

**FRANCES MAHON DEACONESS HOSPITAL**  
**621 3<sup>rd</sup> St. So.**  
**Glasgow, MT 59230**

**DEPARTMENT:** Environment of Care

**PROCEDURE:** EOC-230

**SUBJECT:** Secure Access

**PURPOSE:** The purpose of this procedure is to prepare Frances Mahon Deaconess Hospital (FMDH) to react to a hazard where controlled access to the facility's buildings is necessary to mitigate risk due to security and/or exposure to external contaminants. This is accomplished with three levels of security. Two levels are used to accomplish controlled access and the third level is used for complete facility lockdown. During Secure Access staff, patients, and visitors are encouraged not to leave the facility. At the discretion of the Incident Commander (IC), the security vendor will be contacted to provide exterior security.

The hospital can only be placed into Secure Access by the IC. When the IC determines the need for initiation of Secure Access, they will pass the information to the Health Unit Coordinator who will page Secure Access Level I, II, or III. If the Secure Access Level is called after hours, the Patient Discharge entrance, if not already done, will be locked and an initial sweep of the exterior doors will be done by the Health Unit Coordinator or another appointee of the IC. In addition, due to the nature of the Secure Access Levels, the on-call Maintenance staff will be called in to assist immediately.

**RESPONSIBILITY:**

- All FMDH staff

**PROCEDURE:**

1. Definitions
  - a. Secure Access Level I (Controlled Access)
    - i. All doors are locked except the ER entrances, which will be used for public access to the building, and one entrance to be determined, which can be used for staff to access to the building. Both entrances will be staffed at all times. All public entrances are monitored via the Closed Circuit Television (CCTV). Signs will be placed on doors directing patients to ER entrance and staff to South employee entrance.
  - b. Secure Access Level II (Controlled Access)
    - i. All doors are locked except for the ER entrance or other designated door as needed, which will be staffed at all times. All public entrances are monitored via the CCTV. In addition, regular security sweeps will be done to make sure no doors are propped open. Signs will be placed on doors directing staff and patients to ER doors.
  - c. Secure Access Level III (Lockdown)
    - i. All doors are locked and staffed at all times to make sure no one gets in or out of the building without approval. Signs will be placed on doors to

notify patients, visitors, and staff of secure access. All public entrances are monitored by CCTV.

2. Preparedness:
  - a. FMDH has a procedure for locking external doors after normal business hours (EOC-802).
  - b. FMDH has a procedure for dispensing, acquiring, and monitoring keys to all locks in the facility. (EOC-825).
  - c. Annually through the Environment of Care (EOC) Committee's Hazardous Vulnerability Analysis, the facility will prioritize its response needs related to secure access to the facility.
  - d. Training/Education:
    - i. All employees will receive training regarding the Emergency Operations Plan and the identified disaster vulnerabilities annually through the facility wide Health Stream training. Specific training relevant to secure access will be conducted as needed.
  - e. Contacts:
    - i. Law enforcement agencies
      1. 228-4333
    - ii. Valley County Dispatch
      1. 228-4333
3. Exterior doors at FMDH are located in the following locations:
  - a. The Main Entrance (public)
  - b. The Patient Discharge Entrance (public)
  - c. The Loading dock. One in the Northeast corner accessing the kitchen and one in the Southeast corner accessing the main hospital near Materials Management. (public)
  - d. The Southwest entrance (public)
  - e. The South employee entrance (public)
  - f. The ER entrance (public)
  - g. The Medical Arts Building South stairwell entrance
  - h. The Medical Arts Building main entrance (public)
  - i. The Medical Arts Building North stairwell entrance
  - j. The Medical Office Building (Glasgow Clinic) North basement entrance
  - k. The Glasgow clinic staff entrance
  - l. The Pharmacy staff entrance
  - m. The Pharmacy drive up window
4. During all levels of Lockdown, specific tasks must be accomplished. During normal business hours, these tasks will be completed by all staff in their department's area. After hours these tasks will be completed by the staff in the building and on-call maintenance staff. These tasks include the following:
  - a. Although windows are to remain closed at all times, a sweep of the building will be done to verify that all windows are closed and in the locked position. This sweep should begin on the main floor and encompass every room or office with an external window (excluding the courtyard depending upon the situation). Once the main floor is complete, move to second and then third floor windows.

- b. The oxygen yard and refill station building should be secured by verifying both gates are locked via the padlock and the refill station building door is closed and locked.
- c. The ambulance barn should be secured by verifying both walk-in doors are locked and the overhead doors are closed and properly latched to the opener to disallow lifting the door open.
- d. The boiler plant should be secured by verifying that both South doors are closed and locked. The medical waste room on the Northwest corner of the boiler plant should also be secured by verifying the door is closed and locked.
- e. All electronic locks allowing afterhour's access to the facility will be disabled.
- f. If the lockdown is due to exterior hazmat exposure, the building will be secured as outlined in policy EOC-210 Shelter in Place.

**REVIEW PROCESS:**

- The review process is scheduled every three years or as needed per the hospital wide review process.