



**TITLE: CODE SILVER: SITE EMERGENCY LOCKDOWN**

**PURPOSE:**

To establish guidelines for securing the hospital in the event of an emergency situation in which partial or complete lockdown of the site would be required and/or necessitated.

**POLICY:**

The ability to lockdown the hospital is of primary importance in an emergency situation. Establishing a secure perimeter and the routing of foot and vehicular traffic to controlled entry/exit points that are staffed by Security personnel are key elements in controlling and maintaining personal safety within the facility and its surrounding perimeter.

Situations calling for lockdowns and/or high level controlled access within the facility include, but are not limited to, infant abductions, kidnappings, bio/chemical incidents requiring partial or total quarantine, criminal activity or civil disturbance within the hospital or the immediate surrounding perimeter, or the arrival of victim(s) of violent crime(s) for treatment when the perpetrator(s) of such violence are not in police custody.

**PROCEDURE:**

Total Site Lockdown

This is the highest level of facility and perimeter security. During a total lockdown, all perimeter doors and exterior barriers are secured and no one is allowed to enter or exit the facility. Security personnel or designees will be deployed to key entry/exit point areas.

Authority to Order a Total Site Lockdown:

The Administrator–On–Call or, if they are unable to be reached immediately, the President / CEO, a Senior Vice President, or Emergency Department Senior Physician on duty is authorized to order a total site lockdown.

Controlled Lockdown:

During a controlled lockdown/exit only, all perimeter doors are secured. Security personnel or designees are deployed to public entrances/exits. Each person attempting to leave would be screened, as defined by this policy. There is no entry allowed during this lockdown level.

Authority to Order a Controlled Lockdown:

The natures of incidents that may require a controlled lockdown are emergent and as such immediate notification of the Administrative House Manager and Senior ED Physician by the Security Supervisor / Charge Officer is critical. Upon conferring and agreeing that a lockdown is appropriate the Security Supervisor/ Charge Officer shall dial 55 and instruct the Operator to initiate the controlled lockdown notification protocol.

#### Controlled Lockdown Exit Only

During a controlled lockdown/exit only, all perimeter doors are secured. Security personnel or designees are deployed to public entrances/exits. Each person attempting to leave would be screened, as defined by this policy. There is no entry allowed during this lockdown level.

#### Controlled Lockdown with Entry/Exit

During a controlled lockdown with entry/exit, all perimeter doors are secured and Security personnel are deployed to all public entrances and exits. Each person attempting to enter or leave would be screened in accordance to this policy.

#### Partial Lockdown

During a partial lockdown, all foot traffic is directed towards predesignated controlled entrances/exits (main lobby doors, emergency doors, etc.) that provide a heightened degree of safe travel. Security officers or designees will maintain control in both of these areas as required.

#### Emergency Department Lockdown

At Danbury and New Milford Hospitals the Emergency Departments are locked down 24x7 requiring ID badge access by employees, and escorts of all other persons.

In extreme emergency situations the E.D. Physician in charge, the Charge Nurse and Security Supervisor shall confer and collectively are authorized to implement a CODE SILVER EMERGENCY DEPARTMENT.

Upon implementing CODE SILVER the Security Supervisor / Charge Officer shall notify the Hospital Operator by dialing 55.

The Hospital Operator shall initiate the CODE SILVER overhead paging announcement and electronic notification protocol, per policy.

#### Screening:

At all control points during lockdown individuals should be appropriately screened, depending on the circumstances of the situation. Individuals should be screened for identity and purpose upon exit and/or entry.

Screening should be conducted on, but is not limited to, all individuals, their I.D. badges, bags, packages, equipment, and supplies. Any vehicles requiring entry onto the property should be screened. Inquiries should be made as to an individual's purpose and destination. The Security screener should document the license plate of any vehicles cleared to enter the property and the time of arrival.

Communications and other Support Resources:

Once the decision has been made to go into a lockdown, the Incident Commander, Director of Security, or his/her designee shall assign personnel to the identified checkpoints and provide equipment for communication as needed.

Support personnel to assist with screening and door Security may be drawn from the Facilities Department, or in a Code Yellow situation, at the direction of the Incident Commander drawn from the labor pool.

At the discretion of the Security Director or designee local law enforcement will be contacted for assistance in control of driveways onto/exiting the property and if appropriate cause a geographic lockdown of surrounding streets.

**REFERENCE:**

Security Department electronic lockdown checklist SOP  
Hospital Operator Code Announcement & Notification SOP  
WCHN Code Yellow Policy

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

**SECURITY DEPARTMENT**  
**07/01/2005**  
**07/09/2015**  
**07/09/2015**  
**VP FACILITIES**