

## UNIVERSITY OF TOLEDO HEALTH SCIENCE CAMPUS

SUBJECT: SECURITY MANAGEMENT PLAN

Procedure No. SM-08-000

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### PROCEDURE STATEMENT

The University of Toledo Health Science Campus (UT HSC) shall have a Security Management Plan.

### PURPOSE OF PROCEDURE

To meet mandates prescribed by the Joint Commission (JC), and manage safety and security risks at the University of Toledo Medical Center (UTMC) and Health Science Campus.

### SCOPE

(NOTE: Because of the importance, breadth and scope of the safety and security requirements in standard (EC.02.01.01), UT retains separate management plans for safety and security).

The Security Management Plan describes how the organization will provide and maintain a safe physical environment and manage staff activities to reduce the risk of injuries. The Safety Management Plan applies to the UT Medical Center and all associated facilities and clinics. Medical facilities have inherent safety risks associated with providing services for patients, the performance of daily activities by staff, and the physical environment in which services occur. The Safety Management Plan is designed to work in concert with the other Environment of Care Management Plans (i.e. Utility Systems, Hazardous Materials, Medical Equipment, Security Plan and Fire Safety Plan). The Safety Management Plan serves as the lead plan in establishing a safe environment for all of the listed plans to direct compliance with TJC standards. The plans are reviewed and accessed annually to determine effectiveness and continued improvement and functioning within the Environment of Care.

### RESPONSIBILITY

The Security Management Plan is assigned a leader with the appropriate knowledge, skills and abilities to meet elements of performance. This individual is required to review and sign the plan annually. The hospital identifies a person(s), as designated by leadership, to coordinate the development, implementation and monitoring of the security management activities: The Office of Public Safety has been appointed by the Board of Trustees of the University of Toledo to provide hospital security services, law enforcement services and environmental health and radiation safety services for the institution. The Director of Security is responsible for the implementation of the practices described below.

The Office of Public Safety is assigned the responsibility to complete elements of the plan and ensure its continued implementation. Reports on the plan's implementation are reported to the Safety and Health Committee on a regular basis. A representative from hospital administration sits on the Safety and Health Committee. On an annual basis the assessment of the effectiveness of each individual management plan is presented to the Board of Trustees of the University of Toledo.

### PROCESSES AND PROCEDURES

The hospital manages safety and security risks:

- The hospital implements a process to identify safety and security risks associated with the environment of care that could affect patients, staff, and other people coming to the hospitals facilities:
  1. All employees and students are provided instruction through orientation including how to contact the University Police and Hospital Security for emergency and non-emergency response and information pertaining to maintaining a safe work environment.

2. Twenty-four hour police and security patrols identify potential safety risks in the environment of care.
  3. The Office of Public Safety meets with department directors, staff and students in security sensitive areas (Pharmacy, Emergency Department, and Kobacker) to conduct risk assessments of departments and buildings which include, but not limited to:
    - a. Lighting
    - b. Door security
    - c. Surveillance cameras
    - d. Alarms (fire, intrusion, panic buttons)
    - e. General safety education/best practices and any unique needs
  4. The University of Toledo Police Departments maintains MOUs, training and partnerships with local, state and federal public safety agencies including but not limited to the Toledo Police Department, Toledo Fire, The Lucas County Sheriff's Office, The Ohio State Highway Patrol, The Ohio Department of Public Safety, and the Federal Bureau of Investigation.
  5. The Office of Public Safety attends Organizational Leadership Team (OLT) meetings to work with all department directors to identify and resolve safety risks.
  6. The University provides Interim Life Safety measures and assessments for all construction and renovations.
  7. The Office of Public Safety periodically offers students, faculty, staff and in some cases the greater community educational programs and presentations on general safety and special topics such as alcohol and drug education, sexual assault prevention and surviving the active shooter or violent intruder situation.
- The hospital takes action to minimize or eliminate identified safety and security risks in the physical environment:
    1. The hospital security officers perform routine security checks of all areas and buildings on the Health Science Campus. In addition to identifying and addressing any security related issues, the checks provide a visible presence and serve as a crime deterrent.
    2. Hospital security provides a 24 hour presence in the Emergency Department.
    3. The University of Toledo Police Department provides 24 hour police patrols and responds to and investigates any criminal issue/incident.
    4. Police/incident reports are completed and reviewed for necessary follow-up and investigation.
    5. Follow-up measures may include security cameras, panic buttons, limiting access, card access, emergency phones, intrusion and motion alarms and increased patrols by university police or hospital security.
    6. The University of Toledo utilizes a Threat Management Team to address issues related to workplace violence.

Annual crime statistics and safety policy statements are published for the campus community by the Office of Public Safety and are available on the web at <http://www.utoledo.edu/depts/police/>. The statistics contain specific crime information related to the Health Science Campus and other pertinent information pertaining to personnel safety.

