

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0722 (SF)
Effective Date: 03-01-08
Person Responsible: Health & Safety Coordinator

Subject: Lockdown - Fairview
Last Revision: 12-29-17

Approvals/Date: Brent Olson 1-4-18 _____
Superintendent, WCBDD Date Department Director Date

1. An external CODE LOCKDOWN will be called when a crisis occurs outside of 1090 Fairview and an evacuation would be dangerous.
2. An internal CODE LOCKDOWN will be called if there is a crisis inside the Fairview building and movement within the Fairview building will put consumers, visitors and staff in jeopardy.
3. A CODE LOCKDOWN will be communicated to staff and others, via the PA phone system, word of mouth, etc.
4. In the event that imminent harm or where an act has already occurred at 1090 Fairview, 9-1-1 shall be called immediately. Superintendent and all Directors will be notified as soon as possible. Notification will be by telephone to WLI stating we are in a "CODE LOCKDOWN".
5. A threat or crisis that is present at any WCBDD facility will activate a CODE LOCKDOWN at <u>all</u> WCBDD facilities. Access controls at all facilities will be disabled and all exterior doors will be locked.
6. All individuals served will remain with their job coaches or other supervisors. Do not enter hallways. If in the hallway when CODE LOCKDOWN is called, report to the nearest office, restroom or out-of-sight safe area.
7. All offices, work areas or other safe zones shall have the doors closed and locked. If possible, the room should not have windows. Remain away from doors and windows. Do not use the PA system. Window blinds should be closed and door windows covered. Lights shall be turned off and all shall remain as quiet as possible.
8. All staff and consumers will remain in their safe zones until the authority in charge determines an "all clear".
9. One CODE LOCKDOWN drill will be conducted annually and a written analysis will be documented on Form 03-ALL-ALL-0429. This form, once completed, will be forwarded to the Superintendent for signature and forwarded to the Wood Lane Health and Safety Coordinator. A copy of the signed drill form will be sent to the Bowling Green Police Department.

References: 02-ALL-ALL-0703 (SF)

Forms: 03- ALL-ALL-0429
03-ALL-ALL-0902

mms\procedure\s0722