SCOPE:

__________________ (organization name) Security Management Plan’s scope is to provide a plan that shall protect employees, patients and visitors from harm. A risk assessment shall be 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 shall 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 shall be responsible for developing, implementing, monitoring and managing the Security Management Plan.
PURPOSE:

- To ensure that all hospital staff/volunteers 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 staff/volunteers, law enforcement staff 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 shall 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 shall make that determination in conjunction with the administration of the hospital.

- No hospital employee or volunteer shall be 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/volunteer has suspicion that an infant or child is missing or has been abducted, he/she shall immediately notify the Charge Nurse or Unit Nurse Manager. A search shall be conducted of the unit. The unit staff/volunteers shall follow the following response program STORK:

  - S = Search the unit for infant/child and Secure the scene.
DEFINITION:

Per the Joint Commission, an "active shooter" is an individual actively engaged in killing or attempting to kill people in a confined and populated area. Victims of an active shooter can be randomly selected and often are healthcare staff. Active shooter situations are often over within 15 minutes.

PURPOSE:

To provide guidance in the event an individual brandishes a weapon, holds a person hostage against his/her will, is actively shooting or in the process of attacking individuals with a deadly weapon.

POLICY:

• **IMMEDIATELY** notify local law enforcement in the event that hospital staff are involved in a situation in which an active shooter has entered the hospital.

• The law enforcement agency will take charge of the investigation and resolution of the situation.

• The Security Director and Patient Safety Director shall:
  • Establish a working relationship with local law enforcement, and determine and communicate to law enforcement the organization’s law enforcement liaison officer.
  • Ensure law enforcement is familiar with the organization’s buildings.
  • Provide law enforcement with life safety drawings, both electronically and in hard copy.

• The Security Director and Patient Safety Director shall develop and implement a plan to assist law enforcement with access control, **OR**

• The Security Director and Patient Safety Director shall provide local law enforcement with a “Go Kit” that includes access badges and Life Safety drawings.
PURPOSE:

To provide a workplace free from violence through prevention, effective and safe response and reporting of occurrences.

DEFINITIONS:

- **Coercion** - Using power or strength to influence the behavior of another person.
- **Disorderly Conduct** - Shouting, throwing or pushing objects, punching walls and slamming doors.
- **False Statements** - Malicious or unfounded statements against coworkers, supervisors or subordinates which tend to damage their reputations or undermine their authority.
- **Intimidation** - Repetitious mistreatment of someone which can cause health, emotional and psychological problems, such as verbal abuse and deliberately creating circumstances that limit the ability to complete work.
- **Verbal Harassment** - Abusive or offensive language, gestures or other discourteous conduct towards supervisors, fellow employees or the public.
- **Workplace** - Any location, permanent or temporary where an employee performs work-related duties.
- **Workplace Violence** - Any physical, assault, threatening behavior or verbal abuse occurring in the work setting.
  - Workplace violence includes verbal harassment, disorderly conduct, making false statements, intimidation and coercion.
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