

HARBOR-UCLA MEDICAL CENTER

SUBJECT: CODE SILVER: PERSON WITH A WEAPON,  
ACTIVE SHOOTER AND/OR HOSTAGE SITUATION

POLICY NO. 404B

**PURPOSE:**

To provide an appropriate response in the event of an incident involving a person with a weapon, active shooter or a hostage situation within the facility.

**POLICY:**

Harbor-UCLA Medical Center will take all reasonable measures to minimize the negative impact of a situation involving a person with a weapon, active shooter or a hostage situation. In the event of a person with a weapon, active shooter and/or hostage situation at Harbor-UCLA Medical Center, a Code Silver will be activated.

**DEFINITIONS:**

*Active Shooter:* An individual actively engaged in killing or attempting to kill people, typically through the use of a firearm.

*Hostage:* Any person being held against their will.

*Weapon:* A weapon includes, but is not limited to, any firearm, knife, or other incendiary device, or any object that can be used to cause serious bodily harm or injury to individual(s).

**PROCEDURE:**

**A. CODE SILVER RESPONSE**

In the event one or more individual with a weapon, an active shooter, or a hostage situation is identified, any member of the Harbor-UCLA Medical Center work force shall take the steps below to activate a Code Silver.

1. Notify

Anyone encountering a person brandishing a weapon should:

- a. Call the Operator at x111 or (424) 306-8977 and state that a Code Silver is occurring and provide all known information, including:

EFFECTIVE DATE: 1/14

SUPERSEDES:

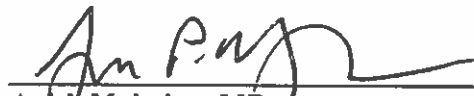
REVISED: 7/15, 7/20


REVIEWED: 3/13, 7/15, 7/18, 7/20

REVIEWED COMMITTEE: Environment of Care Committee

APPROVED BY:

  
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- i. Location – building, area, floor, and room number
  - ii. Suspects – number and any physical descriptions
  - iii. Any known hostages or victims
  - iv. Any other relevant information (e.g., weapons, demands)
  - v. Any law enforcement personnel who are in the area should be identified
- b. The Operator will:
- i. Announce overhead “Code Silver” and the location three (3) times.
  - ii. Due to the nature of this incident, Operator will initiate a Code Silver and immediately notify Sheriff’s Dispatch at (424) 306-4450 without first seeking approval from Hospital Administration/Administrator-on-Duty (AOD).
  - iii. Notify the AOD and Administrative Nursing Office (ANO).
- c. If the incident is identified first by either on-site law enforcement or contract security personnel, or law enforcement/contract security is alerted prior to notification of the Operator, they will contact Sheriff’s Dispatch, which will notify the hospital Operator directly to announce a Code Silver as described above.
- d. Once Code Silver is activated, the Sheriff’s Department is responsible for management of the response and for ensuring appropriate follow-up notifications are provided to workforce members via the Operator throughout the event.

The Hospital AOD/ANO and Sheriff will remain in contact throughout the Code Silver, as necessary.

2. Get Out - Escape

- a. Workforce members in the immediate vicinity of the incident should:
  - i. Quickly determine the most reasonable way to protect one’s own life. Remember, patients and visitors are likely to follow the lead of a workforce member during a person with a weapon, active shooter or hostage situation.
  - ii. Have an escape route and plan in mind.
  - iii. Assist other workforce members, patients and visitors find shelter/protection, if it is safe to do so.
  - iv. Remain calm and stay alert.
  - v. Patients in the area specified by a Code Silver should be advised to remain calm and stay alert.
- b. Workforce members who are outside the immediate vicinity of the event should close, and if possible, lock the doors to their area and await further instruction from law enforcement on how to proceed.

