killing or attempting to kill a person(s) on campus (inside or outside of the facility) or within close proximity to any USA Health facility posing a potential threat to USA Health personnel, patients and/or visitors. This policy will also address any shooting incident on hospital grounds or inside of a USA Health facility to include individuals located on hospital grounds with gunshot wounds.

In most cases, active shooters use a firearm(s) and display no pattern or method for selection of their victims. In some cases, active shooters use other weapons (primarily knives or blades) and/or improvised explosive devices to harm additional victims and act as an impediment to police and emergency responders. This policy covers any active attempt to injure/kill person(s) whether a firearm is used or not.

### PROCEDURE

1. The first person or employee to identify an active shooter situation should:
  - a. Call the hospital emergency number 511 (if inside hospital using hospital phone) or

- 911 and announce "Active Shooter," the location of the incident, a description of the person(s) with the weapon and type of weapon, if known;
- b. Notify on-site security personnel;
  - c. Evacuate patients, visitors, and staff from threat area(s), if safe to do so.
2. Communications staff (operators), upon notification, will:
- a. Notify USA Campus Police (251) 460-6312;
  - b. Notify Mobile Police Department (MPD) and other local law enforcement (LE), if applicable; 911;
  - c. Overhead page "Active Shooter: *Location of Incident*" three times at the hospital that the call came from (if the location is within either University Hospital or Children & Women's Hospital), as well as dept head group page;
  - d. Communication Staff will initiate "Everbridge" event notification for all USA Health Staff.
  - e. Ensure all available threat information is provided to Security and the House Supervisor/Clinical Administrator; and the Administrator On-Call (AOC)(after hours)
  - f. The AOC will notify Marketing & Communications and the Legal Department.
3. Security will:
- a. Ensure LE personnel are enroute to the site;
  - b. Assess the incident and provide information to responding LE;
    - Number of shooters and number of victims (killed/wounded)
    - Location of the shooter(s)
    - Descriptive information – persons, vehicles
    - Type and number of weapons in the possession of the shooter
  - c. Ensure the communications personnel initiated the communication tree notification process;
  - d. Secure the area, if its safe and cleared by LE;
    - Ensure no medical or trauma personnel enter the scene without an all clear by uniformed LE;
    - Lockdown access points to include lobby and ED entrance areas;
    - Inquire with staff to identify any injured victims;
    - Direct responding emergency medical staff to victims/injured personnel; and
    - Direct responding media to public areas and do not allow media to enter any facility without appropriate approvals.
  - e. Establish incident response command post, if appropriate;
  - f. Assign staff to control areas as directed by LE;

- g. Escort witnesses to interview areas; and
- h. Initiate documentation of the incident in appropriate security incident form.

#### 4. USA Health Employee/Contractor Actions

- a. If an active shooter comes into the area where your area, please:
  - Try to remain calm.
  - Try not to do anything that will provoke the active shooter.
  - If there is no possibility of escape and your life or others is threatened, you may make a personal choice to attempt to overpower the assailant(s).
  - If the active shooter(s) leaves the area, barricade any access point(s) or escape to a safe location.
- b. At a location distant from the active shooter, such as on a different unit or floor or you are unable to leave the area safely:
  - Try to remain calm.
  - Warn other staff, visitors, and patients to take immediate shelter.
  - Go to a room that can be locked or barricaded.
  - Lock and barricade doors.
  - Turn off lights and close any blinds.
  - Block windows.
  - Turn off radios or other devices that emit sound.
  - Keep yourself out of sight and take adequate cover/protection (i.e., concrete walls, thick desks, file cabinets).
  - Silence cell phones.
  - Have one person call 911 and state, "We have an active shooter in (give location of shooter) the facility, gunshots fired."
- c. If you are in an outside area and encounter an active shooter, you should:
  - Try to remain calm.
  - Move away from the active shooter or the sound of gunshot(s) and/or explosions(s).
  - Look for appropriate locations for cover/protection (i.e., brick walls, retaining walls, parked vehicles, etc.)
  - Call 911 and provide the information listed above.

