

MOORE COUNTY HOSPITAL DISTRICT	Policy #:9500-EM-1040
Responsible Dept: Administration	Page 1 of 3
Title: Workplace Violence Prevention Plan	Effective Date: 07/2024

Policy Statement:

OBJECTIVE

Moore County Hospital District’s (“MCHD”) prohibits and will seek to prevent workplace violence by any person on District owned or operated properties. Any person found in violation of this Plan or related policies will be removed from the hospital premises and, if applicable, may be subject to termination or other disciplinary action, arrest and/or criminal prosecution. Moore County Hospital District adopts this Workplace Violence Prevention Plan and all related policies to protect health care providers, employees, patients, and visitors from violent behavior occurring at MCHD.

Rules:

POLICY

1. DEFINITION

- a. MCHD does not tolerate workplace violence of any kind including, without limitation:
 - i. any act or threat of physical force, against a health care provider or employee that results in, or is likely to result in, physical injury or psychological trauma;
 - ii. any harassment, intimidation or other threatening disruptive behavior;
 - iii. any incident involving the use of a firearm or other dangerous weapon, regardless of whether a health care provider or employee is injured by the weapon.
- b. MCHD prohibits the following conduct by any person on MCHD properties that includes without limitation:
 - i. Possession of any weapon, explosive, or firearm on MCHD premises unless otherwise allowed by law;
 - ii. Physically harming a person;
 - iii. Engaging in behavior that creates a reasonable fear of injury in another person;
 - iv. Engaging in behavior that subjects another person to extreme emotional distress;
 - v. Shouting, shoving, pushing, harassment, intimidation or coercion;
 - vi. Intentionally damaging property or sabotage; and,

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vii. Committing injurious acts motivated by or related to domestic violence or sexual harassment.

2. WORKPLACE VIOLENCE PREVENTION PLAN

- a. The MCHD Board of Directors adopts this Workplace Violence Prevention Plan (the “Plan”) on August 28, 2024. This Plan shall comply with SB 240, “Workplace Violence Prevention Law”, and the related rules and regulations promulgated by the Texas Health & Human Services Commission (HHSC).
- b. The MCHD Board of Directors designates the Safety Committee, or a subcommittee thereof (“Oversight Committee”), to oversee the Plan. The Oversight Committee membership shall include at least one nurse, one physician who provides direct patient care to facility patients, and one employee who provides Guardian services (see Guardian Program policy). The Oversight Committee will:
 - i. Implement the Plan taking into consideration practice settings;
 - ii. Utilize the existing Risk Management System to capture and investigate reports of violent incidents;
 - iii. Ensure all MCHD employees receive annual workplace violence education;
 - iv. Solicit workplace violence information from health care providers and employees through annual safety surveys or incident reporting systems;
 - v. Receive and review workplace violence trends within the District;
 - vi. Evaluate the effectiveness of the Workplace Violence Prevention Plan and give an annual report to the MCHD Board of Directors.
- c. The MCHD Board of Directors shall give significant consideration to the Plan recommended by the Oversight Committee. Any deviations from the Committee’s recommended plan or program must be documented in the minutes of the MCHD Board of Directors and shall include justifications for the deviation.
- d. All employees and providers, including physicians, are encouraged to contact any member of the Oversight Committee to provide input and feedback on workplace violence. All information provided shall be confidential and no committee member or assigned committee staff shall disclose such confidential information outside members of the committee. Disclosure of confidential information may lead to disciplinary action, up to and including termination.

3. STAFFING ASSIGNMENTS

- a. The MCHD Board of Directors designates the MCHD Staffing Committee to address any staffing adjustments that might become necessary to prevent a health care provider or employee from treating or providing services to patients who have

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intentionally engaged in or threatened physical abuse against the health care provider or employee.

4. REPORTING

- a. MCHD shall institute a reporting system that allows for the reporting, including confidential reporting, of workplace violence incidents. Data collected regarding workplace violence shall be aggregated and collected and provided to the Safety Committee no less than annually.
- b. Any person shall be allowed to make a report to law enforcement regarding a workplace violence incident and such person(s) shall not be impeded or coerced from making such a report. Any impeding or coercion of this kind by an employee or health care provider, including a physician, will not be tolerated and such persons may be subject to termination or other disciplinary action.

