

## The Right Door for Hope, Recovery and Wellness

Chapter Title Human Resources	Section # HR		Subject # 512.4
Subject Title <b>Security Management Plan</b>	Adopted 4/12/02	Last Revised 10/3/16	Reviewed 5/13/02; 10/28/09; 7/25/13 1/13/14 10/3/16

### **PROCEDURE**

#### **Application**

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

#### **1.0 Purpose**

The purpose of the Security Management Plan is to ensure a secure environment that is conducive to the provision of services; ensures security and confidentiality of data and information; protect staff, consumers, and visitors from reasonable harm; and maintains the dignity and respect of consumers.

#### **2.0 Plan Monitoring and Evaluation**

The Chief Financial Officer is responsible for monitoring the implementation of the Security Management Plan on a regular basis and for annually evaluating the plan's overall effectiveness and recommending improvements to the Chief Executive Officer as appropriate or needed.

#### **3.0 Building Security**

The Ionia facility entrance doors will be unlocked each morning at 7:45 a.m. and locked again after the arrival of the last appointment each evening. All secondary exterior doors will remain closed and locked at all times.

The Receptionist will lock and close all interior doors, shut off designated lights, and ensure that all exterior windows and doors are securely closed and locked for the night.

Staff will be given exterior door keys for obtaining access through designated staff entrances as appropriate and necessary. All agency keys will be stamped "Do Not Copy" and with a numerical tracking number. All keys will be issued to employees and tracked by the Facility Manager and obtained upon termination of employment. An Incident Report should be completed by the employee if his/her key becomes lost. A fee will be charged to the employee to replace the key. Locks will be re-keyed if keys are lost or not returned and there is reasonable concern for security.

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4.0 Evening Hours Work Place Safety

When a staff, consumer and/or visitor enters/exits any of The Right Door for Hope, Recovery and Wellness facilities after 5:00 pm, they will report to the Receptionist at each site.

- 1.1 The Receptionist will monitor each person by signing them in/out on an attendance sheet.
- 1.2 If there is an emergency situation where all staff, consumers and visitors have to take cover or evacuate, the Receptionist will collect the sign-in/sign-out sheets for purposes of taking roll-call and will immediately assist consumers and visitors to the appropriate destination.
- 1.3 If there is an emergency situation with the staff, consumer or visitor that has exited the building, the Receptionist will respond to the situation as necessary. The Receptionist will contact a staff member to help provide First Aid and/or call 911 for emergency responder assistance.

5.0 Restricted Areas

All staff shall enter and exit the Ionia Building through the north or east door. All other doors in the Ionia office shall be used for emergency exits only.

After 5:00 p.m., the north door shall be the only door used to enter or exit the Ionia building.

The Medical Services area doors will be locked whenever Medical Service staff are not present. Medicine cabinet doors will be kept locked at all times. Keys to the area will be issued to Medical Service staff and designated back up staff. Keys to the medicine cabinets will be kept locked within the Medical Service area.

6.0 Unknown Visitors

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Staff encountering unknown visitors in the building should seek to provide assistance to the individual in reaching his/her appropriate destination within the building. Suspicious activities or behaviors should be monitored and reported to the Chief Financial Officer, designee, or supervisory staff.

**7.0 Staff Responsibilities**

Staff will be responsible for ensuring that all confidential documents are appropriately filed or put away upon leaving each day. Each staff member will also be responsible for securing doors and/or windows in their office area each day.

**8.0 Security Breaches**

Security breaches should be immediately reported to the Chief Executive Officer or designee with the proper authorities to be contacted as appropriate.

Robert S. Lathers, Chief Executive Officer	Date		