Active Shooter Plan

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| University of Maryland Medical Center Emergency Operations Plan |
| **SUBJECT: Code Purple – Active Shooter** |
| **Effective Date:** July 1, 2012 |  | **Review/Revision History:** New |

1. **PURPOSE:**
2. Provide guidance in the event an individual is actively shooting in the hospital to facilitate a timely law enforcement response while protecting from physical harm staff, patients, bystanders, and perpetrator/s.

**2.0 POLICY:**

* 1. The policy of the University of Maryland Medical Center (UMMC) is to provide a security and emergency response plan to alert hospital staff that an active shooter appears to be engaged in shooting or attempting to shoot people at UMMC.

**3.0 SCOPE:**

1. This plan applies to all staff and to any individual(s), including but not limited to patients, visitors, contractors and vendors, on the property of UMMC.

**4.0 DEFINITIONS:**

1. Code Purple: Alert Notification signifying a security issue within, or for the potential, to impact the hospital.
2. Active Shooter: A person or persons who appear to be actively engaged in shooting or attempting to shoot people at UMMC. In most cases, active shooters use a firearm(s) and display no pattern or method for selection of their target victims. In some cases, active shooters use other weapons and/or improvised explosive devices to cause additional victims and act as an impediment to police and emergency responders. These improvised explosive devices may detonate immediately, have delayed detonation fuses, or detonate on contact.

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1. **ROLES AND RESPONSIBILITIES:**
2. Hospital Incident Command System (HICS) Team: Internal staff trained to provide command, control, communication, and coordination functions during an active shooter incident. May establish a medical response team ready to support casualty-operations and a media center in a designated location. Provide floor plans of the hostage area for use by police. Plan for a situation that may take several hours to resolve; while the initial violence may be over quickly, there may be an extensive crime scene over a wide area with limited access. May direct relocation of patients from adjacent treatment rooms to alternative care locations.
3. Security Services: Conduct an assessment of the situation and provide perimeter control management. Meet with responding police and escort them as necessary throughout the facility. Assign additional staff to the area as needed or directed by police. Identify witnesses, separate them from one another and escort them to designated areas to wait for police interview. (When Law Enforcement arrives, they assume jurisdiction over the event; security officers will follow all reasonable directions by Law Enforcement.)
4. Customer Connect/SOSC (8-8711): Contacts Emergency Services (911) and provides communication to the HICS Team, select Departments/Units and all employees regarding the incident.
5. Staff: Contacts Security - Customer Connect/SOSC (8-8711) regarding incident. Evacuate patients, visitors and staff to safe location/s in coordination with HICS team.
6. External Law Enforcement: Assume jurisdiction over the event. Provide protective measures against the active shooter(s) and conduct investigations.

**6.0 PROCEDURES:**

1. Front line staff who first identify an active shooter situation should quickly determine the most reasonable way to protect their life and ***choose from the following actions:***
	1. Evacuate – Have an escape route and plan in mind, leave your belongings behind, keep your hands visible, and go to a predetermined location ***OR***
	2. Hide Out – Hide in an area out of the active shooter’s view, block entry to your hiding place and lock the doors, and silence pagers and cell phones ***OR***
	3. Take Action – As a last resort and only when your life is in imminent danger, attempt to incapacitate the shooter, and act with physical aggression and throw items at the active shooter.
2. Front line staff who first identify an active shooter situation:
	1. Call Security (8-8711) and state, “Code Purple - Active Shooter” providing your name/title, your location and that of the incident, a description of involved parties, particularly the perpetrator(s), type of weapon, and direction of travel, if known.
	2. Dial 9-911 and report that a shooting incident has occurred at UMMC with the specific location, a description of the suspect, and type of weapon, if known. If possible, leave the line open with the 911 Operator.
	3. Evacuate patients, visitors and staff from the immediate area if safe to do so.
3. Security upon notification will:
	1. Overhead page “Location, Code Purple - Active Shooter” three times.
	2. Notify and provide all available information to the Baltimore Police and the UMB Campus Police.
	3. Notify Executive Leadership and/or the Administrator on Call.
4. The first UMMC Security Officer to arrive on scene will:
	1. Assess the situation
	2. Secure the area, if not already completed
	3. Report to Security (8-8711) the following information to relay to the Baltimore Police Department at 911:
		1. Number of shooters with description (estimated height, age, gender, race, clothing and gang involvement when known)
		2. Number of victims and a description of injuries when known
		3. Exact location of shooter/s, if contained or direction of movement
		4. Type and number of weapons in the possession of the shooter/s
5. When you may be in the medical center but at a location distant from the active shooter, such as a different unit, floor or building:
	1. Remain calm
	2. Warn other staff, visitors and patients to stay on unit/work area and await further information
	3. Report any unusual activity to Security at 8-8711
6. Responding external Law Enforcement will:
	1. Take responsibility and immediately engage or contain the active shooter(s) in order to stop the shooting.
	2. Identify threats such as improvised explosive devices.
	3. Identify victims to facilitate medical care, interviews and counseling.
	4. Investigate.
7. Available staff will supply the Hospital Command Center with a list of patients or staff known to be in the immediate area of the incident unable to leave
8. All family members connected to the incident will be sent to the Security Station at the Paca Pratt Building located at 110 Paca Street, Baltimore, MD, located away from the public and media.
9. Hospital staff, visitors, and patients will be kept away from the area until the situation is fully resolved. Once police announces resolution of the situation the Hospital Command Center will notify Hospital operators to announce the “All Clear.”
10. The Hospital operators will announce “Location, Code Purple - Active Shooter -All Clear” three times on the overhead page and on the mass notification system.

