

Your company name/logo, contact information here

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e-Essentials: EC Knowledge and Assessment

SECURITY

Please confirm your knowledge using the checklist below.

Knowledge Self-Assessment

- All of us, including myself, are responsible for maintaining a secure environment. If I have a question, concern or problem, I will contact _____ for assistance.
- I can explain my role in the facility Security Management Plan (SMP).
- I am familiar with security policies, including those of the units/areas where I work.
- I know how to obtain assistance from the security staff and other specially trained staff with responsibilities for security and for managing potentially abusive patients and visitors. **Emergency number** _____ **Non-emergency number** _____
- If I believe someone is potentially violent I will obtain assistance and extract myself from a confrontation if possible. I can describe the workplace violence policy and reporting process.
- I can describe our security paging codes, security wording and alarm systems.
- I can describe various types of criminal activity/behaviors and security risks.
- I can describe my responsibility for the staff and visitor identification policy.
- I can explain the infant abduction policy, and can describe my responsibilities if a code is called for abduction.
- I know that certain sensitive areas (e.g., **nursery**, pharmacy) have higher levels of security and that entry to or egress from these areas are tightly controlled.
- I maintain the security of controlled access areas by not leaving doors open or admitting strangers. If my work area has restricted access and/or egress I am familiar with how they work and how to pass through them in an emergency.
- I can describe the security required for narcotics and other controlled materials and supplies along with the strict disposal requirements.
- I am familiar with the facility security policy/procedure during a local or **county-wide** weapons of mass destruction (WMD) event.
- I can describe security practices that can keep me safe as I arrive or depart.
- I can explain how to gain access to the facility in case of an emergency.

JCAHO Preparedness Tips

A surveyor may test our response to security policies and procedures by not wearing a badge, by entering into a secure area without permission, etc. We need to politely challenge them as we would anyone not complying with our procedures. We should be prepared to describe our role in providing a secure environment and how we received training. If we work in an area that has special security controls (e.g., **a nursery**) we should be able to describe the special precautions, specialized equipment (e.g., **electronic locks**) and our role if security is compromised.



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