

Law Enforcement and Safety Brief



Staff/Student Name _____

Date _____



1. What telephone number do I dial if I observe a suspicious person, dangerous situation, or any other potential emergency?

- From any VA phone **dial 911**; this will go directly to the VA Operator who will radio VA Police. If you dial 911 from a personal phone, you will get the Harrison County 911 Center. They will have to direct your call on to the VA Police which will delay response time.

2. Firearms and Weapons (MEMORANDUM NO. 07-7)

- **No employee, visitor, patient, vendor, student, or contractor** will be permitted to retain in their possession firearms, guns, weapons, ammunition, explosives, chemical irritants, incendiary devices, or any other offensive weapon while on Louis A. Johnson VA Medical Center and community based outpatient clinic premises.
- Anyone having knowledge of a weapon on station, either inside or outside the buildings should **notify police immediately** using either 911 or dial VA Police non-emergency number ext. 3890. Be prepared to provide the location and description of the person possessing the weapon.

3. Parking (MEMORANDUM NO. 07-1)

- All employees will utilize the leased parking on a first come first serve basis, to include afterhours and weekends.
- Executive Leadership requests all management to park at the Pool and/or Playground Lots. As an appreciation for our employees, we believe they should have parking closest to the medical center after our Veterans.
- Students and Residents are encouraged to park at the Pool and/or Playground Lots. Students are permitted to park in the upper leased parking lots afterhours and weekends.

4. Active Threat/Emergency Lockdown (MEMORANDUM NO. 07-11)

- All employees who witness or have reason to believe that any subject other than a VA Police Officer or other uniformed or recognized Law Enforcement Officer (i.e. WV State Police, Clarksburg Police, County Sheriff's Deputy, FBI, etc.) is armed with a weapon or poses a threat to others **should immediately call 911 and report the situation providing the location and description of the subject and weapon involved.**
- If the situation warrants, the overhead announcement below will be made throughout the Medical Center:

DANGER, DANGER, DANGER,
THERE IS AN ACTIVE THREAT LOCATED IN _____
ALL PERSONNEL SHOULD EVACUATE OR LOCKDOWN IMMEDIATELY.
(Repeat three times)

NOTE: Only VA Police may order the overhead announcement of an emergency lockdown.

- Responses to Active Threat: Three E's
 - Employees will immediately safeguard themselves and persons in their area by locking down in a safe or secure area by closing, locking or barricading doors and windows (**evade**/hide).
 - Evacuate your area if there is a clear escape route or are in the immediate area of attack (**evacuate**/escape)
 - If evasion or evacuation is not possible, it may be necessary for employees to engage the perpetrator to protect them or others (**engage**/fight).
- The facility will remain locked down and secured until the threat(s) has/have been resolved (this may take several hours). All employees will remain in their place of refuge until released by the VA Police or supporting law enforcement agency.

5. Where are duress alarms located?

- If your work area contains duress buttons, permanently assigned staff will need to advise you of their location and use. Please inquire about this when you arrive in your work area.
- NOTE: Remember that duress alarms are only a call for help and that help will take time to arrive. If enough risk exists that you feel the need for a duress alarm activation, it is highly recommended you evacuate the area (room) and seek a safer location.

6. Responsibility to Report Crimes, Assaultive Behavior or Suspicious Activities (MEMORANDUM NO. 07-12)

- **All staff are required to report any actual or possible violations of criminal laws**, whether applicable to the state of West Virginia Criminal Code, Federal Criminal Code, or 38 C.F.R. 1.218, related to VA programs, operations, facilities, or involving VA employees, where the violation of criminal law occurs on VA premises. Reports of crimes of such nature will be reported to the Clarksburg VA Police; if there is no VA Police element at a clinic where an offense occurs (such as a CBOC), the information will be reported to the Clarksburg VA Police after Federal, state or local law enforcement officials are notified.

7. Procedure for Report of Missing or Abducted Children (CODE ADAM ALERT) (MEMORANDUM NO. 07-03)

- Staff who receives a report of a missing child will obtain the name and contact information of the person making the report and ask them to remain with them until arrival police.
- Staff will obtain a detailed description of the child, including what he or she is wearing. Call 911 and provide this information to the telephone operator.

Supervisor Initials _____

Employee/Student Initials _____

- Upon hearing Code Adam announced over the paging system, Staff will immediately stop working, look for the child, and monitor entrances/exits and stairwells to ensure the child does not leave the premises.
- If the child is found, notify VA Police
- To prevent an errant release of custody, a located child should only be released in the presence of the police.

NOTE: A copy of this initialed form will be provided to the trainee. The originating service will maintain the original on file. If the trainee has a competency folder, the document will be maintained in that file.

Supervisor Initials _____

Employee/Student Initials _____