



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

INITIATING A CODE SILVER, PURPLE OR YELLOW AT THE MAIN HOSPITAL

Effective Date: July 31, 2018

Policy: ER-07

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- I. PURPOSE:** To provide Montana State Hospital (MSH) employees, patients and visitors with a procedure during active shooter events (Code Silver), campus wide lockdowns (Code Purple) and initiating a “Heightened State of Awareness” (Code Yellow) when a potential threat is perceived from outside sources.
- II. POLICY:** It is the policy of MSH to provide policies and protocols for emergency situations. In order to achieve the most effective response to the situations of active shooter, campus wide lockdowns and threats from sources outside MSH:
 - A. The staff and patients of MSH will be provided training and exercises to ensure this policy is executed correctly.
 - B. After each code (Silver and Purple) a report will be generated by the Safety Officer to evaluate the event for proper execution. The report will note suggestions for improvement, as well as issues that were properly addressed. This report will be distributed to the Senior Leadership Team for review.
 - C. The effectiveness of this policy and the response will be evaluated by Senior Leadership after each event, and the group will document the evaluation for purposes of improving performance or policy changes.
- III. DEFINITIONS:**
 - A. **Code Silver:** An Active Shooter event. A person is on the MSH main hospital campus in a building or outside a building with a visible firearm, or has discharged a firearm with intent to harm staff, patients, visitors, or state property.
 - B. **Code Purple:** A lockdown of the MSH campus which involves notification of a lockdown of the entire MSH Campus during a threat of harm to patients, staff or visitors.
 - C. **Code Yellow:** State of heightened alert indicating a potential threat to MSH from outside sources.
 - D. **Incident Command Center (ICC):** An area of the hospital where the management on duty during an emergency will gather to manage the threat, emergent situation, and possible evacuation.

- E. **All Means of Communication:** Direct phone calls, two-way radio, email, Public Address (PA) System, mass distribution of a notice through the paging system, and word of mouth.

IV. RESPONSIBILITIES:

- A. **Safety Officer:** Initiate the appropriate code, delegate available Security Officers to execute duties as needed to deal with the code.
- B. **ICC Commander:** The Hospital Administrator or designee. The ICC Commander would initiate the appropriate code and delegate tasks for the staff to carry out.
- C. **MSH Security Officers:** Will carry out security precautions as ordered by the ICC Commander. This may include transporting patients to safe areas, traffic control, and coordinating with Law Enforcement once they are on-site.

V. PROCEDURE:

- A. **Code Silver, Active Shooter:** The ICC Commander (or designee) will initiate the campus siren for a period of one full minute as soon as possible. This will signal a Code Silver is in effect. Law enforcement will be called through the 911 system immediately. The ICC will be activated. Staff will direct visitors to safe areas as needed. The emergency egress roadway may be utilized at shift change or if a Hospital evacuation is deemed necessary by the ICC Commander.

Through all means of communication, the declaration of a Code Silver will be relayed to the Main Hospital, Spratt, F-wing, Group Homes, all outlying areas, and buildings to include Maintenance, Warehouse, Chapel, Boutique, WATCH Program, Residential Housing, Greenhouse, MSH Post Office, Post Office, Heating Plant, Administrative Annex, Recovery Center, Therapeutic Learning Center, and Mechanics and Teamster Garage. The PA System will be used to alert all buildings with a PA system. Follow-up phone calls and or radio calls will be made to ensure all personnel have been alerted. If the ICC Commander deems it necessary, front desk personnel will be relocated to another area of the main hospital during a Code Silver. The AMDD Administrator will be notified by the ICC Commander when it is safe to do so.

- 1. Quickly determine the most reasonable way to protect lives in your area, including yours.
 - a. **RUN:** Have an escape route plan in mind. Leave your belongings behind. Keep your hands visible so all personnel can readily see you are not the shooter. If the shooter is in your building and you are able to run outside, keep running until a safe place to lock down is found.

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- DO NOT stand in the open or gather at a Fire Evacuation Assembly Area. Instruct others to leave as well, if possible.
- b. **HIDE:** The best place to hide is a location out of sight of the active shooter in a locked area or room. Block entry to your hiding place with furniture or whatever is available, turn off or mute cell phones, and lock the doors. Stay away from windows whenever possible.
 - c. **FIGHT:** This is the last resort and an option **ONLY** when your life is in imminent danger. Attempt to incapacitate the active shooter aggressively by throwing objects at the active shooter. This can involve wielding a chair to strike the shooter or using whatever is available. Know your work area and be aware of items that could be used as weapons against an active shooter.
 - d. Call the emergency number (7440) or 911 when it is safe to do so.
2. Information to be provided to the 911 dispatch operator or Officer(s) on the scene includes the following whenever possible:
- a. Communicate the location of the shooter and any possible victims.
 - b. Communicate the number of shooters, if known.
 - c. Communicate a description of the shooter(s), if known. This includes gender, height and weight, clothing worn, and any other identifying characteristics.
 - d. The number and type of firearms the shooter is using.
 - e. The number of potential victims at the shooter's location.
3. Response when Law Enforcement arrives:
- a. Remain calm as possible and follow the Officer's instructions.
 - b. Immediately raise your hands and spread your fingers so the Officer(s) know you are not the shooter. Keep your hands visible at all times.
 - c. Do not make quick moves toward Officer(s), which could be interpreted as a danger to the Officer(s).
 - d. Avoid pointing, screaming or yelling, which can easily confuse the Officer(s). Do not ask the Officer(s) for directions when evacuating, instead proceed in the direction from which the Officer(s) entered the building or area.
4. Daily: Staff must constantly look for any signs of potential workplace violence.
- a. Alert the Human Resource Director if you believe an employee exhibits potentially violent behavior. This may include the following:
 - i. Increased use of alcohol and or illegal drugs.

