



Hospital Security Assessment Checklist:

These are a series of questions to get you started thinking about the security of your campus.

General:

- 1. Do visitors walk around the hospital unsupervised, or are they identified?*
- 2. Is your staff trained on how to approach visitors that are not identified in order to give direction and ascertain their business on your campus?*
- 3. Is there a telephone number posted and periodically circulated for all employees to use in the event that security is needed for a particular incident.*
- 4. Is there a security presence throughout the hospital, or just in the ED?*
- 5. Is your staff all trained in security awareness, hospital security issues, observation skills, and in ways to protect themselves at work?*
- 6. Can all perimeter doors be locked down automatically? If not, has the responsibility been assigned to nearby departments? Has this been exercised?*
- 7. Are there certain doors in your facility that are regularly propped open?*
- 8. Are all your doors mounted properly where the room can be secured correctly?*
- 9. Do you have panic buttons located in at least these areas: ER Triage desk, pharmacy, and front lobby?*
- 10. In the event of an Active Threat, who does what to isolate the threat? Are they properly trained and are they aware of their responsibility? Do these processes work? How often do you exercise them?*

Security Staff:

- 1. Are your security staff properly trained?*
- 2. Are they licensed in the State of Texas? If not who are they licensed through?*
- 3. Are they affiliated with IAHS? If not, who are they affiliated with? What standards do they follow?*
- 4. Do you keep good records on your security staff's training?*
- 5. Does your security staff make regular rounds throughout your campus, or are they posted up in one location?*
- 6. Does your security staff have a good security reporting system where they input every incident and it can be followed up on by a supervisor?*
- 7. Are there standard operating guidelines in place for calling local law enforcement for backup?*

Observation Ability:

1. *Do you have security cameras and are they monitored full time?*
2. *Are your security cameras DVR and on what time frame are they? (24hr loop)*
3. *Are your cameras properly placed in the high incident locations? (front lobby, ED, loading dock)*

Key Control Systems:

1. *Do all of your key control systems work?*
2. *How often are they exercised?*
3. *Does your staff know how to overcome a faulty one?*
4. *Are locksmiths and key services available 24/7 and are they identified in your plans?*
5. *Are keys recovered from employees who resign or who have been terminated, and is this process identified in your plans? Is this process strictly followed every time?*

Campus Control:

1. *In the event of a threat to area hospitals, or your hospital, do you have a plan to limit campus ingress and egress?*
2. *Do you have a plan to fortify certain vulnerable external areas such as the ER entrance ramp, oxygen storage areas, key patient care areas that have a drive-through under or near them?*
3. *Have you exercised your plans with local law enforcement and emergency management/responder agencies?*

Again, this is just a start to your facility assessing current surveillance, reporting, and lockdown abilities. The tool can also be used to access gaps and opportunities to train your personnel. This tool may shed light on issues that allow your administrative staff to direct funding to certain areas that need immediate attention. If you have any questions please do not hesitate to contact me.

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