Hospital Security Program Checklist

| Requirement | Yes | No | N/A | Corrective Action Plan |
| --- | --- | --- | --- | --- |
| Security program management |  |  |  |  |
| * Leadership is involved in implementing the security program |  |  |  |  |
| * Policy decisions set program priorities |  |  |  |  |
| * A competent individual completes a risk assessment to identify security hazards and quantify risk annually |  |  |  |  |
| Policies and Procedures |  |  |  |  |
| * The local security regulation is based on law, Army and MEDCOM regulations, and best practices |  |  |  |
| * Guiding laws and regulations are available |  |  |  |
| * Security regulations address procedures for managing identified security risks |  |  |  |
| * Security regulations are reviews and updated as needed, but at least once every 3 years |  |  |  |
| Emergency Management  Emergency procedures address— |  |  |  |  |
| * Access control to the facility in an emergency |  |  |  |
| * Movement within the facility in an emergency |  |  |  |
| * Security Department Interaction with community security agencies |  |  |  |
| * Vehicular access to the facility in an emergency |  |  |  |
| * Serious incident reporting |  |  |  |  |
| Staff Identification and Visitor Management  Procedures address the identification of individuals entering the buildings— |  |  |  |  |
| * Patients |  |  |  |
| * Staff |  |  |  |
| * Contractors, official visitors, and vendors |  |  |  |
| * volunteers |  |  |  |
| * students |  |  |  |
| * VIPs |  |  |  |
| Security Force  The security force is— |  |  |  |  |
| * trained |  |  |  |
| * Adequate in number |  |  |  |
| Building Security Survey   * Perimeter Barriers and Controls * Gate Security and Construction * Vehicle Control and Perimeter Entry Point Access * Clear Zones and Signage * Building Exteriors * Access Control * Lock and Key Control * Outdoor Lighting * Closed Circuit Television (CCTV) * Panic Alarms * Intrusion Alarms * Parking Facilities |  |  |  |  |
| Patient and Worker Safety   * Forensic Patients * Infant and pediatric Abduction * Elopement * Medication Diversion * Violence in the workplace |  |  |  |  |
| Security Sensitive Areas   * Cash Handling * Medical Supply Storage Facilities * Information Services * Policies are in place prescribing the physical safety and security of devices. * All staff understands and agree to abide by physical access policies and procedures. * All devices containing Protected Health Information are inventoried and can be accounted for. * Computers are protected from environmental hazards. * Physical access to secure areas is limited to authorized individuals. * Computers running EHR systems are shielded from unauthorized viewing. * Equipment located in high-traffic or less secure areas is physically secured. * Loading Docks |  |  |  |  |