5. POST-INCIDENT RESPONSE AND RETALIATION PROHIBITED

- a. MCHD will offer immediate post-incident services including post-event debriefing/counselling and any necessary acute medical treatment for each health care facility provider or employee directly involved in an incident.
- b. Retaliation against any person reporting workplace violence incidents or providing information to the Safety Committee is prohibited. Any employee who believes they have been subject to retaliation may contact Human Resources and follow the process outlined in MCHD's Grievance Policy.
- c.

Related Policies:

9400-HR-200	WORKPLACE THREATS AND VIOLENCE
9500-LD-11023	EMPLOYEE'S RIGHT TO CARRY A HANDGUN
9500-EM-1031	EMERGENCY EVENT RESPONSE
9500-EM-1030	ACTIVE SHOOTER
9500-EM-1035	GUARDIAN PROGRAM

Adopted by the MCHD Board of Directors on August 28, 2024.

Russell Fangman, Secretary

Jeff R. Turner, Chief Executive Officer

MOORE COUNTY HOSPITAL DISTRICT	Policy #:9400-HR-200
Responsible Dept: Human Resources	Page 1 of 2
Title: Workplace Threats and Violence	Effective Date: 07/2008

Policy Statement:

MCHD strives to provide a safe environment for employees, visitors, guests, or other individuals from threats, threatening behavior or acts of violence while on MCHD property or representing MCHD. Violations of this policy will lead to disciplinary action which may include dismissal, arrest, and prosecution.

Rules:

1. Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on MCHD property shall be removed from the premises as quickly as safety permits, and shall remain off MCHD premises pending the outcome of an investigation. MCHD will initiate an appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.
2. No existing MCHD policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life threatening situation from developing.
3. All MCHD personnel are responsible for notifying the management representative designated below of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a company controlled site, or is connected to company employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If the designated management representative is not available, personnel should report the threat to their supervisor or another member of the management team.
4. All individuals who apply for or obtain a protective or restraining order which lists company locations as being protected areas, must provide to the designated management representative a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

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Title: Workplace Threats and Violence	Effective Date: 07/2008

5. MCHD understands the sensitivity of the information requested and has developed confidentiality procedures which recognize and respect the privacy of the reporting employee(s).

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Responsible Dept: Administration	
Title: Employee's Right to Carry a Handgun	Effective Date: 11/2015

POLICY

Moore County Hospital District shall allow authorized individuals to carry concealed handguns on premises under the conditions defined by this policy and current governing law.

RULES

1. Governing law as of the date of this policy reads as follows:

Sec. 46.035. UNLAWFUL CARRYING OF HANDGUN BY LICENSE HOLDER. (a) A license holder commits an offense if the license holder carries a handgun on or about the license holder's person under the authority of Subchapter H, Chapter 411, Government Code, and intentionally fails to conceal the handgun.

(b) A license holder commits an offense if the license holder intentionally, knowingly, or recklessly carries a handgun under the authority of Subchapter H, Chapter 411, Government Code, regardless of whether the handgun is concealed, on or about the license holder's person:

(4) on the premises of a hospital licensed under Chapter 241, Health and Safety Code, or on the premises of a nursing home licensed under Chapter 242, Health and Safety Code, unless the license holder has written authorization of the hospital or nursing home administration, as appropriate;

And as Revised by HB 1927 "The Firearm Carry Act of 2021" Section 23(a)(11):

SECTION 23. Section 46.03, Penal Code, is amended by amending Subsections (a), (c), (e-1), (e-2), and (g) and adding Subsections (a-2), (a-3), (a-4), and (g-2) to read as follows:

(a) A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, location-restricted knife, club, or prohibited weapon listed in Section 46.05(a):

(11) on the premises of a hospital licensed under Chapter 241, Health and Safety Code, or on the premises of a nursing facility licensed under Chapter 242, Health and Safety Code, unless the person has written authorization of the hospital or nursing facility administration, as appropriate;

2. The Chief Executive Officer (CEO) has exclusive authority to approve licensed individuals permission to carry a concealed handgun on District premises.
3. In order to be granted permission to carry a concealed handgun, the following conditions must be met:

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- A. A request must be made to MCHD's CEO by a licensed individual;
 - B. The requesting individual must present a valid State of Texas Concealed Handgun License (CHL);
 - C. The requesting individual must have a need for the request to be granted. The CEO shall have the sole discretion to determine if a legitimate need exists.
4. The CEO shall provide a written response to the requesting individual of whether the request is approved or denied.
 5. For all approved requests, MCHD shall maintain a file that contains the following:
 - A. The name of the approved individual;
 - B. A copy of the approved individual's valid State of Texas CHL;
 - C. A copy of the CEO's approval letter.
 6. The CEO has exclusive authority to revoke previously granted authority at his/her sole discretion. Such revocation shall be made in writing and filed with the documents contained in #5 above.

