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 ManagementEmergency 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 ManagementProcedures 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
 |  |  |  |  |