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Corewell Health	Last Approved	1/29/2021		
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Facility Lockdown Plan

Document Type: Plans

I. PURPOSE AND OBJECTIVE:

To control access and egress of Beaumont Health Facilities, their environs, and perimeters in the event of an emergency situation that could impact or jeopardize the safety and security of patients, visitors, or staff.

II. POLICY STATEMENT:

The ability to lockdown a healthcare facility is of primary importance in an emergency situation. Establishing a secure perimeter and the routing of foot and vehicular traffic to control entry/exit points that are staffed by security and/or hospital personnel are key elements in controlling and maintaining the integrity of 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, civil disturbance, work place violence situations, trauma victim protection, etc.

III. DEFINITIONS:

Department Manager is the person administratively responsible for the unit or department.
Nurse Supervisor is the administrative person in-house on the off-shifts, weekends and holidays.

IV. PROCEDURE:

    A. **Lockdown Types and Procedures:**

1. **Types of facility lockdown:**

    a. Level 1 – Total Lockdown: ALL perimeter doors are secured. Security personnel/designees are assigned to ALL perimeter doors. Each person attempting to leave would be screened, as defined by this policy. There is no unauthorized entry allowed during this lockdown level without approval from the incident command center. This approval would be obtained by two-way radio after the security officer/ designee at the entrance checks the credentials of those attempting to enter.

    b. Level 2 – Partial Lockdown: ALL foot traffic is directed towards pre-designated controlled entrances/exits (Main Lobby, Emergency Department). Security personnel/designees will maintain control at these locations. Surveillance and/or screening will be conducted, as directed.

2. **Initiation of controlled lockdown procedures:**

    a. In the event of an internal or external situation that could impact or jeopardize the safety and security of patients, visitors, or staff, the person identifying the situation is to contact their immediate manager.

    b. The immediate manager is to contact Security.

    c. The Security Manager/designee will contact the Department Manager / Nurse Supervisor. A collaborative analysis and decision will be made based on the critical incident information to declare a lockdown of the facility.

    d. The Nurse Supervisor will notify the Administrator-On-Call (may occur prior, based upon circumstance). A "Lockdown Code" may or may not beactivated, based upon the incident. If a Nurse Supervisor is not availableSecurity will call the AOC.

    e. If the Hospital Incident Command is activated, follow site specific "all hazards" Emergency Operations Plan.

    f. The Incident Commander will instruct the Telecommunication Operators to announce the appropriate emergency code and the appropriate lockdown level overhead and through the paging system and initiate all other associated telecommunications procedures.

3. **Security Response:**

    a. The on-duty highest-ranking Security officer will coordinate the response in collaboration with the Nurse Supervisor/Incident Commander until relieved by the security manager/ designee or appropriate site administrator.

    b. Secure Facility:

        i. Upon notification of the need for a lockdown, the Security Manager/designee will initiate an appropriate mobilization plan.

        ii. Based upon the type of the lockdown, facility perimeter/doors/ entrances/ exits should be secured by locking, and/or barricading, and/or working with Incident Command for labor pool resources.

       iii. Evaluate building entry/exit strategies for arriving first responders.

       iv. Provide urgent security-related information to all personnel, as indicated.

       v. Remove unauthorized personnel from restricted areas.

       vi. Secure facility command center, triage, patient care, morgue, andother sensitive or strategic areas from unauthorized access, as appropriate.

       vii. Follow "Security Branch Director" Job Action Sheet, asappropriate.

c. Notify Authorities:

       i. Contact local emergency responders, including police and/or fire department, as appropriate.

d. Secure Patients:

       i. Patient rooms may be secured, depending on the level oflockdown.

       ii. Some patient conditions may require doors be open at all times for extensive monitoring; in this case, the door will be left open or another measure may be taken to ensure appropriate staff maintains access to the patient.

e. Secure Visitors:

       i. Visitors should be directed to a specific area, where they will likely be required to remain until the lockdown has lifted. Visiting may be restricted, depending on the level of the lockdown.

f. Secure Staff:

       i. Non-essential staff should be directed to pre-designated shelter locations, as appropriate, to provide safety.

       ii. Facility staff should remain calm and professional in order to keep patients and visitors calm.

g. Post Signage

       i. Post signs in and around facility perimeter directing visitors and patients to use assigned entrances/exits.

h. Evaluate need for additional manpower:

       i. Communicate needs to facility leadership and/or Command Center (if activated) for labor pool resources.

       ii. Contact all other Beaumont Security Departments for assistance and contracted security support if necessary.

4. **Staff Response (upon receiving notification of the lockdown status:**

a. All facility staff will report to their respective units/departments to await further instructions from their managers.

b. Additional personnel may be needed as well as making adjustments to normal shift hours. These adjustments will be at the discretion of the Incident Commander, as described above.

c. All personnel are to be in a state of high alert and question any suspicious or incident related circumstances, appearance, and/or conditions, until explained, proven and verified to their satisfaction. Report any findings to immediate supervisor to report to Security and/or Incident Command.

5. **Emergency Department**

a. Contact appropriate Regional Medical Control to facilitate direction to ambulances for appropriate patient drop off/pick up. Discuss possible re-direction of ambulance traffic or re-routing strategies with Emergency Department management – notify medical control appropriately.

6. **Communications/Assistance:**

a. The Incident Commander/designee will assign personnel to checkpoints and obtain equipment for communications as needed.

7. **Screening for Total Lockdown (Level 1):**

a. At all control points during a lockdown, individuals should be appropriately screened, depending on the circumstances of the situation.

b. Screening should be conducted on all individuals upon entry and/or exit of the facility. During the screening process, check the following:

   i. Beaumont Identification Badges (including picture on ID) – Employees will not be granted entry without proper identification.

   ii. Visitor Identification – Based upon the level of lockdown, visitors may not be granted access. If access is granted, all visitors will be identified by a visitor badge

   iii. Bags

   iv. Packages

   v. Equipment

   vi. Supplies

c. Any vehicle requiring entry onto the property may be searched, includingthe undercarriage.

   1. Inquiries should be made as to their purpose and destination.

   2. Security personnel or designee will question any suspicious or incident related circumstances.

   3. All screening will be documented, including the individual's name, point of destination, and purpose for entering the facility.

8. **Screening for Partial Lockdown (Level 2):**
    a. Only authorized entrances will be utilized.
    b. Surveillance and/or screening will be conducted as directed.

B. **Recovery/Return to Normal Operations:**

1. The determination to terminate or discontinue a Total Lockdown or Controlled Lockdown will be made by the Administrator-On-Call, in coordination with the Security Manager and/or Safety Manager and/or Incident Commander.

2. The Incident Commander or designee will instruct the Telecommunications Operators to announce an "All Clear" code overhead and follow all other appropriatetelecommunication procedures to communicate to staff that the lockdown has beenterminated.

Approval Signatures

Step Description	Approver	Date
VP Support Services	John Fragomeni: VP SupportServices	1/29/2021
	Morris Cotton: Sr Dir, Security	1/29/2021
Policy and Forms SteeringCommittee Approval (if needed)	Morris Cotton: Sr Dir, Security	1/29/2021
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Applicability

Beaumont Corporate Shared Services, Beaumont Medical Group, Beaumont Pharmacy Solutions, Dearborn, Farmington Hills, Grosse Pointe, Post Acute Care, Royal Oak, Taylor, Trenton, Troy, Wayne