A  Policy Statement

The HSC Security Department shall have an identified plan for the handling of prisoner-patients at the University of Toledo Medical Center ("UTMC"); there shall also be an orientation and education protocol established for the correctional or legal representative(s) ("security representative") accompanying each prisoner-patient. The security arrangements are the responsibility of the sending agency.

B  Purpose of Policy

To ensure all prisoner-patients are treated with dignity and respect; to further ensure the safety and well-being of the prisoner-patient, staff, visitors, other patients, and the security representative, through a safety orientation process specific to conditions at UTMC.

C  Procedure

Admittance/Orientation

1. The Admitting Department will notify HSC Security when a prisoner-patient is admitted.
2. HSC Security will ensure that the security representative is credentialed.
3. The Security Officer will provide Orientation to the security representative to include:
   a. The HSC Security phone number or radio channel if applicable;
   b. The Emergency Preparedness Information handout; and
   c. The Orientation Checklist.

The Emergency Preparedness Information handout and Orientation Checklist will include the security representative’s responsibilities related to patient security and emergency preparedness. This information will be discussed and reviewed with the security representative, to ensure that he/she understands the information being provided.

The nurse and the security representative will identify any special issues relevant to patient care and document them on the Orientation Checklist. These will include, but are not limited to:

1. The use of seclusion and restraint for nonclinical purposes;
2. The imposition of disciplinary restrictions;
3. The patient's length of stay;
4. The restriction of any of the patient's rights;
5. The plan for discharge and continuing care; and
6. How to interact with the patient.

The security representative will sign the bottom portion of the Orientation Checklist to demonstrate that he/she has received and understands the emergency preparedness information provided.

The signed Orientation Checklist will be maintained in the HSC Security Office.
Decision-Making Responsibilities

At times, persons in legal custody of a law enforcement or correctional/rehabilitation agency are brought to UTMC for treatment and/or admission. In clinical situations, the decisions will defer to the attending physician. In non-clinical situations, the majority of the decisions will defer to the security representative in collaboration with appropriate hospital personnel. HSC Security will offer assistance to the security representative as appropriate/needed, but the responsibility for the physical security of the prisoner-patient remains with the security representative.

Use of Seclusion and Restraints for Non-Clinical Purposes

Seclusion and restraint of the prisoner-patient is necessary for the physical security of the prisoner-patient as it impacts on the safety and security of other patients, visitors and employees.

Non-clinical restraint devices (i.e., handcuffs) will be provided and maintained by the security representative. Every available precaution shall be used for prisoner-patients classified as high risk by the sending security facility.

When seclusion and restraint are necessary for clinical purposes, the prisoner-patient will be provided care based on UTMC’s established policies and procedures for the care of a patient in seclusion and/or restraints.

Patient Rights

Exceptions to the Hospital’s Patient Bill of Rights may be necessary due to the need to provide safety and security to other patients, staff, and the facility. The necessity for restrictions of this nature will be discussed among the clinical care team, the prisoner-patient, and the security representative.

The appropriate restrictions will be ultimately determined and enforced by the security representative.
EMERGENCY PREPAREDNESS INFORMATION
FOR NON-HEALTH SCIENCE CAMPUS GUARDS

For All Emergencies Call "2600"

(This sheet to be reviewed with and given to security representatives for reference)

#1 CODE RED: Fire

When you hear a CODE RED announced, report to the UTMC nursing supervisor on your floor, and ask for further instructions. When a fire is directly in or adjacent to your area, do the following:

R: RESCUE / REMOVE your prisoner from the fire area if it does not jeopardize your own life;
A: Sound the ALARM by calling the emergency number 2600;
C: CONFINE the fire by closing any doors near the fire: slow down the spread of the fire;
E: EXTINGUISH the fire with the nearest extinguisher, or EVACUATE the area following instructions from HSC Security or Toledo Fire Department Personnel.

#2 CODE Grey: Tornado/Severe Weather

Phase 0: Tornado Watch/informational During a CODE GREY Phase 0: you need to ask the UTMC supervisor on the floor for the latest information on the severe weather bulletin.