In addition to Email, the UT web page, and local media the University may use one or more of the following emergency alerts/advisements to keep the campus community informed of impending situations:

    1. Timely warnings - crime bulletin emails advising of serious crimes occurring on campus.
    2. UT Alert - a text message and email alert system which sends "sms" messages to subscriber's cell phones and email alerts to all UT emails.
    3. Outdoor public address (PA) system - a siren followed by a voice message is broadcasted through outdoor PAs located on the Main, Scott Park and Health Science Campuses.
    4. Indoor mass notification - a paging system utilized on the Health Science Campus for emergencies.

5. Email, the UT web page, and local media may be utilized to communicate emergency information.
- The hospital identifies individuals entering its facilities: All employees, staff, volunteers, vendors and contractors are required to wear a UT photo identification badge or contracted company identification. UT I.D. badges are obtained from Campus Community Support Services with proper paperwork and identification (see [UT Policy 3364-40-23](#) "Identification Badges"). Medical suppliers and pharmaceutical representatives who are routinely on campus (5 days a week) will receive an ID badge issued by Auxiliary Services. Medical suppliers or pharmaceutical representatives on campus less than 5 days per week will use the Vendor Mate system for identification and badging. Vendor Mate is administered by the Purchasing Department (see [UT Policy 3364-40-23](#)). In-Patients are required to wear wristbands that identify individuals as patients. After-hours visitors to the hospital will be credentialed and required to wear an ID tag that will affix to their clothing per policy [3364-100-85-03](#).
  - The hospital controls access to and from areas it identifies as security sensitive: Preventative measures are taken in sensitive areas by adjusting the schedule of locking and unlocking areas in accordance to security concerns (see Hospital Security procedure 01-012-01 "Lockup/Unlock Schedule of Campus Buildings"), creating funnel areas, installation of a card access system, monitoring intrusion alarms, routine patrols, I.D. badges and strategically located cameras recorded and intermittently monitored by hospital security and campus police. Access to campus buildings is restricted after normal business hours. In an emergency, the hospital can remotely be placed into lock down and specific areas of the hospital can also be locked-down in accordance with the Elevated Security/Lockdown policy (UT Policy [SM-08-003](#)).
  - The hospital has written procedures to follow in the event of a security incident, including an infant or pediatric abduction:  
When a security incident occurs, the hospital follows its identified policy and procedures. The hospital has the following Code procedures to manage emergencies:
    1. Missing Child/Abducted Child: Code Adam - Procedure [SM-08-002](#)
    2. Bomb Threat: Code Black – Procedure [EP-08-004](#)
    3. Missing Adult Patient: Code Brown – Procedure [SM-08-004](#)
    4. Violent Situation: Code Violet – Procedure [EP-08-015](#)
    5. Chemical/Biological/Radioactive Incident: Code Orange – Procedure [EP-08-003](#)
    6. Mass Casualty Disaster Procedure: Code Yellow – Procedure [EP-08-001](#)
    7. Utility Failure: Code Copper – Procedure [EP-08-014](#)
    8. Snow Emergency: Code White – Procedure [EP-08-008](#)
    9. Severe Weather/Tornado: Code Gray – Procedure [EP-08-002](#)
    10. Fire Response: Code Red – Procedure [LS-08-001](#)
    11. Evacuation: Code Green – Procedure [EP-08-005](#)
    12. Medical Emergency Response Team – [Code Blue](#)
  - When a security incident occurs, the hospital follows its identified procedures: In a security incident, the response actions of the University of Toledo Police and Hospital Security along with all hospital employees are guided by Emergency Code Procedures. All employees and students are instructed through the orientation process to respond to incidents based on best practices found in the Emergency Code Procedures. Routine drills are conducted, documented and evaluated to make sure everyone correctly follows procedure in an emergency.

ANNUAL REPORT

The objectives, scope, performance and effectiveness of the security management program/plan will be evaluated in an annual report to Administration. Evaluation will include all areas of security management.

SUPPORTING DOCUMENTATION AND PERFORMANCE MEASURES

Other written procedures that support this management plan can be found at <http://www.utoledo.edu/depts/safety/UT%20Procedures%20and%20Plans.html>. Crime Statistics serve as the performance measure for the security management program.

Effective Date: 7/1/96

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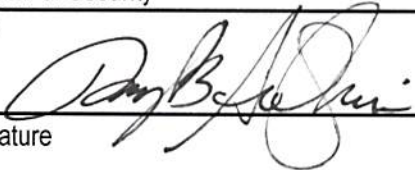
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Doug Austin
Person Responsible
Director of Security
Title

Signature
January 11, 2018
Date