#### 5. What to expect from responding LE officers:

- a. The objectives of responding LE officers are as follows:
  - Immediately engage or contain the active shooter(s) in order to stop shooting;
  - Identify threats such as improvised explosive devices;

- Identify victims to facilitate medical care, interviews and counseling; and
  - Investigate.
- b. LE responding to an active shooter will attempt to evacuate the area and neutralize the shooter.
- c. Please do exactly as the team of officers instruct. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.
- d. How to react when the police arrive at your location:
- Remain calm and follow officers' instructions.
  - Put down any items in your hands (i.e., bags, jackets, etc.).
  - Immediately raise your hands and spread your fingers.
  - Please keep your hands visible at all times.
  - Avoid making quick movements toward officers such as attempting to hold on to them for safety.
  - Avoid pointing, screaming and/or yelling.
  - Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the area.
- e. LE will solicit key data to include some of the following information from any victims/witnesses:
- Number of shooters.
  - Number of individual victims and any hostages.
  - The type of problem causing the situation.
  - Type and number of weapons possibly in the possession of the shooter.
  - All necessary individuals still in the area.
  - Identity and description of participants, if possible.
  - Keys to all involved areas as well as facility plans.
  - Locations and phone numbers in the affected area
6. If the situation requires USA Health to establish an incident command post (CP) at one of its facilities, the following steps/actions would likely be required:
- a. CP leadership will communicate the command structure to all staff. Initially, the Security Director will assume immediate leadership for USA Health in any CP operation. As the active threat diminishes, CP leadership may shift to administrative leadership.
  - b. Communications personnel and the House Supervisor will furnish the CP with a list of patients and staff known to be in the area of the incident.
  - c. CP will notify Marketing & Communications and establish a media center in a designated building away from the incident. The media and all family members will

be directed to this area for briefings of the incident.

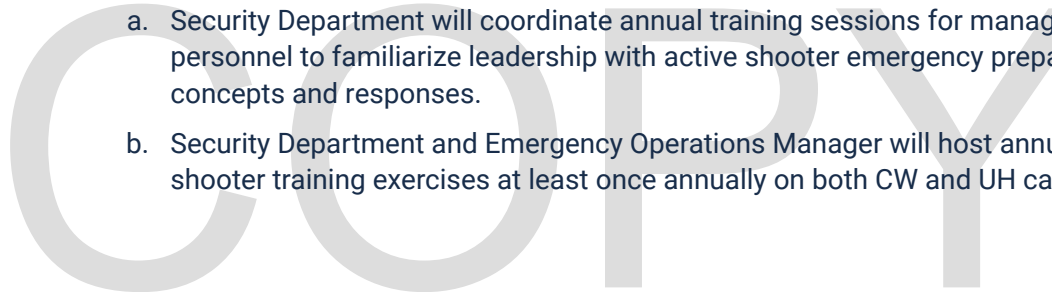
- d. CP will establish a medical response team to support casualty operations, if applicable.
- e. CP will coordinate distribution of facility floor plans for use by LE, if applicable.
- f. CP will communicate staffing plans as necessary to address a host of requirements (While the violence may be over quickly, there may be an extensive crime scene over a wide area.).

7. Follow-up Notification Requirements:

- a. The operator will notify USA Health Emergency Department locations (UH, CW, and Freestanding ED) of the incident and reports of any injuries.
- b. Notify local area hospital emergency departments to include Mobile Infirmary, Springhill, and Providence.
- c. Once Police Department announces resolution of the situation, the Operator to announce the "All Clear" three times on the overhead page system. The EM should follow-up any prior system wide notification with updates as necessary.

8. Training and exercise requirements

- a. Security Department will coordinate annual training sessions for management personnel to familiarize leadership with active shooter emergency preparedness concepts and responses.
- b. Security Department and Emergency Operations Manager will host annual active shooter training exercises at least once annually on both CW and UH campuses.



## Approval Signatures

Step Description	Approver	Date
	Andrew Williams: Assistant Director, Health System Safety	06/2022
	Casie Crawford: HS Dir, Clin Compli&Regul Svcs	06/2022
	Angela Duffy: Asst Chief Nursing Officer	06/2022