Phase I: Tornado Warning: Tornado sighted within 25 mile radius of HSC. During a CODE GREY PHASE I: if your prisoner/patient is ambulatory and undergoing diagnostic tests, those tests should be terminated immediately, so you and your patient can be prepared to initiate emergency steps should a PHASE II develop.

Phase II: Tornado Warning: Tornado sighted within 10 mile radius of HSC. During a CODE GREY PHASE II: if your prisoner/patient is ambulatory, take him/her to the ground floor of whatever building you are in, or seek shelter in an interior hallway and behind something heavy; if your patient is bedridden, turn the bed away from the windows, draw curtains and shades, pack pillows around your prisoner/patient's head, and you should seek shelter inside the bathroom of the patient's room...wait there until the HSC operator has announced the ALL CLEAR.

#3 CODE BLACK: Bomb Threat, if you hear a Code BLACK announced please see the UTMC nursing supervisor for further instructions and information.

The 24-hour non-emergency number for HSC Security is x 2601 to call for assistance.

A) Locate the closest fire exit stairwell/route as soon as you arrive with your prisoner/patient.
B) Locate the nearest fire extinguisher to your location.

Be aware how to use a fire extinguisher: remember P.A.S.S.:
P: PULL the pin on the extinguisher;
A: AIM the hose or nozzle;
S: SQUEEZE the handles together to activate the extinguisher
S: SWEEP from side-to-side from the front of the fire to the rear of the fire.

IF YOU HAVE ANY DOUBTS OR QUESTIONS ABOUT FIRE SAFETY AT HSC, PLEASE CALL HSC SECURITY AT x2601.

THERE IS NO SMOKING ANYWHERE INSIDE THE BUILDINGS OR NEAR ANY ENTRANCE TO THE UNIVERSITY OF TOLEDO MEDICAL CENTER.
**Orientation Checklist for Security Representatives**

**Instructions for Completion:**

1. Review all information with the security representative upon arrival of the patient to the unit and with each new security representative. This can be completed by an HSC Security officer, primary nurse or shift supervisor.

2. The HSC Security officer or primary nurse must go over all sections of this Orientation Checklist and answer any questions the security representative may have. Once the Orientation Checklist is completed the HSC Security officer or nurse must sign and date in the appropriate place.

3. The security representative must initial all sections of the Orientation Checklist and sign and date the Orientation Checklist in the appropriate place.

4. The Orientation Checklist will be maintained in the HSC Security Department.

**Guard must initial each item discussed.**

**A. University of Toledo Medical Center staff available:**

1. HSC Security (Ext. 2601) and Campus Police (Ext. 2600)
2. UTMC nursing supervisor (give name)
3. Primary Nurse of patient (give name)
4. Explain access to staff and use of phone paging system and patient call system.

**B. General Items:**

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<tr>
<td>1.</td>
<td>Security representative must abide by the UTMC Policies &amp; Procedures. Firearms and weapons of any kind are prohibited on HSC premises except for certified peace officers or guards.</td>
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<td>2.</td>
<td>Security representatives are to be alert, attentive and remain with the inmate at all times.</td>
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<td>3.</td>
<td>The security representative shall never leave the inmate unless relieved by another security representative from the sending agency. Oncoming security representatives must receive orientation.</td>
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<td>5. Security representatives shall notify HSC Security (2601) when beginning and ending duty and upon discharge or completion of appointment.</td>
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<td>6.</td>
<td>Any clinical information learned by the security representative should be regarded as confidential.</td>
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<td>7.</td>
<td>Security representatives will pay for their own meals.</td>
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<td>8.</td>
<td>Explain administrative seclusion and restraint versus clinical seclusion and restraint.</td>
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**C. Prisoner security level:** Low Risk ________ Medium Risk ________ High Risk ________

**D. Special Patient Care Issues**

**E. Emergency Preparedness Information Sheet - (Provide copy to security representative)**
I have received and understand the above information (A-D).

______________________________________  ________________________
Security Representative's Signature     Date

______________________________________  ________________________
Signature of HSC Security and           Date
RN Responsible for Patient