

# OREGON STATE HOSPITAL

PORTLAND – SALEM

## POLICIES AND PROCEDURES

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**SECTION 8:** Safety, Security, Emergency Management

**POLICY: 8.016**

**SUBJECT: Employee Response to Violent Situations, Civil and Internal Disturbances**

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**APPROVED: MARVIN D. FICKLE, MD**  
**SUPERINTENDENT**

**DATE: March 21, 2006**

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### I. POLICY

All violent situations, civil, and internal disturbances will be reported to appropriate OSH and emergency response personnel.

### II. PROCEDURES

- A. Whenever OSH employees observe a situation which involves violence, potential violence, or a civil disturbance on campus, they shall report the situation to the Communications Center or to others who are able to notify the Communications Center.
- B. When an incident of violence or disturbance is reported to the Communications Center, Security Department staff will report the incident to the Superintendent or designee. The Superintendent or designee will direct the Communications, Security, and Transportation Services staff to contact the State Police and/or emergency medical personnel, as needed.
- C. Each employee shall assess the situation to determine the best response or intervention to minimize danger to self and others.
- D. Training on response to violent or potentially violent situations is mandatory for all current and new OSH employees. This training is included in the security portion of new employee orientation.

Training shall include:

- 1. How to assess violent or potentially violent situations;
- 2. How to report situations;
- 3. Whom to report situations to;
- 4. What to report;

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5.     How to assess violent situations and agitated violent persons;
6.     How to intervene to minimize danger to self and others; and
7.     Legal responsibilities and liabilities.

Replaces OSH Policy and Procedure 8.016, *Employee Response to Violent Situations, Civil and Internal Disturbances*, dated 6/29/2004.