



CAPE COD HEALTHCARE

Expert physicians. Quality hospitals. Superior care .

**Cape Cod Healthcare
Active Shooter Policy and Procedure
Training Guide**

2018

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Training Overview

This Training is intended to educate and promote personal awareness for responding to such an event as an Active Shooter incident.

While Active Shooter incidents are rare, having a plan and a course of action already in place can be essential to survival if such an incident were to occur.

This training will involve four (4) components:

1. CCHC Policy and Procedure Review
2. CCHC Policy and Procedure Review Post-Test

The brief post-test seek to validate your understanding of the training.

Definition of an Active Shooter Situation

An active shooter situation involves one or more individual's intent on causing physical harm and/or death to patients, staff, and visitors.

In most cases, such individuals possess a gun; however, an active shooter situation could involve an individual using any type of deadly weapon, such as a knife, or other lethal instrument.

A situation involving an active shooter will result in law enforcement and other safety and emergency services responding to the scene as quickly as possible.



New Code & Emergency Preparedness Guides

[Code Active Shooter has Replaced Code Silver](#)



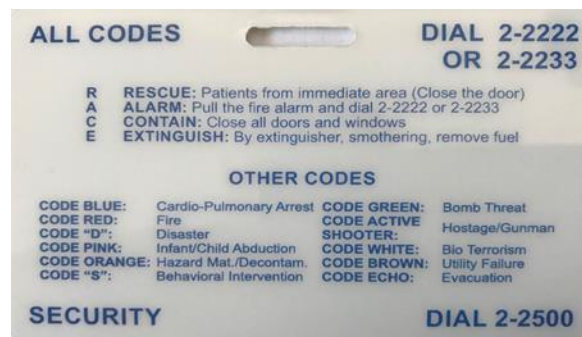
New Emergency Preparedness Guides which contain our Active Shooter Procedure have been issued to each department and our other buildings are visibly mounted on the walls of each location.

Please check with your supervisor to confirm the exact location within your department.

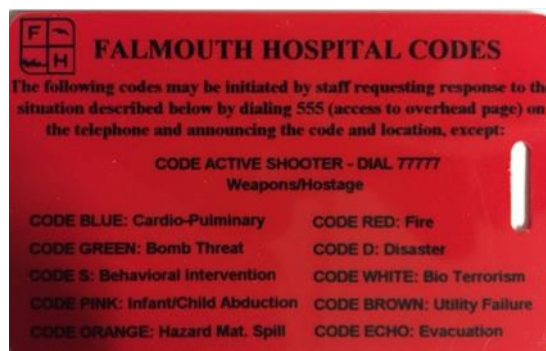
ID Badges – Code Cards

Please make sure the current code card is attached to you ID Badge

CCH Code Card



FH Code Card



Code Active Shooter Procedure



1. Get Out
2. Hide Out
3. Call Out
4. Take Out

Get Out

If there is an accessible escape path, attempt to evacuate the premises:

Keep in mind patients/visitors that are non-ambulatory and provide assistance if you can do so safely. Otherwise shut doors to patient rooms if possible.

Leave your belongings behind.

Prevent individuals from entering an area where the active shooter(s) may be.

If law enforcement arrives, follow their instructions, leave in the direction in which the law enforcement officers are coming, and ALWAYS show your hands.

Prior Preparation in advance of an Active Shooter Event is Essential – learn the potential escape routes from your area.

Hide Out

If leaving the area is not an option, find a location to hide:

- The location should preferably be a room that you can lock (i.e., med room, closet, etc.).
- Barricade the door as best as possible using anything that's not nailed down (i.e., tables, chairs, shelving units, beds that lock in place, etc.).
- Turn out the lights and silence cell phones, or any other devices that would alert the shooter of your location.
- Hide behind large items (i.e., desks, cabinets, etc.) and stay as low to the floor as possible.
- Remain quiet and still.
- If you have found a place to hide you should remain there until Law Enforcement announces "All Clear"



CALL OUT



When and if it is safe to do so, **Use the Call Out Procedures for your facility below** and relay as much information as possible:

- Provide the operator with the location and description of the suspect(s) and the type of weapon(s) (i.e., handgun, long gun, knife, etc.).
- If you are able, stay on the phone! Even if you can't speak, staying on the line will allow authorities to hear what is going on. Every piece of information is vital and can save lives.

Call Out Procedures

Cape Cod Hospital – Call out Procedure

If able to safely do so, pick up the phone and dial **x22233 or x22222**

Give location and description of the suspect(s), and the type of weapon(s) (i.e., handgun, long gun, knife, etc.)

The operators at Cape Cod Hospital will then call 911 and provide the same information to law enforcement

Falmouth Hospital – Call out Procedure

If able to safely do so, pick up the phone and dial **x77777**

Give location and description of the suspect(s), and the type of weapon(s) (i.e., handgun, long gun, knife, etc.)

The operators at Falmouth Hospital will then call 911 and provide the same information to law enforcement

All Other CCHC Facilities/Properties – Call Out Procedure

If able to safely do so, pick up the phone and dial **911**

Provide the 911 operator with the location and description of the suspect(s), and the type of weapon(s) (i.e., handgun, long gun, knife, etc.)

Take Out

Only as a last resort when your life is in imminent danger:

- Find something to use as a weapon to incapacitate or disrupt the active shooter (i.e., fire extinguisher, IV pole, chair, etc.)
- Act as aggressively as possible against the shooter -- throw things, swing things, and yell
- If there are others with you, work together to incapacitate the shooter
- Commit to your actions



Law Enforcement Arrival

When law enforcement arrives:

- Obey every command given by law enforcement officers
- When told to evacuate, do so in the direction in which the law enforcement officers are coming
- ALWAYS show your hands



Important Reminder

Code Active Shooter has replaced Code Silver

CCHC Active Shooter Policy and Procedures – Sign Off Page

Name _____ **DATE** _____

Department _____

I acknowledge I have read and understand the CCHC Active Shooter Policy and Procedures.

Signature _____

Please return your completed sign off page to the same location as your 2018 MAT Answer Sheet