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Title: Emergency Event Response	Effective Date: 3/20/2023

POLICY STATEMENT

To establish guidelines for securing the hospital in the event of an emergency in which increased safety is required and/or necessitated.

RULES

The ability to maintain a safe environment at any MCHD facility is of primary importance in an emergency. Situations calling for increased safety and/or high level controlled access within the facility include, but are not limited to, infant abductions, kidnappings, bio/chemical incidents requiring partial or total quarantine, criminal activity or civil disturbance within the hospital or the immediate surrounding perimeter, or the arrival of victim(s) s of violent crime(s) for treatment when the perpetrator(s) of such violence are not in police custody.

The authority to determine a safety category and communicate such circumstances falls under the CEO, or, if he or she is unable to be reached immediately, the Administrator-on-call. This person will become the Incident Commander and has holds the responsibility to communicate and coordinate with law enforcement and other 1st responders.

1. Safety Categories

A. Hold

- a. Explanation - Stay Within the facility and carry on as necessary.
- b. Examples – Community disturbance affecting an area more than 3 blocks away from the facility, biochemical incidence affecting outside area, infant abduction.
- c. Action – Stay within the facility and carry on responsibilities as necessary. All exterior doors remain locked. Follow department specific procedures as necessary (i.e. for infant abductions).

B. Secure

- a. Explanation – Continue to provide patient care in a secure and/or locked area.
- b. Examples – Imminent threat located directly outside of the facility or within 3 blocks of the area.
- c. Action – Follow your department specific procedure for lockdown. Continue to provide patient care in a secured and/or locked area. All

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exterior doors remain locked. No one will enter or exit the building during lockdown except as required by regulation (i.e via ED entrance).

C. Lockdown

- a. Explanation – Run, Hide, Fight. Secure yourself.
- b. Examples – Severe and dangerous disturbance on MCHD property, such as active shooter
- c. Action
 - i. **RUN** – Exit building if possible, to a secure and safe area. Then call 911
 - ii. **Hide** – If unable to run, Hide. Turn off lights, turn down cell phones, remain quiet, and find a weapon for defense. Call 911, if able.
 - iii. **Fight** – If encountered with the threat directly, FIGHT by any means necessary and try to get to safety. If able to escape, call 911.

D. Evacuate

- a. Explanation – Exit the building.
- b. Examples – bomb threat, Fire in your area, environmental threat within the facility
- c. Action – exit to a secure and safe area. Follow evacuation plan for your specific department. When you are safe, call 911.

E. Shelter

- a. Explanation – Shelter in place within the facility in a secure area
- b. Examples – severe weather event with imminent danger such as a tornado near the facility
- c. Action – Follow dept specific procedure for sheltering in place

2. **Communication**

A. MCHD administration will communicate events to employees in one or more of the following methods.

- a. Phone Text
- b. Email or computer message
- c. Overhead Page

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- B. Communication will include Safety Category, Situation, and Action to be taken.
- C. The “All Clear” will be given via the original method of communication that went out to employees.

3. **Guardian Program**

- A. MCHD reserves the right to have approved concealed carriers on-site.
- B. See Guardian Policy

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Responsible Dept: Emergency Preparedness	
Title: Active Shooter Policy	Effective Date: 3/12/2015 Revised: 11/15/2022

Policy Statement: MCHD has established procedures to govern the response of MCHD personnel in the event of an active shooter or any other armed intruder on the premises.

This policy is not designed to cover every situation that might present in dealing with an “active shooter” armed with a firearm, or any other type of weapon (knife, sword, bat, etc.) that has the potential to kill or injure MCHD personnel or patients. Any employee(s) threatened in any particular situation will have to use their best judgment to protect themselves, their patients, and any other people that are in the immediate area of the threat.

Rules:

1. Upon learning of a threat:
RUN away from the attacker – do not gather personal items, get to a safe location.
HIDE from the attacker.
FIGHT the attacker, if RUN or HIDE are not options.