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- ii. An unexplained increase of absenteeism, and or vague physical complaints.
- iii. Depression and or social withdrawal.
- iv. Increased severe mood swings, and noticeably unstable or emotional responses.
- v. Increasingly talks of problems at home or anger at another employee.
- vi. An increase of unsolicited comments about violence, firearms, other dangerous weapons, or violent crimes.

B. ***Code Purple, a Lockdown of the MSH Campus:*** A Code Purple involves notification of a lockdown of the entire MSH campus during a threat of harm to patients, staff, and visitors. The Campus Siren will be activated for a period of 30 seconds, followed by another 30 second blast as soon as possible. Signaling the initiation of a Code Purple. Follow up phone and or radio calls will be made to ensure all personnel have been alerted. The AMDD Administrator shall be notified immediately. The ICC will be activated. The emergency egress roadway may be utilized at shift change or if a Hospital evacuation is deemed necessary by the ICC Commander.

1. Once a Code Purple is activated by the ICC Commander or designee, all staff, patients and visitors must report to their work area or shelter in a place directed by the ICC. Visitors will be directed to report to the Front Desk. This will continue until the ICC issues further information or a status change occurs. No staff or patients will be allowed to be outside, including courtyards. Visitors will be advised to stay on campus until the situation is resolved, but if visitors insist on leaving they will be informed they do so at their own risk.
2. Through all means of communication, the declaration of a Code Purple will be relayed to the Main Hospital, Spratt, F-wing, Group Homes, all outlying areas, buildings to include Maintenance, Warehouse, Chapel, Boutique, WATCH Program, Residential Housing, Greenhouse, MSH Post Office, Post Office, Heating Plant, Administrative Annex, Recovery Center, Therapeutic Learning Center, and Mechanics and Teamster Garage. The PA System will be used to alert all buildings with a PA system.
3. Relocate Hospital Operations Specialist and Front Desk Personnel to another area of the main hospital during any of these codes if the ICC deems it necessary.
4. Information will be disseminated to all contacts listed above as the ICC becomes aware. This may include descriptions of persons, vehicles, or area on the campus where the emergency is occurring. If the Code Purple is activated for threats not yet on campus, this will be communicated as well.
5. All doors will be locked by either key or mag-locks. Staff will need to secure all locked doors after entrance or exit if movement is required.

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6. If the reason for the Code Purple is an imminent danger situation, the ICC will direct all personnel to shelter in place until further notice.
7. MSH Security Officers will take posts at strategic positions to be able to observe anything out of the ordinary. This may include increased patrols (in pairs) of the campus, if warranted, posts for officers will be delegated according to the need or situation by the ICC.
8. Stand-down instructions will come from the ICC, or we may assume a status of "State of Heightened Alert," which would be a condition of "Code Yellow."

- C. ***Code Yellow, State of Heightened Alert:*** A Code Yellow indicates a potential threat to the main hospital campus from outside sources. The Campus Siren will be activated for three 5 second blasts as soon as possible.

Through all means of communication, the declaration of a Code Yellow will be relayed to the Main Hospital, Spratt, F-wing, Group Homes, all outlying areas, buildings to include Maintenance, Warehouse, Chapel, Boutique, WATCH Program, Residential Housing, Greenhouse, MSH Post Office, Post Office, Heating Plant, Administrative Annex, Recovery Center, Therapeutic Learning Center, and Mechanics and Teamster Garage. At this time, as much information as available related to the potential threat will be relayed to all personnel. The emergency egress roadway may be utilized at shift change or if a Hospital evacuation is deemed necessary by the ICC Commander.

1. A Code Yellow will involve no movement of patients without escort, no matter what level they are designated. There will be no leisure pass to individual patients without escort. Staff are required to utilize the Buddy System (in pairs); when performing necessary duties outside. The AMDD Administrator will be notified immediately that a Code Yellow has been initiated.
2. MSH Security Officers will conduct increased campus patrols to observe anything out of the ordinary. No staff will make contact with a suspected interloper, but instead inform the ICC immediately through the emergency number 7440 or via two-way radio. Local law enforcement will be contacted when the ICC Commander orders the hospital operations specialist, front desk personnel to do so.
3. Staff and patient movement will be reduced, and all staff will be alert to any environmental anomalies and report them to the ICC immediately.
4. A stand-down from a Code Yellow, State of Heightened Alert will be communicated to all areas by a five second blast on the campus siren. All buildings and departments will be notified through all means of communication (as listed in the Code Silver and Code Purple sections). The AMDD administrator shall be informed.

VI. REFERENCES: None.

- VII. COLLABORATED WITH:** Hospital Administrator, Emergency Preparedness Committee, Safety Officer, Director of Quality Improvement.
- VIII. RESCISSIONS:** ER-07, *Initiating a Code Silver, Purple, or Yellow at the Main Hospital* dated June 1, 2018.
- IX. DISTRIBUTION:** All hospital policy manuals.
- X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.
- XI. FOLLOW-UP RESPONSIBILITY:** Safety Officer.
- XII. ATTACHMENTS:** None.

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Hospital Administrator

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