

SUBJECT: SECURITY MANAGEMENT PLAN	REFERENCE #1005
DEPARTMENT: HOSPITALWIDE	PAGE: 1 OF: 12
APPROVED BY:	EFFECTIVE:
	REVISED:

**SCOPE:**

\_\_\_\_\_ Hospital’s Security Management Plan’s scope is to provide a plan that shall protect employees, patients and visitors from harm. A risk assessment is conducted to determine the elements of the plan and includes all off-site locations.

**OBJECTIVE:**

The objective of Security Management Plan is to offer safety and security for all patients, visitors, staff and property of this hospital.

**GOALS:**

- The goals of the Security Management Plan include the following:
  - To provide education to staff on the elements of the Security Management Plan
  - To control access to and egress from sensitive areas (i.e., Newborn Nursery, ED, Special Care Units, Pharmacy)
  - To reduce the risk of potential security incidents
  - To address security concerns of patients, visitors, staff and property

**RESPONSIBILITY:**

The Security Director, Safety Officer and Safety/Environment of Care Committee are responsible for developing, implementing, monitoring and managing the Security Management Plan.

**DESIGNATION OF EMPLOYEES RESPONSIBLE FOR DEVELOPING, IMPLEMENTING AND MONITORING THE SECURITY MANAGEMENT PLAN:**

- The Chief Executive Officer shall appoint a qualified individual to develop, implement, maintain and monitor the Security Management Plan.
- The Security Director is responsible for maintaining a Security Management Plan that prepares for and prevents future security incidents by establishing security procedures, inservice orientation and continuing education of all staff, and monitoring and evaluation of security incidents for opportunities to improve care.

SUBJECT: INFANT/CHILD ABDUCTION RESPONSE PLAN	REFERENCE #2616
DEPARTMENT: HOSPITALWIDE	PAGE: 1 OF: 7
APPROVED BY:	EFFECTIVE: REVISED:

**PURPOSE:**

To ensure that all hospital personnel and outside agencies are notified appropriately, with the goal being to locate and reunite the infant or child and his/her family as quickly as possible. Effective crisis management, immediately following an infant or child abduction, requires close cooperation between physicians, nurses, administration, security, other hospital personnel, law enforcement personnel and the media. Given the urgent nature of an infant or child abduction and time-critical decisions that must be made, this cooperation becomes vital.

**POLICY:**

At no time during the early stages of an abduction should any person, without a valid need to know, be told that an infant or child is missing. The law enforcement agency(ies) and Community Relations Department will make that determination in conjunction with the administration of the hospital. No hospital employee or volunteer is authorized to make a public statement concerning this incident or communicate with a member of the media without prior clearance from the Chief Executive Officer, Community Relations Director or designee.

**PROCEDURE:**

- When a staff member has suspicion that an infant or child is missing or has been abducted, he/she will immediately notify the Charge Nurse or Unit Nurse Manager. A search will be conducted of the unit. The unit staff will follow the following response program **STORK**:
  - **S** = Search the unit for infant/child and Secure the scene.
  - **T** = Telephone notification of appropriate staff by calling the emergency number \_\_\_\_\_, and give the following information:
    - “Code \_\_\_\_\_”
      - ◆ Name of employee reporting the incident and the location
      - ◆ Last known location of the infant/child
      - ◆ Exit used to remove the infant/child from unit, if known
      - ◆ Description of the abductor, if known

SUBJECT: INTRUDER WITH A GUN	REFERENCE #3019
DEPARTMENT: SECURITY	PAGE: 1 OF: 5
APPROVED BY:	EFFECTIVE:
	REVISED:

**POLICY:**

- In the event that hospital staff are involved in a situation in which an intruder with a gun has entered the hospital, notification to law enforcement shall be made immediately.
- The law enforcement agency will take charge of the investigation and resolution of the situation.

**PROCEDURE:**

- General Staff Responsibilities:
  - Staff encountering an individuals with a gun shall:
    - Dial \_\_\_\_\_ to notify the Operator. Tell the Communications Department/Operator to announce a "Code \_\_\_\_\_" and the location.
    - If possible, stay on the line without jeopardizing yourself and give as many details as possible, including:
      - ◆ Physical description of the individual with the gun
      - ◆ Location of the individual
      - ◆ Weapon(s) the individual has
      - ◆ Number of people (patients, visitors, staff) involved
    - The Operator will announce on the overhead paging system, "Attention All Units. Hospital Alert - Code \_\_\_\_\_. Location of where Code \_\_\_\_\_ is taking place. Seek a safe area."
      - ◆ The Operator will make this announcement three (3) times.
    - The Operator will notify the local law enforcement agency.
    - The Operator will notify Security by radio.

SUBJECT: WORKPLACE VIOLENCE PREVENTION PLAN	REFERENCE #3023
DEPARTMENT: SECURITY/HOSPITALWIDE	PAGE: 1 OF: 11
APPROVED BY:	EFFECTIVE: REVISED:

**POLICY:**

- The safety and security of hospital staff, patients and visitors is of vital importance. Therefore, acts or threats of physical violence, including intimidation, harassment or coercion, which affect the hospital or which occur on hospital property will not be tolerated.
- \_\_\_\_\_ Hospital is committed to creating an environment of zero tolerance for workplace violence, verbal and nonverbal threats and related actions.
- \_\_\_\_\_ Hospital's Workplace Violence Prevention Plan shall:
  - Outline a comprehensive plan for maintaining security in the workplace
  - Ensure that an employee who reports or experiences workplace violence **will not** face reprisals
  - Encourage employees to promptly report incidents and suggest ways to reduce or eliminate risks
- A violation of this policy by any individual on hospital property is considered misconduct and will lead to disciplinary and/or legal action, as appropriate.
- This prohibition against threats and acts of violence applies to all persons, including, but not limited to:
  - Hospital employees
  - Contract and temporary staff
  - Patients and visitors
- \_\_\_\_\_ Hospital has established a management response team, which is responsible for the overall implementation and maintenance of the hospital's workplace violence prevention plan. Management response team members are management level representatives from the following departments:
  - Human Resources
  - Safety

# ANNUAL COMPETENCY SKILLS ASSESSMENT EVALUATION OF PERFORMANCE SECURITY OFFICER

1 = Cannot Perform Skills Independently

2 = Requires Some Assistance to Perform Skills

3 = Can Perform Skill Independently

NA = Not Applicable

- Ensures the following systems are operating correctly:
  - Infant/child abduction alarm/tag system 1 2 3 NA
  - Emergency exit doors in secured units 1 2 3 NA
  - Patient wandering devices 1 2 3 NA
  - Panic alarms 1 2 3 NA
  - Burglary alarms 1 2 3 NA
  - Other 1 2 3 NA
- Follows established policies and procedures to prevent:
  - Facility property theft 1 2 3 NA
  - Staff property theft 1 2 3 NA
  - Patient property theft 1 2 3 NA
  - Visitor property theft 1 2 3 NA
  - Pilfering, tampering and/or theft of medications 1 2 3 NA
- Stays informed about the latest security techniques and technologies. 1 2 3 NA
- Demonstrates strong, accurate decision making capabilities 1 2 3 NA
- Familiar with facility and grounds 1 2 3 NA
- Knowledge of electronic security alarms, detection devices, i.e., metal detector, CCTV 1 2 3 NA
- Demonstrates knowledge/skill of the following:
  - Public and community relations 1 2 3 NA
  - Investigation techniques 1 2 3 NA
  - Interviewing techniques 1 2 3 NA