

**SE-KMCS**  
**Code Silver – Person with a Weapon/Hostage**  
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**PURPOSE:**

The purpose of this policy is to establish a process to provide a safe and secure environment, and to provide assistance to staff members and/or visitors who are confronted by individuals who may brandish a weapon (firearm, knife, or other instrument that can cause bodily harm) or have taken hostages within the facility or its properties.

**POLICY:**

1. When a dangerous or life threatening situation is identified the procedure is:

**A.L.I.C.E.:**

**ALERT:**

- a. Dial 1112 to notify Security of the situation.
  - b. Security will announce “Code Silver is now in effect on \_\_\_\_ unit.”
  - c. Evacuate all those in immediate danger, if possible.
  - d. Secure all doors.
  - e. Security will notify the local law enforcement agency, Nursing Supervisor, and Administrator On-Call.
  - f. Level of threat will be assessed by initial responding Officers. Information will be provided to the Incident Commander (i.e., Nursing Supervisor, Administrator, and Director of Security).
  - g. Security may utilize staff when necessary to control the facility and situation.
  - h. Upon arrival, local law enforcement will assume incident command.
2. On notification of a Code Silver, all units will:

**LOCKDOWN:**

- a. Close and lock all doors as able.
- b. Be prepared to evacuate, if needed.
- c. Stay away from doors with windows.
- d. Restrict traffic flow.
- e. Shelter in place behind locked doors when possible.
- f. Staff needs to be aware that use of firearms and other deterrent weapons may be used and create noise and smoke. Staff should remain calm and follow all instruction given by responding law enforcement personnel.

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**Kettering Medical Center systems (KCMS)-Wide Policy**

*KHN adopts this policy for Kettering Medical Center, Sycamore Medical Center, Kettering Behavioral Health, Kettering Physician Network and all Support Service Sites.*

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3. Security will:

**INFORM:**

- a. Security will stay in contact with Local Law Enforcement to identify shooters where abouts
- b. Obtain help as needed from staff prior to law enforcement arrival.
- c. Ensure all doors are secured.
- d. Route all outgoing persons to entrances farthest away from the area.
- e. Prohibit entry into the facility until an “All Clear” has been announced.

4. Staff will:

**COUNTER:**

- a. If staff has no other resort, they should counter (move, make noises, throw objects, to distract the shooter, use body weight and gravity to gain control, and find anything that can be used as a weapon for self-defense).

5. Staff will:

**EVACUATE:**

- a. Break windows to exit
- b. Egress out the building to designated rally point
- c. Hands should be up letting Law Enforcement know you are not the shooter when exiting the building to rally point.

6. Nursing Supervisor/Administrator On-Call will:

- a. Establish the Hospital Incident Command System
- b. Hold a debriefing immediately after the incident and complete a summary of actions (Code Violet Form may be used) for inclusion in the After Action Report.

7. Upon notification by the local law enforcement Incident Commander that the facility has been cleared for use, Security will announce the “All Clear” overhead and staff may re-enter the facility.

SPONSORING DEPT:	KMCS Security
DEPARTMENTS AFFECTED:	ALL
DATE OF ORIGIN:	Complete
LAST REVIEWED:	Complete
LAST REVISED:	Complete
REPLACES:	Complete, if applicable
APPROVED BY:	
EFFECTIVE DATE:	

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