COHESIVE HEALTHCARE MANAGEMENT & CONSULTING		
Mangum Regional Medical Center		

TITLE		POLICY
Security Management Plan		**LS-400**
MANUAL	EFFECTIVE DATE	REVIEW DATE
Life Safety (Environment of Care)	**TBD**	**TBD**
DEPARTMENT	REFERENCE	
Plant Operations	See references below	

SCOPE

The Security Management Plan is Hospital-wide in scope.

PURPOSE

The Environment of Care (EOC) Security Management Plan is established to provide a safe environment and to protect all staff, patients, and visitors from harm and to ensure staff is knowledgeable of their roles and responsibilities during any security event.

POLICY

The Hospital's Security Management Plan contains processes to ensure standard work practices are followed and to mitigate any risks to patients, staff or building in the event of a security event.

PROCEDURE

A. Identification of hospital personnel: Personnel will be identified by badges and are to be worn completely visible at all times while on duty.

B. Identification of patients: Patients will be identified by an arm bracelet, issued upon admission, which contains their name; admit date, their physician's name, and other demographic information.

C. Identification of vendors: Vendors will be identified by badges and are to be worn and completely visible at all times while on the premises.

D. Security Issues: Any security issue concerning patients (including patient elopement, when applicable), visitors, personnel, and property will be appropriately investigated and reported as appropriate to law enforcement, Administration and Quality/Risk Manager.

E.   Controlling access: Access to sensitive areas (e.g., pharmacy, medical records, lab, central supply, biohazard, storage, and plant operations) will be controlled and restricted to those persons authorized by the Hospital to access those areas.

F.   Emergency Codes: The Hospital utilizes a set of emergency codes to alert staff in the event of an emergency/disaster/security event so the appropriate action and interventions can be enacted quickly and efficiently for the safety and protection of the patients, staff, visitors, environment, and /or building. See a detailed description of the codes in the Hospital Emergency Preparedness Plan, Appendix 9.

G.   Security Incidents: Refer to Hospital Plan Gen-014 for information on process to document/report any security incident.

ORIENTATION/EDUCATION

A.   Initial orientation regarding the plan will be given to new employees by the Plant Operations Manager. Annual education regarding the plan will be done annually for all Hospital employees. Orientation/Education will include:
1.   Addressing security concerns
2.   Reporting requirements/mechanism
3.   Proper identification
4.   Security procedures
5.   Access control

MONITORING THE PLAN

A.   Performance standards for the Security Management Plan are acknowledged through staff testing, monitoring and inspection activities, and review of security logs.

B.   Security Management Plan data is collected concurrently by the Plant Operations Department (i.e. Maintenance, Environmental Services) and reviewed by the Quality Committee monthly.

C.   Data is collected based on staff input and observation of the physical environment, internal and external monitoring, and testing and maintenance of the essential security systems. This review will ensure that certain performance standards are met and maintained.

D.   Quality Improvement: At least one aspect of EOC will be monitored on a quarterly basis and a report of the results will be forwarded to the Quality Committee, Medical Staff Committee, and Governing Body.

EVALUATION

A.   The objectives scope, performance, and effectiveness of the Hospital's Security Management Program are evaluated annually.

B.   Any necessary changes are prepared and presented to the Hospital's Quality Committee and changes made to improve the plan are based on committee recommendations.

REFERENCES

Centers for Medicare & Medicaid Services (2020) State Operations Manual Appendix W – Survey Protocol, Regulations, and Interpretative Guidelines for Critical Access Hospitals. §485.623 Physical Plant and Environment. [Electronic Version]. Retrieved on 06/01/21 from https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_w_cah.pdf

National Fire Protection Association (2012). Life Safety Code Handbook.

REVISIONS/UPDATES

Date	Brief Description of Revision/Change