

Hospital Command Center Checklist

Safety & Security (Law Enforcement) Incident

Incident Information

- Date: _____
 - Time Activated: _____
 - Incident Type:
 - ☐ Armed Individual
 - ☐ Active Assailant
 - ☐ Hostage Situation
 - ☐ Bomb Threat
 - ☐ Suspicious Package
 - ☐ Civil Disturbance
 - ☐ Violent Patient/Visitor
 - ☐ Officer-Involved Event
 - ☐ High-Risk Prisoner
 - ☐ Dignitary Visit
 - ☐ Public Demonstration
 - ☐ Other: _____
 - Incident Location:
-
-

INITIAL ACTIVATION (0–15 Minutes)

Incident Command

- ☐ Activate Hospital Incident Command System (HICS)
- ☐ Open Hospital Command Center
- ☐ Assign Incident Commander

☐ Assign Section Chiefs:

- ☐ Operations
- ☐ Planning
- ☐ Logistics
- ☐ Finance/Administration

☐ Notify Executive Leadership

☐ Notify Security Director

☐ Begin Incident Action Log

☐ Establish operational briefing schedule (every 30–60 minutes)

INCIDENT ASSESSMENT

☐ Confirm incident location(s)

☐ Identify immediate threats to life safety

☐ Determine whether the threat is:

- ☐ Active
- ☐ Contained
- ☐ Resolved

☐ Identify affected departments

☐ Determine operational impact

☐ Confirm law enforcement jurisdiction and lead agency

☐ Establish a law enforcement liaison within the Command Center

☐ Evaluate need for shelter-in-place, lockdown, evacuation, or service restrictions

LIFE SAFETY

☐ Issue appropriate emergency notification to staff

☐ Account for patients, staff, and visitors in affected areas

- ☐ Restrict access to the incident area
 - ☐ Identify safe refuge areas
 - ☐ Protect critical care and procedural areas
 - ☐ Coordinate emergency medical response for casualties
 - ☐ Ensure access routes remain available for emergency responders
-

LAW ENFORCEMENT COORDINATION

- ☐ Establish Unified Command if appropriate
 - ☐ Confirm incident objectives with responding agencies
 - ☐ Provide facility maps and access information
 - ☐ Coordinate access to secure areas
 - ☐ Identify staging areas for law enforcement
 - ☐ Coordinate evidence preservation with law enforcement
 - ☐ Maintain documentation of law enforcement requests
 - ☐ Track entry and exit of responding agencies
-

SECURITY OPERATIONS

- ☐ Increase security staffing
 - ☐ Secure entrances and exits as directed
 - ☐ Control visitor access
 - ☐ Restrict employee access to affected areas
 - ☐ Monitor surveillance systems
 - ☐ Secure parking areas
 - ☐ Protect critical infrastructure (e.g., pharmacy, infant units, data centers)
 - ☐ Maintain perimeter security
-

CLINICAL OPERATIONS

- ☐ Assess Emergency Department operations
 - ☐ Protect operating rooms and procedural areas
 - ☐ Assess ICU operations
 - ☐ Continue essential patient care
 - ☐ Delay or relocate non-urgent services if necessary
 - ☐ Prepare for potential patient surge
 - ☐ Coordinate trauma response if casualties are anticipated
-

PATIENT MANAGEMENT

- ☐ Protect vulnerable patients
 - ☐ Restrict patient movement as needed
 - ☐ Coordinate movement of patients away from unsafe areas
 - ☐ Track relocated patients
 - ☐ Maintain continuity of medications and treatments
 - ☐ Coordinate transfers if required
-

STAFF MANAGEMENT

- ☐ Notify department directors
 - ☐ Account for on-duty staff
 - ☐ Provide situational updates
 - ☐ Assign staff to essential functions
 - ☐ Arrange relief staffing for prolonged incidents
 - ☐ Provide behavioral health support resources
-

COMMUNICATIONS

Maintain communication with:

- ☐ Local Law Enforcement
 - ☐ EMS
 - ☐ Fire Department
 - ☐ Emergency Management
 - ☐ Public Health (if appropriate)
 - ☐ Hospital Leadership
 - ☐ Regional Healthcare Coalition (if appropriate)
 - ☐ Internal department leaders
-

FACILITY OPERATIONS

- ☐ Verify building access controls
 - ☐ Monitor fire alarm and life safety systems
 - ☐ Assess elevator operations
 - ☐ Secure mechanical and utility rooms
 - ☐ Maintain emergency power readiness
 - ☐ Protect communications infrastructure
-

FAMILY & VISITOR MANAGEMENT

- ☐ Establish Family Information Center (if appropriate)
 - ☐ Restrict visitor access as directed
 - ☐ Coordinate patient reunification when safe
 - ☐ Provide behavioral health support
 - ☐ Coordinate chaplain services
-

PUBLIC INFORMATION

- ☐ Activate Public Information Officer (PIO)
 - ☐ Coordinate messaging with law enforcement
 - ☐ Designate media briefing location
 - ☐ Monitor media and social media
 - ☐ Release only verified information
 - ☐ Protect patient privacy and confidential information
-

CONTINUITY OF OPERATIONS

- ☐ Maintain essential clinical services
 - ☐ Identify alternate care locations if necessary
 - ☐ Continue pharmacy, laboratory, and imaging support
 - ☐ Assess need for ambulance diversion
 - ☐ Coordinate with regional partners for patient transfers if required
-

DOCUMENTATION

- ☐ Incident Action Log
 - ☐ Security Activity Log
 - ☐ Law Enforcement Liaison Log
 - ☐ Patient Movement Log
 - ☐ Staff Accountability Log
 - ☐ Resource Request Log
 - ☐ Communications Log
 - ☐ Facility Damage Report (if applicable)
 - ☐ Financial Tracking
-

RECOVERY

- ☐ Confirm law enforcement has released affected areas
 - ☐ Conduct facility safety assessment
 - ☐ Restore normal access controls
 - ☐ Resume suspended operations
 - ☐ Account for all patients, staff, and visitors
 - ☐ Provide employee support and critical incident stress resources
 - ☐ Preserve records and evidence as directed
 - ☐ Conduct hot wash
 - ☐ Schedule After Action Review (AAR)
 - ☐ Develop Improvement Plan
-

COMMAND CENTER STATUS BOARD

Incident Status

Threat Status:

☐ Active ☐ Contained ☐ Resolved

Current Protective Action:

- ☐ Normal Operations
 - ☐ Heightened Security
 - ☐ Shelter-in-Place
 - ☐ Partial Lockdown
 - ☐ Full Lockdown
 - ☐ Partial Evacuation
 - ☐ Full Evacuation
-

Facility Status

Emergency Department:

☐ Open ☐ Limited ☐ Closed

Operating Rooms:

☐ Operational ☐ Limited ☐ Suspended

Outpatient Services:

☐ Open ☐ Limited ☐ Closed

Visitor Access:

☐ Normal ☐ Restricted ☐ Suspended

Patient & Staff Status

Patients Relocated: _____

Staff Accounted For: _____ / _____

Visitor Accountability Completed:

☐ Yes ☐ No

Casualties:

Patients: _____

Staff: _____

Visitors: _____

Law Enforcement Coordination

Lead Agency: _____

Unified Command Established:

☐ Yes ☐ No

Perimeter Established:

☐ Yes ☐ No

Evidence Preservation Required:

☐ Yes ☐ No

Resource Requests

Operational Priorities

- 1.

 - 2.

 - 3.

 - 4.

 - 5.

-

Significant Events Log

Time	Event	Action Taken	Responsible Leader