


LEADERSHIP

CHAPTER: 8	SECTION: 23	SUBJECT: ENVIRONMENT OF CARE
TITLE: SECURITY MANAGEMENT PLAN		
EFFECTIVE DATE: 8/21/00	REVIEWED/REVISED DATE: 02/22/02, 02/01/05, 02/07/06, 9/4/07, 1/26/12, 9/5/13, 3/17/15, 4/21/16, 5/1/17, 7/13/18, 8/17/19; 10/01/20; 05/01/21, 01/03/23	
ISSUED AND APPROVED BY:  EXECUTIVE DIRECTOR		

- I. PURPOSE:**
To establish policy and procedures to manage risk associated with security breaches for Community Mental Health of Ottawa County (CMHOC).

- II. APPLICATION:**
To all CMHOC directly operated programs.

- III. DEFINITIONS:**

Risk-Management Activities refer to clinical and administrative activities that organizations undertake to identify, evaluate, and reduce the risk of injury to consumers, visitors, providers, and the risk of loss to the organization itself.

Safety refers to the degree to which the risk of an intervention and risk in the care environment are reduced for the consumers and others, including the health provider.

Security Breach refers to an incident or situation that threatens the safety of consumers, providers, and/or visitors.

- IV. POLICY:**
It is the policy of CMHOC to minimize risks to providers, visitors, and consumers by planning for the evaluation, monitoring, and reaction to security breaches. This plan will be commonly referred to and titled “Security Management Plan”.

- V. PROCEDURE:**
 - A. A current Security Management Plan will be maintained.
 - B. The Security Management Plan will be distributed to all CMHOC providers at orientation and thereafter following major revisions by the Health and Safety Coordinator.
 - C. The Leadership Group will approve the Security Management Plan.
 - D. The Health and Safety Coordinator will review the plan on an annual basis, monitor its implementation, and recommend revisions as necessary.
 - E. The Health and Safety Coordinator will coordinate tests of the security plans, formulate sample protocols for those tests, monitor the implementation of tests directed by the Building Managers, review data collected during tests, and make improvement recommendations as necessary to the appropriate leaders.

F. New employee orientation will include information about the Security Management Plan.

VI. ATTACHMENT: Security Management Plan

VII. REFERENCE:
CMHOC Policy & Procedures
OSHA Regulations
CARF Behavioral Health Standards