

SECTION 11.14

CIVIL DISTURBANCE

PROCEDURES TO BE FOLLOWED IN THE EVENT A CIVIL DISTURBANCE OCCURS AT LOMA LINDA UNIVERSITY HEALTH

RESPONSE

Security Department Procedures

1. The Security Supervisor shall report to the Security Control Center and perform the following duties:
 - Verify the disturbance and the exact location.
 - Notify the appropriate law enforcement agency.
 - Notify page group “Civil Disturbance” on the Alpha Page system.
 - Notify the Administrator in charge.
 - Begin a department call-in, beginning with K-9 officers, if advised by a department administrator (i.e., Lieutenants and above).
 - o All officers not called in will be advised to be on stand-by.
 - Instruct the dispatcher to begin a new and separate log for the civil disturbance.
 - o All events from that point are to be logged into that log.
 - Contact the law enforcement command officer when he arrives on scene.
2. Security officer(s) will immediately implement appropriate protective measure across the LLUH campus.
 - As officers are available, they will post at specific entrances to ensure that only authorized personnel are allowed access to the campus, i.e. by wearing employee or student identification badge.
 - No casual visitors will be allowed to enter campus.
 - As soon as possible, an additional officer will be assigned to control traffic and ensure access is maintained for faculty, staff, and students and emergency vehicle traffic.
3. All news media personnel are to be directed to the location specified by the Public Affairs department.
4. Direct all incoming non-emergency vehicular traffic to the parking structure west of Campus Street.
5. Provide escorts for all visitors and off-duty personnel wishing to leave and go to their vehicles; also ensure their safety until they are ready to leave the property.
 - Escort all students, faculty, staff, patients, and authorized visitors in

groups from the parking areas, as feasible, to their on-campus destination.

6. In the event that individuals are unable to leave the campus due to streets being blocked, etc., notify the Administrator/Incident Commander.
 - Administration/Unified Command Center command staff will provide an area for student and staff resting.

**Administrator
In Charge**

1. **Obtain a situation briefing from the Security Department Administrator and assume command of the incident.**
2. If the situation indicates:
 - Declare a Disaster Condition
 - Implement the Hospital Incident Command System (HICS)
 - Activate the Unified Command Center
 - Activate the Community and Agency Liaison Plan
3. Inform other administrative personnel and advise them of on-going developments.

PREPARATION

**Education and
Training**

1. Faculty and staff are informed and instructed regarding recognition of unsafe situations, responding to telephone threats, and procedures to follow in emergency incidents:
 - New Employee Orientation
 - Annual BLUE Book competency
 - In-service training
 - Drill exercises
2. Security Department personnel are trained in recognition of unsafe situations, in dealing with civil disturbance and combative persons, and in response procedures according to *Security Department Policy S-9 Civil Disturbance*.

MITIGATION

**Preventive
Considerations**

1. Unauthorized persons are prevented from entering sensitive areas defined in *Security Department Policy S-3, Access and Egress – Sensitive Areas*, such as School of Pharmacy, information technology, communications, mechanical and maintenance areas, by security devices and Cardkey control.
2. All personnel are instructed to be alert for persons who appear or act suspicious, and report them to the Security Department at extension 44320 (emergency, 911.)

RECOVERY

1. The LLUH Administrator, in consultation with the Director of Security and/or the Emergency Management Team, determines when to return to normal activity.
2. The LLU Administrator or Incident Commanders approve the notification regarding any change of status via the approved media method.
3. Closure, investigation and follow-up are conducted by the Security Department in collaboration with law enforcement authorities having jurisdiction, with progress, status and outcomes communicated to the Administrator.