If On-Main Hospital Campus:

2. As soon as possible and from a safe area, call 9-911 (or 911 if on a cell phone) and notify Dispatch of the threat. If known, provide:
 - Exact location and number of assailant(s)
 - Description of assailant(s) and type of weapon
 - The number of person(s) being potentially held hostage or still located in the affected area
3. When possible, dial 5555 and call a “**FACILITY ALERT – ACTIVE SHOOTER**” and then say the location over the intercom. Repeat at least twice. For example, “Facility Alert – Active Shooter Med-Surg. Facility Alert – Active Shooter Med-Surg”
4. Notify your immediate administrative officer.
5. Prepare for arrival of Police and other agencies to help mitigate the threat. The Police response will be to enter the premises to find, engage, and neutralize the threat. Full cooperation will be needed to completely obey the instructions and commands of the officers. Any scene will have lots of confusion, with some decisions or reactions having to be made in a split-second. **DO NOT QUESTION OR HESITATE TO ACT UPON THE OFFICER’S COMMANDS. DO NOT GIVE THE OFFICER ANY REASON TO SUSPECT THAT YOU MAY BE A THREAT TO THEM OR ANYONE ELSE.**

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If at Off-Campus Hospital Property:

6. As soon as possible and from a safe area, call 9-911 (or 911 if on a cell phone) and notify Dispatch of the threat. If known, provide:
 - Exact location and number of assailant(s)
 - Description of assailant(s) and type of weapon
 - The number of person(s) being potentially held hostage or still located in the affected area

7. Notify your immediate administrative officer.

8. Prepare for arrival of Police and other agencies to help mitigate the threat. The Police response will be to enter the premises to find, engage, and neutralize the threat. Full cooperation will be needed to completely obey the instructions and commands of the officers. Any scene will have lots of confusion, with some decisions or reactions having to be made in a split-second. **DO NOT QUESTION OR HESITATE TO ACT UPON THE OFFICER'S COMMANDS. DO NOT GIVE THE OFFICER ANY REASON TO SUSPECT THAT YOU MAY BE A THREAT TO THEM OR ANYONE ELSE.**

Administrator-on-Call Duties:

