# Mini-Drill Program: Weapons

Department or Unit:
Leader conducting Drill:
Date Drill conducted:

## Objectives

1. Define different objects that can be used as a weapon in the hospital, healthcare facilities, business units, and business occupancies.
2. Identify policies that address workplace violence, combative individuals, and individuals with weapons, to include:
	1. Workplace Violence Policy
	2. Emergency Response plan
3. Identify the first steps that should be taken if an individual in the facility brandishes a weapon or attempts to create a hostage-type situation:
	1. Do not attempt to disarm any individual.
	2. Relocate to a safe area and initiate a [response plan] using the emergency number.
	3. Non-hospital locations should call “911”.
4. Identify important general information related to weapons, including:
	1. Our facility is a weapon-free zone.
	2. Security should be notified immediately if an individual besides a law enforcement officer is carrying (or suspected of carrying a weapon).
	3. Staff members should call the designated emergency number if there is any concern for personal safety or the safety of others.

## Conducting the Drill

This drill can be conducted at huddles, staff meetings, or randomly in an area where staff members are gathered: break room, nursing station, etc. **This should take approximately 5-10 minutes.**

1. Introduce yourself and explain to the staff that you will be conducting a short mini-drill to increase awareness around emergency management concepts and response.
2. Show the staff members the picture of the weapon and ask the following questions:
	1. How would you respond if you saw this weapon on a patient or patient’s family member?
	2. Identify some other items that can be considered weapons.
	3. Which policies address weapons, combative persons, and workplace violence?
	4. Who is legally allowed to have a weapon in the hospital?
	5. Should you ever attempt to disarm an individual who has a weapon? Why or why not?
	6. What is the emergency number to use for the location we are currently in?

### Upon drill completion

1. Record the names of individuals on the completion form.
2. Answer the questions included on the completion form.
3. Submit the completion form (hard-copy, email or through online survey):
4. Refer any additional questions to [fill in point of contact].

## Mini-Drill Survey

Which items did staff members identify that could be used as a weapon?

Were staff members able to identify the policies that relate to weapons, workplace violence, and combative persons?
Yes No
Comments:

Were staff members able to identify the steps to take if an individual has a weapon?
Yes No
Comments:

Did staff members know the appropriate emergency number for your location?
Yes No
Comments:

Please document names of staff members who participated in the February mini-drill to be entered in drawing for prizes (use back-side if necessary):

Additional Comments: