

NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS)
POLICY AND PROCEDURE

SUBJECT: CAMPUS LOCKDOWN PROCEDURE

NUMBER: NN-EC-12

Page 1 of 4

ORIGINAL DATE: 12/11/97

REVIEW/REVISE DATE: 01/04/01, 07/08/04, 06/07/07, 4/15/10, 02/21/13

APPROVAL: Cody L. Phinney, Agency Director

I. PURPOSE

To reduce the risk of injury or danger to staff, consumers, and visitors by minimizing accessibility to campus during an internal or external threat or incident.

II. POLICY

NNAMHS will provide a safe environment for staff, consumers, and visitors by responding promptly and effectively to any incident or threat.

III. DEFINITIONS

1. Lockdown – a procedure which is initiated to secure the campus against any internal or external threat or incident and to provide for the safety and welfare of consumers, staff and the general public; to protect state property; to maintain or restore order on campus.
2. Incidents that may require a lockdown include a bomb threat, person(s) armed with firearm or weapon on campus property, gunshots directed at or near campus, police incidents involving dangerous person(s) on or adjacent to campus, intruders, hazardous chemical spills, gas leaks, electrical conditions, or

disasters close to campus. These examples are not absolute but reflect the type of situation that may require a lockdown.

3. Threat – any expression by any individual(s) of an intention to harm, inflict pain, or injury against any consumer, staff, or the facility.

IV. REFERENCES

1. NNAMHS Policy NN-EC-08 Safety Management.

V. PROCEDURE

1. Any NNAMHS employee who receives, hears, or observes a threat should notify their Supervisor immediately.
2. If the employee receives the information in a telephone call, they will:
 - a. Listen carefully for any background noises, such as music, voices, crying baby, motors running, church bells, aircraft or any other noises which might give even a remote clue as to the origin of the call.
 - b. Note any distinguishing characteristics of the caller's voice, such as sex, speech impediments, lisps, accents, dialects, or slurs. Try to determine the approximate age and the attitude of the caller. Try to determine if the caller is intoxicated.
 - c. Note if the caller indicates any knowledge of the facility by descriptions of locations and names of buildings.
3. The Supervisor is responsible to immediately notify the Agency Director or designee and the NNAMHS Environmental Safety Officer or designee.

4. The Agency Director or designee will make the decision for a campus lockdown, possibly with input from the local law enforcement or fire department or similar community agencies.
5. If the Agency Director or designee is not available, and a decision must be made immediately, the Nursing Shift Supervisor or designee will make a decision to provide for the immediate safety of consumers and staff.
6. The Environmental Safety Officer or designee will notify staff from both the Housekeeping and Maintenance Departments and have them secure all building windows and lock all campus building exits.
7. The Agency Director, Environmental Safety Officer or designees will notify the switchboard operator of the campus lockdown situation.
8. The Switchboard Operator will announce the campus lockdown through an overhead page, group paging system, initiation of the phone tree, and an e-mail to everyone at NNAMHS. A location will be given as appropriate and if available.
9. Employees are not to call the switchboard to request information. If they have valuable information pertaining to the event they are to call the NNAMHS emergency line (688-2100).
10. The Environmental Safety Officer or designee will have barricades placed at all entrances and exits if necessary. No one (except emergency vehicles) will be allowed on or off campus until the "all clear" is given.
11. The Environmental Safety Officer or designee will assign staff to campus entrances and exits until police arrive. If a building search is warranted, some police will stay with staff at the building exits while the remainder will accompany the Agency Director and/or Safety Officer on a tour of the NNAMHS buildings and grounds.
12. The Agency Director or designee will notify the Director of Nursing or designee that the lockdown procedure is in effect. The Director of Nursing or designee

will notify nursing department staff to keep consumers and staff inside and not to let anyone leave or enter the building.

13. Outpatient Services will lock doors and consumers inside the building and ask consumers to remain inside. If an imminent threat exists, a sign will be posted indicating an on campus danger and direct those to leave the area and call the number posted before returning.
14. If indicated, the Environmental Safety Officer or designee will notify staff if they need to begin preparations for evacuation.
15. The "all clear" will be given by the Agency Director or designee.