

### How to Set-Up a Lock Box Distribution in Your Clinic

- **DEFINE** the problem
  - Gather data from local sources regarding the incidence of firearm injury
- **FOSTER** relationships with hospital/department leadership
  - For department heads and administrators: Do we think there is a problem that needs to be addressed? Is there an interest in addressing this problem? Are there opportunities to address the issue?
  - For Legal: 1) Ensure your program meets local laws and 2) work with legal to draft a liability waiver
  - Strategy Officer, CMO, CEO: Ensure your program supports the mission statement of the institution
  - Identify funding sources for a pilot project
- **IDENTIFY** a Program Manager or individual(s) that will provide oversight
  - Providing support to distribution locations
    - Maintaining inventory and ensuring accountability for device delivery
  - Supporting program growth: Identify new distribution sites, on-board staff, conduct training
- **DETERMINE** what data needs to be collected from each recipient of a safe storage device
  - Basic demographics, Distributing department, Device type and quantity, etc
  - Number of children in the home (allows researchers to identify number of children positively impacted)
- **BUILD** a data collection system: Includes creating a SmartSheet for recording data for demographics and waivers
- **CREATE** a QR code (sticker on the device) that links to your data collection system for easy data collection
- **IDENTIFY** distribution departments and build partnership: ER, Primary Care, Social Work, Specialty clinics
- **MAINTAIN** good communication with leadership in the pilot distribution to create buy-in, build out the screening process, and determine where this fits in clinic/process flow
  - Screening/distribution can be done by anyone familiar with process (Clinicians, nurses, social workers)

#### Sourcing:

- Lock boxes (Cost about \$35): May be lower if purchased in bulk (e.g. from a local gun range)
- Cable locks (Cost about \$10, e.g. Mizuoco 15 inch): can be used for rifles/long-guns

#### Screening:

- The primary focus is preventing firearm harm, but families and staff have been more receptive to a general safe storage conversation (e.g. Do you have anything dangerous in your home that would be safer in a lock box?).
- Ensure that all families receive similar screening to eliminate bias.
- Screening questions can cover multiple hazards, not just firearms:
  - Do you have any hazards in your home such as medication, firearms, tobacco products, etc. that you would like to secure with a free lock box or cable lock?
    - Provide a storage device for every hazard
    - Provide a storage device for every household the child/patient resides in

#### Distribution:

- Once a recipient is identified, demographic data needs to be obtained and a liability waiver needs to be signed.
- Ideally, the recipient uses a smart phone to scan a QR code and complete the data survey/liability waiver online.
  - Alternatively, you can use tablets at distribution locations for online access
  - Paper forms can also be made available to meet preference or need
- Ensure education occurs: recipient receives an educational handout (1-2 pages) about safety and how to improve safety using the device