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SCOPE

This policy applies hospital and campus wide.

PURPOSE

To outline the Hackettstown Regional Medical Center's policy for managing operations in situations that warrant securing the hospital facility and / or campus under emergency conditions. (An event outside of the hospital building(s) may precipitate a lockdown of the campus similar to a school lockdown, i.e. a gunman on the lawn outside of the hospital firing randomly will necessitate a "secured facility" emergency condition)

POLICY

It is recognized that emergency conditions can occur involving criminal activity, civil disturbance, bomb threats, pandemic flu outbreak, or a bioterrorism attack that may impact health care facilities that warrant measures to be taken to protect the hospital and its' patients. These secured conditions may also require staff to remain in their role while operations are assessed regarding patient care needs.

PROCESS FOR IMPLEMENTATION

1. The securing of the facility may be under the direction of the local police, public health authority, or hospital activated under an administrative order per hospital policy.

2. The Manager of Maintenance / Security or the security supervisor on site at the time of the event is responsible for overseeing the implementation of securing the facility.

PROCEDURE

Lockdown may be of 3 types:

Stage I – Heightened security. Identify and record all who enter.

A. Entrance and exit is only through the following:
- Main entrance
- West wing entrance
- ED entrances

All other exits (see Exit List Attachment I) must be secured and monitored.
Note: If sufficient staff is not available to monitor all entrances, main and/or west wing entrance would be closed.

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B. Designated security person and one or more leadership representative at each of the above locations.

C. Designated security personnel outside in loading dock area. This is to secure 9 loading deck area exits, Oxygen tank, and both generators.

D. All who enter with exception of patients will have to produce I.D. and have the following information recorded: (See Registration Instructions & Registration Form – ATTACHMENT II)
- Time in and out
- Name
- Destination
- Reason for visit

E. Stage I requires designated security personnel for the following areas:
- Lobby
- E.D.
- West Wing Entrance
- Outside loading dock
- Grounds

Stage II – Enter and exit through ER entrances only

A. Entrance limited to:
- Those requiring treatment and certain immediate family members
- Staff reporting for duty, physicians, EMS personnel
- Emergency and Regulatory personnel such as Fire, Police, Dept of Health

B. Security to work with police to limit driveway entrances.

C. No general visitors are permitted to enter; existing visitors are requested to leave.

Stage III – Total lockdown

No one is to enter or leave building. Hospital goes on total divert. Alternative facility to be used and/or alternative site to be established. Block all 3 driveways with vehicles. Security personnel and local police enforce lockdown. (See Hackettstown Police Dept. Tactical Response Outline – ATTACHMENT III) Need for total ventilation shut down to be evaluated.

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ATTACHMENT I

EXIT LIST

<u>Exits</u>

Front

      1- Main entrance
      2- Chapel exit
      3- Stair #1 exit
      4- Stair #2 exit

ER Side

      5- E.R. Entrance
      6- E.R. Ambulance entrance
      7- Doctor's entrance
      8- Radiology exit
      9- Nuclear Medicine exit
      10- MOB-2

West Wing

      11- West Wing entrance
      12- Exit from I.C.U.
      13- MOB-2

Loading Dock area

      14- Butler Bldg. rear exit
      15- Butler exit next to MIC unit
      16- Loading dock entrance
      17- Stockroom entrance
      18- Dirty linen entrance
      19- New dirty hall entrance
      20- Exit from Conference Dining Room
      21- Old Boiler Room exit
      22- New Boiler Room exit

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ATTACHMENT II

Lockdown Registration Instructions

Be polite. Remember those wanting entrance are not used to registering, and may be anxious. If they are impolite, you must "look past the blast" and not take their complaint or rudeness personally.

Additionally, be assertive. Having them register is a requirement which you have been assigned to carry out.

1. Ask: "How can I help you?"

2. If they say they need to see a doctor, or if you sense they are ill, direct them to the ED entrance. **It is important that all people with symptoms enter via the ED and not by any other entrance.**

3. **All others** (including employee, volunteers, physicians, etc) must sign in, complete or have you complete the other questions, and show their ID. Employees must have their HRMC ID badge. All others, unless children accompanied by an adult, must have some form of state or government photo ID.

4. If an employee says they don't have their ID, ask them where it is. If it is in their car, they should go and get it. If they have left it at home, they are to remain where they are while you call their department (manager, preferably) and confirm that they are expected to work. You are to inform the manager that they must put temporary ID on immediately.

5. If an employee is in anyway rude or uncooperative, you are to record their name, what was said, and what was non-verbally communicated and give that report to their supervisor, the COO or his/her designee.

HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICY MANUAL
LOCKDOWN POLICY
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Registration Form

Name (including children)	Time In	Time Out	Destination/Reason for Visit

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ATTACHMENT III

Hackettstown Police Department
Tactical Response to Bio-Terrorism Incident

- Upon notification of incident, a minimum of 5 officers to respond to hospital—1 supervisor; 4 patrol officers.

- Officers to be utilized on a 24-hour basis (12 hour shifts) (2 officers on regular patrol).

- Secure the perimeter, isolate the area and deny entry to non-essential personnel.

- Position officers on the four corners of the hospital grounds/maintain security measures.

- Notify on-call hospital administrator.

- Incident Command Post – first floor Board Room.

- Officers equipped with appropriate PPE.

- Hospital should be in lockdown mode/coordinate with security staff/block (3) driveway access to hospital/there are 19 access egress points to hospital building.

- Coordinate efforts with county and state law enforcement personnel.

- Establish a J.O.C./Public Relations Plan (i.e., critical information given to media).

- Utilize Detective bureau to assist in investigation/collection and preservation of evidence.

- Provide appropriate psychological counseling to first responders if needed.

- Ensure the protection of officers and their families through required inoculations.