Hospital Plan Template Security

Access Control
- List the types of incidents that will require security management.
- Describe procedures for controlling access to the facility based on the pandemic influenza scenario and other potential threats
  - Mechanical controls such as camera, automatic door locks, etc.
  - Man power control
- Identify and define graded levels of control
  - Visitor control (May be previously covered in Infection Control Section)
  - "Controlled access"
  - "Lock down"
- Identify triggers for controlling access
- Identify the access and egress point for employees during a crisis.
  - Describe what security is needed to ensure employee safety at access and egress point.
- Identify responsible authority (And/or ICS process) for initiation and management of access control.
- Determine what signage may be needed and where signs would be posted to inform the public and staff and assist with managing access control.
- Define criteria for notification of law enforcement.

Security Disasters
- Develop plans for security threats to building
  - Active shooter
  - Bomb threat

Security Staffing
- Describe staffing needs for access control
- Describe role of local law enforcement in hospital security if appropriate
  - Discuss with law enforcement and assure agreement
- Identify non-security or non-law enforcement personnel to fulfill the security role if they are not available.
- Identify training and exercise requirements for security staff.

Protection of Facility Assets and Resources
- Describe how you will store and secure high value items such as
  - Vaccine
  - Antiviral medications
  - PPE
  - Other high demand items

Staff Information and Communication
- Describe what information will be communicated to staff and method of communication
  - Initiation of security response
  - Employee action required
    - Shelter in place
    - Self protection during response

- Self protection when leaving or returning to facility
  - Consider what efforts you may want to make to educate staff ahead of time in security and safety procedures. Identify any training requirements.