

POLICY AND PROCEDURE

ARMED INTRUDER PLAN

7012

OBJECTIVE:

To ensure the safety of staff and clients in the event of an armed intruder.

PROCEDURE:

1. Notification of possible armed intruder:
 - a. Obtain as much information as possible from reporting person
 - b. Immediately call 911 and request Police assistance
 - c. Contact Supervisor or Safety Officer
 - d. Take notes on the following information:
 - i. Physical description of intruder
 - ii. Clothing worn
 - iii. Any distinguishing features or markings (tattoos, piercings, etc.)
 - iv. Type of weapon
 - e. Stand by for updates
2. Verification of Armed Intruder
 - a. Immediately call 911
 - b. Notify Police of intruders location and type of weapon
 - c. Receptionist will announce "Dr. Duck to (location)"
 - d. If possible, remain in locked office
 - e. If possible, escort patients out of the building through back exits
 - f. Remain calm and quiet
 - g. Await Police arrival



CHIEF EXECUTIVE OFFICER

Date: 10-19-16



CHAIR, BOARD OF DIRECTORS

Date: 10-19-16

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