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3. Hide Out

Workforce members in the immediate vicinity who are unable to escape should attempt to do the following:

- a. Find a place to hide where the active shooter is less likely to look. Hiding places should:
  - i. Be out of the active shooters' view
  - ii. Provide protection in the event shots are fired
  - iii. Not trap or restrict your ability to move
- b. Prevent the active shooter from entering the hiding place by:
  - i. Locking or barricading the door
  - ii. Silencing cell phones and pagers
  - iii. Turning off any source of noise (e.g., television or radio)
  - iv. Hiding behind large items
  - v. Remaining quiet and calm
  - vi. If possible, dialing (424) 306-4450 from a cell phone to report the active shooter's location
  - vii. Closing all patient and unit exit doors
  - viii. Taking cover behind locked doors if possible

4. Take Action to Defend Yourself (ONLY IF NECESSARY)

- a. As a last resort, and only if there is an imminent threat to life, workforce members should attempt to disrupt and/or incapacitate the active shooter by:
  - i. Acting as aggressively as possible against the individual(s)
  - ii. Throwing items and improvising weapons
  - iii. Yelling
  - iv. Working together to overpower the individual(s)

5. Law Enforcement Arrival

When law enforcement personnel arrive, workforce members should follow their instructions and take the following actions:

- a. Remain calm.
- b. Put down any items you may be holding in your hands.
- c. Keep hands visible at all times. This helps law enforcement personnel to identify who may or may not be armed with a weapon.
- d. Avoid making any quick movements toward law enforcement personnel, such as attempting to hold onto them for safety.
- e. Avoid pointing, yelling, and/or screaming.
- f. Do not stop to ask officers for help or directions when evacuating; go in the direction from which law enforcement entered the area or follow their instructions.
- g. Provide law enforcement with any information that they request.
- h. If you are injured, tell law enforcement personnel that you are injured.
- i. Leave all personal belongings during the evacuation process. It is more important to get to safety first.

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6. Triage Response

- a. Clinical emergency response teams (e.g., Code Blue or Code White) should **not** enter the Code Silver area until it has been determined by the Sheriff's Department or other law enforcement personnel that the area is safe.
- b. When Code Silver is activated, the hospital building will be locked down and no one will be permitted to enter. In some circumstances, medical personnel may need to enter the hospital as part of the response. In this case, the main entrance to the Surgery/Emergency Building (S/E) on the north-west side of the hospital and the south entrance to the Outpatient Pharmacy entrance have been designated as the "critical access points" into the building during a Code Silver. If the area is unsafe, follow the directions of law enforcement personnel.

7. All Clear

Once the active shooter or individual with a weapon has been incapacitated and/or after the hostage situation has ended, the Code Silver will be cleared. **Only** Sheriff's Department personnel are authorized to clear the Code Silver. Once the Sheriff has cleared the area and determined the incident is over, they will notify the Operator, who will then announce "Code Silver, All Clear" three (3) times via the overhead paging system.

8. Post-Code Silver Actions

- a. Once the incident is cleared, make an accounting of all individuals to determine whether anyone is missing and/or potentially injured.
- b. Determine the method of notifying families and individuals directly affected by the incident, including notification of any casualties.
- c. Assess the physical and psychological state of individuals at the scene (See "Mental Health Considerations" below).
- d. The Hospital will conduct a post-event debriefing/root cause analysis, with Sheriff's Department personnel. The purpose of this debriefing/root cause analysis is to identify what actions, policies and procedures were effective and which could be enhanced to better respond to a future Code Silver incident.

**B. EMERGENCY OPERATIONS CENTER**

The AOD or House Supervisor will assume the role of Incident Commander and do the following:

1. Notify Medical Alert Center (MAC) to have Internal Disaster diversion status entered into the ReddiNet.
2. Activate Mutual Aid at Incident Command Post (ICP) with the Sheriff's Department, Fire Department and Hospital in a safe location designated by law enforcement personnel.
3. Establish Unified Command with law enforcement, as appropriate.
4. As appropriate or needed, appoint Command work force and other Hospital Incident Command Structure officials.

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**C. MEDIA RELATIONS**

1. All media inquiries will be handled by the Public Information Officer (PIO) or designee. Any official statements by the Hospital must be developed in conjunction with Sheriff's Department or other involved law enforcement personnel.
2. Workforce members should avoid giving out any information to the media. The incident should not be discussed openly among the work force. Protection of privacy is extremely important.

**D. MENTAL HEALTH CONSIDERATIONS**

Mental health and/or social services support will be made available to both workforce members and patients/visitors who are affected by the Code Silver.

**E. EDUCATION AND TRAINING**

Training and education shall be provided to all work force members to ensure their awareness of potential security hazards and how to protect themselves and their co-workers through established policies and procedures.

**REFERENCES:**

California Code of Regulations, Title 22, §70743(a), (b), (c), §70746  
The Hospital Incident Command System (HICS) Guidebook, [www.emsa.gov/HICS](http://www.emsa.gov/HICS)  
The Joint Commission, EC 02.01.01