**7.0 RESPONSE GUIDANCE:**

Police officers responding to an active shooter are trained to locate, isolate and contain this threat. Expect them to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible. The first responding officers may be in teams; they may be dressed in normal patrol uniforms, or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear. The officers may be armed with rifles, shotguns and handguns.

1. How to react when the police arrive at your location:
	1. 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.
	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
	4. Keep hands visible at all times
	5. Avoid making quick movements toward officers such as attempting to hold on to them for safety
	6. Avoid pointing, screaming and/or yelling
	7. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the area
2. When the police arrive the following information should be available:
	1. Number of shooters
	2. Number of individual victims and any hostages
	3. Description of the underlying cause of the situation when known
	4. Type and number of weapons in the possession of the shooter
	5. Number and role/s of individuals remaining in the area
	6. Provide keys to all involved areas and floor plans
	7. Assist with access to the affected area and phone numbers

**8.0 RECOVERY:**

Dependent on the extent of the incident, many UMMC Departments will be involved in the Recovery Phase. These Departments will be integrated into the process by the HICS TEAM.

1. HICS TEAM

The HICS Team will determine the extent of the shooting including number of victims (wounded and dead), number of shooters, actual locations of shootings, and damage to infrastructure (broken windows, bullet holes in walls, etc.). An analysis of the incident will guide communications to include: UMMC Executive Leadership, UMMS, affiliated hospitals, employees and their families, and victims’ families. The HICS Team will refer to the Mass Fatality Plan for guidance as needed.

The HICS Team will work with Law Enforcement to determine the extent of the investigation, including security of locations, sequestering of employees for interviews and impact on hospital operations. The HICS Team will work with Patient Care Leadership and the Crisis Response Team to ensure that hospital operations return to normal status as soon as possible. Additionally, the HICS Team will facilitate a debriefing post incident for development of an After Action Report.

1. Public Affairs will provide communication to all employees regarding the incident, including areas that are “off limits” because of ongoing investigation. Additionally, they will conduct media briefings. All communications regarding this incident will be referred to Public Affairs and the HICS Team.
2. Safety Officer will monitor investigations and conduct an assessment of injuries and deaths due to the shooting.
3. Liaison Officer will coordinate with external agencies involved in the response and criminal investigation.
4. Planning Section Chief will develop a Demobilization (Recovery) Plan and develop a final report of the incident.
5. Operations Section Chief will work to bring the hospital back to normal operating status. Ensure that all Departments/Units are functioning, and work with Logistics to resupply and/or transition back to original locations.
6. Logistics Section Chief will work with Crisis Response Team to ensure adequate space and resources are available.
7. Finance Section Chief will provide a detailed assessment of any damage to infrastructure and provide a process to capture costs incurred by UMMC necessary to return to normal operating status.
8. LAW ENFORCEMENT

Based on the type/extent of shooting(s) and people involved, the Recovery Phase may last several hours or extend beyond one day. UMMC expects that local Law Enforcement, accompanied by UMMC Security Services will conduct a thorough investigation. This investigation may include:

1. Cordoning off locations involved in the shooting(s)
2. Restricting access to specific locations involved in the shooting(s) which may require escorts into, and out of the areas
3. Removal of infrastructure or objects involved in the shooting(s) for evidence in a criminal case
4. During investigations, all employees will work with Security as needed. No employee is permitted to talk to any media representative (i.e., radio stations, newspaper, television reporters, etc.). Any employee contacted by a reporter should refer them to the UMMC Public Affairs Officer.
5. PATIENT CARE

Unless directly impacted by the incident, all patient care will continue. If the location of the shooting(s) is being investigated, the HICS Team and Medical Leadership will define alternative care sites.

1. EMPLOYEE HEALTH and WELL BEING

Following any type of disaster, employees and others may experience a normal increase is stress and other emotional responses, from witnessing the event or hearing stories about the incident. UMMC will activate a Crisis Response Team led by Psychiatric Emergency Services, the Employee Assistance Program, Social Work and Pastoral Care. This team will provide Psychological First Aid, grief counseling, and stress management strategies for employees, patients and/or visitors. The team will provide availability as needed or requested, and work with Public Affairs to disseminate a schedule of activities. While people respond differently to crisis, the Crisis Response Team will provide education and services based on the assessed needs.

**9.0 REFERENCES:**

US Department of Homeland Security Active Shooter-How to Respond

**Developed By:** Security Services with coordination from Baltimore Police and the UM Baltimore Campus Police Department

**Policy Primary:** Steve Moyer, UMMC Security Director

**Scheduled Review Date:** June 2014