



**TITLE: ARMED INTRUDER – ACTIVE SHOOTER (CODE 55)**

**PURPOSE:**

To identify initial actions employees must take to recognize an armed intruder threat, communicate their observations to summon assistance, and implement safety actions to remove themselves and other potential victims from harm's way.

**POLICY:**

WCHN recognizes that an armed intruder's entry onto the grounds or inside the hospital presents the highest level of danger to our patients, visitors, and co-workers. Resolution of the threat ultimately relies on our ability to quickly summon assistance from the Danbury Police Department.

**PROCEDURE:**

Within the hospital, if you observe someone in the building and believe that they are armed with a firearm or a dangerous weapon immediately dial 55 and report your observations.

If you are alerted via an announcement or electronic message that an armed threat is occurring, or If you hear what sounds like gunshots or a popping noise, don't investigate; decide on a course of action:

If you are in a location at or near the threat immediately understand that you may be in danger. Determine if you can stay where you are and shelter in place, securing yourself and patients from the shooter(s). Take shelter in an area or room that can be locked.

Don't leave your patient(s) if they are immobile. Seek shelter in their room or the treatment area.

Close and lock all the windows and doors, and turn off all the lights.

If the room cannot be locked, use whatever furniture is available to barricade the door. Attempt to get everyone down on the floor and ensure that no one is visible from outside the room.

If you can safely manage, dial the 55 hospital emergency number and alert the Operator of the intruder's location and any other information that you can quickly provide to identify and locate the intruder

If you decide to flee during an armed intruder / active shooter situation, have an escape route in mind:

Move quickly. Use stairwells, don't wait for an elevator to arrive. As you move keep your hands visible. Follow the instructions of any security or police personnel that you may encounter as you exit the area.

Do not attempt to treat injured people if your efforts to help them will put you in imminent danger. You can best help them by getting yourself to safety notifying the authorities of their location.

If you are outdoors on hospital grounds and observed what you suspect to be an armed intruder and have access to a cell phone report your suspicions by dialing 911.

**GUIDELINE:**

Police officers responding to an armed intruder / active shooter can be expected to proceed immediately to the intruder's last known location, from witness reports. If shots have been fired, the police will focus on stopping the shooting as quickly as possible.

The first responding police will usually be uniformed officers, followed by others wearing civilian or tactical clothing. The officers may be armed with rifles, shotguns or other weapons. Their appearance may seem threatening, but their equipment is critical to your survival.

Regardless of how they appear, remain calm and do exactly as the officers tell you. Do not ask questions, but provide them with answers to their questions that are as accurate as you can recollect. Keep your hands visible. In an active shooter situation the police may not be able to differentiate between you and the shooter.

The police officer's verbal commands will be loud and authoritative; do not be frightened or offended. The first officers on scene will not stop to aid the injured. Their focus will be on locating the suspect(s) and neutralizing the situation.

**PROTOCOL:**

The Security Department has an Armed Intruder standard operating procedure that identifies specific actions to announce the threat via overhead pages and desktop alerts, summon law enforcement and coordinate their response, and secure threatened areas.

**ORIGINATOR:**  
**DATE OF INCEPTION:**  
**REVISION DATE:**  
**LATEST REVIEW DATE:**  
**APPROVED BY:**

**SECURITY DEPARTMENT**  
**12/04/2006**  
**07/09/2015**  
**07/09/2015**  
**VP FACILITIES**