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## POLICY

### SHELTER-IN-PLACE

7018

#### **Policy:**

It is the policy of Bullhook Community Health Center to have defined procedures to protect the life and safety of both patients and staff should there be a hazard that causes the facility to decide to shelter-in-place. Refer to policy 7003 for evacuation procedures in the event that Incident Commander deems evacuation is necessary.

#### **Shelter-In-Place:**

A protective action strategy taken to maintain patient care within the facility and to limit the movement of patients, staff and visitors to protect people and property from a hazard.

Decision to Shelter-in-Place versus Evacuation:

1. The staff person, who identifies an internal hazard or who is notified of an external hazard, is responsible to notify the CEO or designee immediately.
2. Shelter-in-place is the preferred option, unless the decision is made by the CEO or designee, usually in coordination with response agencies, to evacuate, considering the circumstances of the incident.
  - a. Bullhook Community Health Center is to initiate its Emergency Management Plan and operate under the Incident Command System (ICS).
  - b. The appropriate referral facilities/agencies are to be notified that admissions are to be canceled. The Liaison Officer is also to notify the EOC, if activated.
3. The decision to shelter-in-place or evacuate is to be made in consultation with the response agency Incident Command/Unified Command (e.g., the local Emergency Management Director, Fire Department, Law Enforcement, Public Health, EMS, and others as appropriate).
  - a. If there is no response Incident Commander, Bullhook Community Health Center Incident Command is to do all that is necessary to protect the life and safety of its patients, staff and visitors. Bullhook Community Health Center will notify 911 of its decision.
  - b. Prior to the actual need to shelter-in-place or evacuate, Bullhook Community Health Center will consult with the local Emergency Management Director, Fire Department, Law Enforcement, Public Health, EMS, and others, as appropriate so that these agencies are aware of and are in agreement with this plan and its procedures.

**Note:** Bullhook Community Health Center may decide to both evacuate parts of the facility, shelter-in-place in another part of the facility and temporarily shelter in place until an evacuation can be conducted.

**Shelter in Place Procedure:**

Upon identifying an incident that may require Bullhook Community Health Center occupants to shelter-in-place, the following procedures will be followed:

- Close the business and forward phones to alternate location or answering service, when possible.
- Make appropriate notifications if able
- Perform lock down procedures and secure the doors, windows, vents, HVAC, and close or lock any other external vents if able.
- Close all window shades
- Gather essential supplies such as food, water and medical supplies, and seek a room based on the type of situation (see below)
- Ensure that the rooms you select for shelter in place have a landline phone that is accessible
- Identify all persons within the room and make notifications as required. Inform Incident Command of who is in the room, their age, sex, and location of the room.

**The following may be reasons when choosing to shelter in place:**

- External civil disturbance
- Chemical spill or attack external to health center
- Weather
- Active shooter/violence either outside or inside health center
- Hazardous material incident

**Weather:**

- Move to the basement of the building, this usually provides the best protection
- Move to an interior room with no windows, or a hallway on the lowest floor possible
- Move to an interior stairwell if all rooms have windows
- Stay in the center of the room away from doors and windows
- Stay in place until the danger has passed and ALL CLEAR message is communicated

**Hazardous Materials Incident:**

- Move to a room with no windows that can open or are open
- Rooms that have little or no outside ventilation are preferred
- Close any windows or doors
- Stay in place until the danger has passed and an ALL CLEAR message is communicated

**Violent person:**

See policy 7014 for workplace and violence prevention

- Securing oneself within a room during a violent situation should take place when you cannot get out of building.
- Lock doors, windows, or provide a barricade to block entry to room
- Identify a room/location in your area ahead of time where you can go in the event of an emergency
- Choose a room that cannot be viewed from outside areas
- Call 911 from a phone if you can safely do so

*Cindy Surt*

CHIEF EXECUTIVE OFFICER

Date: 9.12.2017

*Carol A. Reinhard*

CHAIR, BOARD OF DIRECTORS

Date: 9-11-17

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Date Revised/QI Board approval	08/30/2017
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