

ACTIVE 
SHOOTER

ONLINE COURSE

**ACTIVE SHOOTER
THREAT ASSESSMENT
CHECKLIST**

HOSPITALS/HEALTHCARE FACILITIES

Hospitals/Healthcare Facilities

As you begin the process of addressing the potential threat of an active shooter at your facility, here are a few ideas on where to begin your vulnerability analysis. Many of the solutions listed here can also help with other security and safety issues your organizations might be encountering.

Please note that hospitals have their own distinctive needs that must be addressed on an individual basis. Organizations should seek legal advice and consult with local law enforcement, fire officials and other experts before implementing these recommendations to determine if they are appropriate for your organization.

EXTERIOR/PARKING AREAS

- ✓ Signage posted at driveway entrances stating that video surveillance is in use
- ✓ Signage posted about “no weapons” policy for the facility
- ✓ Well-lit parking areas with good visibility from the facility. Well-lit campus for nighttime activities to ensure visibility
- ✓ Trees and shrubs regularly trimmed to ensure visibility on campus
- ✓ Security/Law enforcement team performing visible patrol activity in marked vehicles, bike patrols and foot patrols. Consider having vehicles with light bars activated
- ✓ Designated assembly areas for evacuation are maintained and highly visible

ACCESS CONTROL

- ✓ Visitor access limited to controlled entry points
- ✓ Employee access points monitored to prevent “tailgating” and other unauthorized access
- ✓ Weapons screening in place for visitors. Having a security officer interact with visitors is an excellent way to provide customer service as well as assess the emotional/mental state of patients/visitors
- ✓ Reception areas are well marked and reception personnel are trained to recognize potential signs of impending violence/aggression.
- ✓ Patrol activities are conducted regularly to ensure that no entry points are compromised (doors propped open, etc.)
- ✓ Law enforcement or security personnel engage in community policing to develop partnerships with clinicians, staff and executives
- ✓ Badge audits/key audits are conducted regularly to ensure that all access credentials are accounted for

RECEPTION/WAITING AREAS

- ✓ Reception personnel are trained in recognizing signs of potential violence and making notification.
- ✓ Reception personnel have drilled in RUN/HIDE/FIGHT
- ✓ Reception areas are well marked
- ✓ Access to interior facility areas is controlled — visitors/patients cannot access interior spaces without interacting with a reception person
- ✓ Signage posted about “no weapons” policy for the facility
- ✓ Security personnel stationed or patrolling in the area regularly
- ✓ “See something-say something” is enforced — if personnel see something unusual they are trained to report it immediately

PATIENT CARE/TREATMENT AREAS

- ✓ Access strictly controlled and visitor policies enforced
- ✓ Treatment staff are trained in recognizing signs of potential violence.
- ✓ Treatment staff are trained in recognizing signs of suicide in elderly patients, behavioral health patients, etc.
- ✓ Treatment staff are trained in RUN/HIDE/FIGHT and have a plan for patient care in the event of a threat
- ✓ Treatment staff have “safe haven” areas identified that they can secure against a threat
- ✓ “See something-say something” is enforced. Treatment staff are trained to immediately report any potential issues
- ✓ Treatment staff conduct drills, table top exercises, and “what if” scenarios regularly
- ✓ Policies and procedures supporting access control and visitor management adopted
- ✓ Local law enforcement and hospital security, clinicians and staff work together to create appropriate forensic and behavioral health patient management strategies, as well as strategies on dealing with known gang members being treated in the ER.

ADMINISTRATIVE/BILLING/HR AREAS

- ✓ Access strictly controlled into administrative areas, except in public-facing roles (medical records, patient advocates, billing, human resources)
- ✓ Security/Law enforcement is made aware of employee counseling/termination issues
- ✓ Controlled space is used for sensitive conversations with security/law enforcement available if possible
- ✓ Billing disputes and financial issues are conducted in private areas with video monitoring/panic alarms available

- ✓ Access to senior leadership strictly controlled
- ✓ Administrative/management personnel are trained and drilled in RUN/HIDE/FIGHT
- ✓ Personnel are trained and drilled in hasty exit/exterior assembly procedures
- ✓ Aggressive complaints/calls/communications are reported
- ✓ Facility has an emergency management plan in place
- ✓ Security review/assessments are conducted regularly

LEARN MORE ABOUT BUILDING A CUSTOMIZED
ACTIVE SHOOTER PLAN FOR YOUR CAMPUS