



## Code Silver Alert

### ***New Emergency Code : “Code Silver”***

Unfortunately- hospitals, businesses, and schools are trying to prepare and drill on how to respond to an active shooter or armed intruder in the workplace which can lead to a hostage situation. The shooter or intruder could be a stranger, or a disgruntled worker, or a former employee, or a former patient. A weapon could be a gun, knife, a piece of hospital equipment used as a weapon like a scalpel, and blunt weapons such as a baseball bat.

We have a new code called Code Silver. The new code is listed on the emergency code badge cards available in Human Resources.

### ***What should I do as an employee?***

#### **Awareness**

Be aware of your surroundings including people and circumstances that do not look routine. This is called “situational awareness”. Report suspicious activity by calling the operator who will then call Security. Pay attention to weapons which are not always obvious like the profile of a gun showing through clothing.

#### **Get away if possible**

Remove yourself or anyone else from the immediate threat if possible. Get away quietly and safely.

#### **Get help**

Remain calm, call the operator and give a summary of what is happening and describe the suspect(s). Then tell the operator who will do the following:

1. Page Code Silver
2. Call Security
3. Call the Police Department.

You do not go to the Code location. If the intruder has already left the premises, still report the threat. A good tip involves the 3 D’s- **description** (race/gender/clothing), **direction** (where the person is located), and **do not delay**. Prompt reporting can save lives. It’s possible we need to establish an incident command center to coordinate efforts with outside agencies and SWAT Teams.

#### **Stay put if you are in other areas of the hospital**

Do not go the area affected- let law enforcement secure the area and handle the threat. You may recall in national news events of active shooters- employees closed and locked doors, closed curtains or pulled shades, kept quiet, silenced pagers and cell phones, stayed away from doors/windows, called for help and stated their location.

#### **Communication**

Report anything suspicious before it becomes an event. If we encounter a threat, no one talks to the media except Administration/Marketing. We will need to communicate after the event to staff, patients, and visitors.