POLICY AND PROCEDURE

REACH for Tomorrow

POLICY: RHR-512.4

TITLE: **Security Management Plan**

EFFECTIVE DATE: 12/8/24 **AUTHORIZED BY: Board of Trustees**

This procedure shall apply to REACH for Tomorrow.

1. 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; protects staff, persons served, and visitors from reasonable harm, and maintains the dignity and respect of persons served.

2. 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. Building Security

   3.1. The facility entrance doors will be unlocked each morning at 7:30 a.m. and locked again 15 minutes prior to closing. Staff without an alarm code shall not enter REACH for Tomorrow buildings until 7:30 a.m. All secondary exterior doors will remain closed and locked at all times.

   3.2. 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.

   3.3. 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.

   3.4. Minors in waiting areas:

It is the family's responsibility to assure that the minors are safe in the lobby areas. If an adult brings children to REACH and is anticipating going into a session, leaving minors in the lobby, the family should make prior arrangements whenever possible to assure there is another adult who can provide supervision to the minor in the lobby. If there is not a responsible adult with a minor, clinical staff should notify clerical staff of where they will be meeting with the family member. If minors are left in the lobby without adult supervision and are in compromised situations that may be unsafe, Clerical staff will seek out the parent/guardian/family member (including interruptions of clinical sessions) to come back to the lobby to provide supervision to the minors.

4. Evening Hours Workplace Safety

4.1. When a person served or visitor enters/exits any of REACH for Tomorrow facilities after 5:00 pm, they will report to the Receptionist at each site.

4.2. The Receptionist will monitor each person by signing them in/out on an attendance sheet.

4.3. If there is an emergency situation where all staff, persons served 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 persons served and visitors to the appropriate destination.

4.4. If there is an emergency situation with the staff, person served 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. Restricted Areas

5.1. 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. Unknown Visitors

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. 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. Security Breaches

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