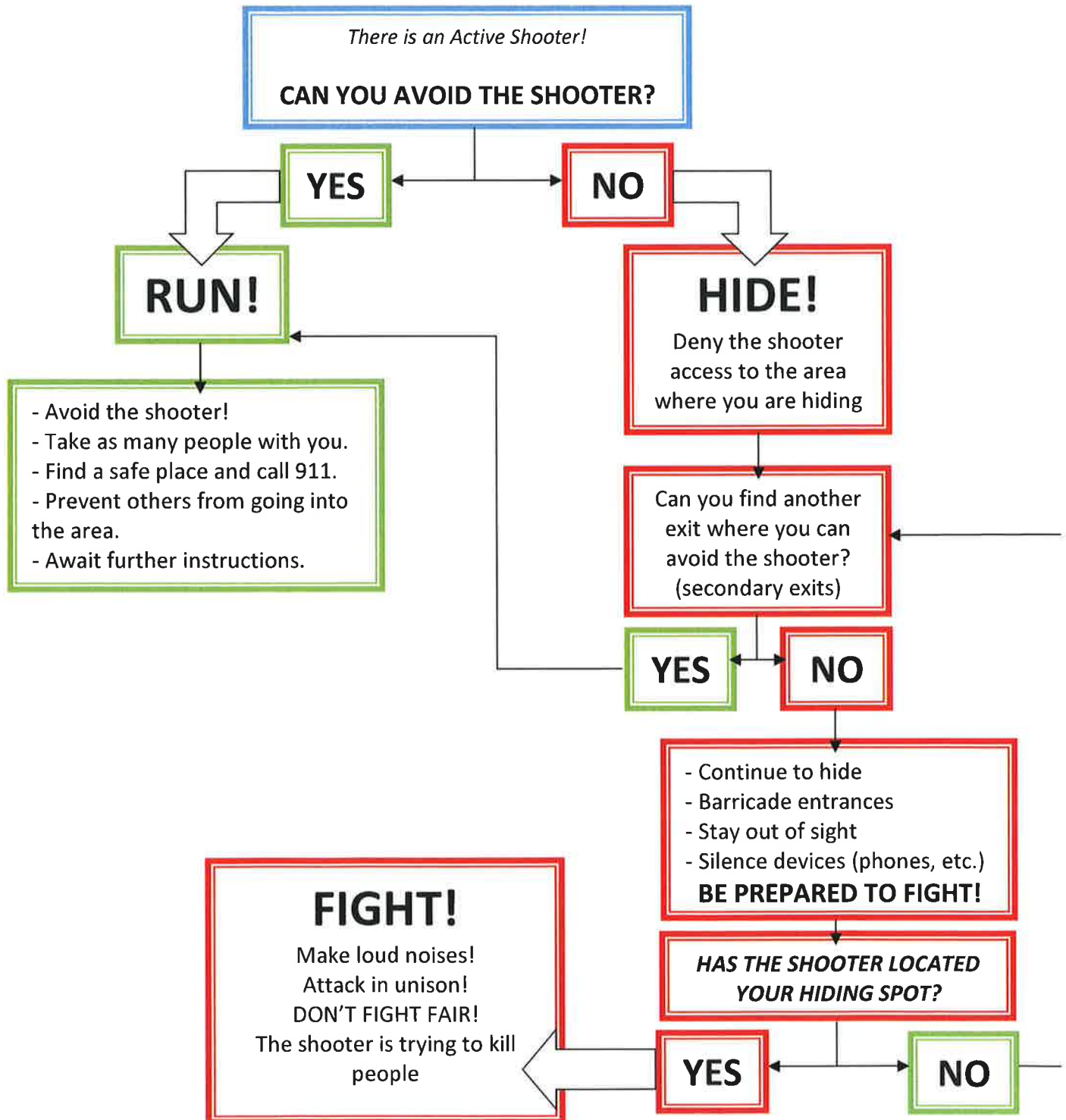
9. At all times, work in coordination with Law Enforcement to minimize injury and loss of life.
10. If the incident occurs in the Emergency Department or the incident prohibits MCHD's ability to deliver care safely, place the affected department/facility on Diversion Status until an all-clear is announced.
11. Cancel "FACILITY ALERT – ACTIVE SHOOTER" using overhead paging system only after Law Enforcement has deemed the situation to be clear and safe. Announce: "FACILITY ALERT – ACTIVE SHOOTER All Clear. FACILITY ALERT – ACTIVE SHOOTER All Clear."
12. Coordinate a post-incident debriefing involving all responding agencies.

Attachments:

FACILITY ALERT – ACTIVE SHOOTER Flow Sheet

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Active Shooter Decision Tree
07/17/2024



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Responsible Dept: Administration	
Title: Guardian Policy	Effective Date: 07/2024

Policy Statement: MCHD shall prepare and maintain an armed volunteer Guardian force for responding to an active shooter and/or other violent threat event.

Rules:

1. To be a MCHD Guardian, a person must:
 - a. Possess a current license to conceal carry a weapon by the State of Texas or an issuing state with reciprocity with the State of Texas. A Guardian must obtain a valid Texas conceal carry license before the issuing State's license expires.
 - b. Complete a Guardian Training Program offered by Dumas ISD/Local Law Enforcement;
 - c. Complete Psychological Testing and Interview as designated by Moore County Hospital District;
 - d. Annually recertify with the Dumas ISD/Law Enforcement Instructor;
 - e. Annually maintain and submit a shooting log that contains at least 150 rounds fired with the Guardian's certified weapon;
 - f. Register with the USCCA as a member of the "MCHD Guardian" group;
 - g. Complete USCCA on-line courses/videos, as assigned by the MCHD Guardian Program Coordinator.
2. MCHD Guardians are volunteers. While MCHD hopes and anticipates that MCHD Guardians would respond to a violent threat event, no person(s), individually or collectively, are accepting nor is Moore County Hospital District requiring, a response. Each Guardian is free to respond or not respond based upon their independent assessment of the threat when it is occurring.
3. When responding, MCHD Guardians are acting as volunteer citizens. A Guardian response is intended to be first on-scene until law enforcement arrives. Guardians are not a replacement for law enforcement and will surrender control of the scene as soon as law enforcement arrives.
4. When responding, Guardians will always:
 - a. wear a Guardian sash or Guardian Body Armor;
 - b. only carry the Guardian's certified weapon; and,
 - c. only shoot MCHD-approved personal defense rounds.