

	SUBJECT: Weapons Policy
	SECTION: Administrative Risk Management
	AFFECTED DEPARTMENT(S): Emergency Department
	EFFECTIVE DATE 09/08/0215
Page 1 of 2	REVIEW/REVISION DATE(S):
APPROVED BY: <i>[Signature]</i>	Senior Leadership
APPROVED BY: <i>[Signature]</i>	Emergency Department Medical Director
Policy Number:	01.603.006

Policy
 Procedure
 Guideline
 Plan

POLICY:

Family Health West prohibits weapons of any kind to be carried by patients or visitors on FHW property. FHW reserves the right to define what constitutes a weapon. Any person presenting with a weapon will be asked to secure the weapon in a vehicle or send it home with a family member. Failure to comply will result in law enforcement being called.

FHW reserves the right to question anyone about weapons and to search any purse, fanny pack, bag or backpack to ensure policy is followed.

The intent of this policy is to reduce the potential risk of injury to employees, patients/residents and other visitors to the organization.

PROCEDURE:

If EMS presents with a patient who has a firearm that has been secured in a Lock Box with a numbered seal:

WEAPONS OVERSIGHT PERSONNEL

During regular business hours and on weekends from 7:00 a.m. until 4:30 p.m. Maintenance will respond.

From 5:00 p.m. to 3:00 a.m. Monday through Friday and from 7:00 p.m. until 3:00 a.m. on the weekends, Security personnel will respond.

For any time frame that falls outside of these hours or if Maintenance or Security are not available, a select member of the Maintenance staff will respond. This list of select members with their contact numbers will be located by the ED nurse station.

In the event that none of the aforementioned personnel are available, the Administrator on call will be notified to determine who will receive the Lock box.

1. ED staff will notify appropriate personnel that a patient is being brought in with a firearm in a Lock Box.
2. Weapons Oversight personnel will meet the ambulance at the entrance doors to take control of the Lock Box.
3. Weapons Oversight personnel in collaboration with EMS personnel will document transfer of the Lock Box on the Chain of Custody Form.
4. Facility personnel will give an empty Lock Box to EMS personnel.
5. Weapons Oversight personnel will put the Lock Box into the locked drawer in the ED physician's office. The key to the locked drawer is kept in the Meddispense machine.
6. Upon discharge of the patient, Weapons Oversight personnel will complete the chain of custody form with the patient and will give the patient the weapon from the Lock Box at the exit door from the ED.
7. A weapon will not be relinquished to a patient if, in the judgement of the ED physician, there are behavioral concerns, threatening or violent behavior, the patient is mentally deficient, or the patient is incapacitated. In the case of these concerns, law enforcement will be contacted to take the weapon.
8. If an ED patient is transported by EMS to another facility, the weapon will accompany them in a Lock Box just like any other patient belonging.