

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

NUMBER: 4814

VERSION: 2

**SUBJECT/TITLE: PERSON WITH A WEAPON AND/OR HOSTAGE SITUATION
RESPONSE - CODE SILVER**

POLICY: In the event of a situation involving an individual with a weapon or who has taken hostages at Olive View-UCLA Medical Center a “Code Silver” will be activated.

PURPOSE: To establish a uniform and coordinated response in the event of an individual with a weapon or a hostage situation at Olive View-UCLA Medical Center.

DEPARTMENTS: ALL

DEFINITIONS: **Active Shooter** is an individual actively engaged in killing or attempting to kill people in a confined and populated area; typically through the use of firearms.

Weapon includes, but is not limited to, firearms, knives, tasers, other incendiary devices, or any object that can be used to cause serious harm to an individual.

Workforce member/Staff includes employees, contract staff, affiliates, volunteers, trainees, and other persons whose conduct, in the performance of work for Olive View-UCLA Medical Center, is under its direct control, whether or not they receive compensation from the County of Los Angeles.

PROCEDURE: I. CODE SILVER RESPONSE

A. In the event there is an individual with a weapon, active shooter, or hostage situation in the vicinity, workforce members shall take the following steps:

1. NOTIFY

- a. Call x111 and inform the Operator that a “Code Silver” is occurring, the location, and a brief description of the activity. The Operator will immediately contact Sheriff Dispatch at (818) 364-3409 and announce overhead “Code Silver” and the location three times.
- b. If the incident is identified first by law enforcement or contract security personnel, or law enforcement/security is alerted first, they will contact Sheriff Dispatch, who will then notify the Hospital

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Operator directly to announce a “Code Silver,” as described above.

- c. Once Code Silver is activated the Sheriff is responsible for management of the response and for ensuring appropriate follow-up notifications are provided to workforce members via the Hospital Operator.

Administrative Nurse on Duty and/or Hospital Administrator on Duty will remain in contact with Sheriff Dispatch as necessary.

2. 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 that patients and visitors are likely to follow the lead of workforce members during an active shooter or hostage situation.
 - ii. Have an escape route and plan in mind
 - iii. Escape to a safer place of refuge
 - iv. Help others escape (if possible)
 - v. Leave belongings behind
 - vi. Prevent individuals from entering an area where the active shooter may be
 - vii. Keep hands visible
 - viii. Follow the instructions of law enforcement (see below)
 - ix. Do not attempt to move wounded people
- 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 the Sheriff as to how to proceed.

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 if shots are fired
 - iii. Not trap or restrict one’s ability for movement
- b. Prevent an active shooter from entering their hiding place:

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- i. Lock or blockade the door.
- ii. Silence cell phones and pagers
- iii. Turn off any source of noise (radios, televisions)
- iv. Hide behind large items
- v. Remain quiet
- vi. Remain calm
- vii. If possible, dial x111 or (by cell phone) 818-364-3409 to report the active shooter's location

4. TAKE ACTION (only if necessary)

- a. As a last resort, and only when there is an imminent threat to life, staff should attempt to disrupt and/or incapacitate the active shooter by:
 - i. Acting as aggressively as possible against him/her
 - ii. Throwing items and improvising weapons
 - iii. Yelling
 - iv. Committing to one's actions
- b. When law enforcement arrives, staff should follow all instructions given by law enforcement and also take the following actions:
 - i. Remain calm
 - ii. Put down any items from their hands
 - iii. Immediately raise hands and spread fingers
 - iv. Keep hands visible at all times
 - v. Avoid making quick movements toward officers such as attempting to hold on to them for safety
 - vi. Avoid pointing, screaming, and/or yelling
 - vii. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which the officers are entering the area
 - viii. Information to provide to law enforcement:
 - Location of the active shooter
 - Number of shooters
 - Physical description of shooter(s)
 - Number and type of weapons held by shooter(s)
 - Number of potential victims at the location

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 need to enter the hospital as part of the response. The Psychiatric Emergency Room entrance, on the second floor, has been designated a "critical access point" for the building during a Code Silver.

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- C. When the incident is over, the Code Silver will be cleared. Workforce members are to return to their regular work assignments, unless otherwise informed. Sheriff personnel are the only individuals authorized to clear the Code Silver. Once the Sheriff has cleared the area and determined the incident is over, the Sheriff will notify the Hospital Operator, who will then announce “All Clear, Code Silver” three (3) times.

II. POST-CODE SILVER ACTIONS

Once the active shooter or individual with a weapon has been incapacitated and/or the hostage situation has ended and there is no longer a threat, management will engage in post-event assessments and activities including:

1. Make an accounting of all individuals to determine whether anyone is missing and/or potentially injured.
2. Determine a method for notifying families and individuals directly affected by the incident, including notification of any casualties.
3. Assess the physical and psychological state of individuals at the scene, and referring them to health or mental health care specialist, as appropriate.
4. Identify and fill any critical personnel or operational gaps left in the organization as a result of the Code Silver event.

References: California Code of Regulations, Title 22, §70743(a), (b), (c), §70746 Guidelines for Preventing Workplace Violence for Health Care and Social Service Workers, 3148 (1998); U.S. Department of Labor, Occupational Safety and Health Administration The Hospital Incident Command System (HICS) Guidebook, www.emsa.gov/HICS The Joint Commission, EC 02.01.01	
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