



St. Elizabeth
HEALTHCARE

Healthcare
Security



St. Elizabeth Healthcare maintains a full service Security Department.

- The main focus of the Security Department is to provide a secure environment for associates, volunteers, patients, and visitors.
- Security services available 24/7 at the Covington, Edgewood, Florence, and Ft. Thomas facilities.
- At Grant County facility, Security services are provided on third shift only.
- Maintains an excellent relationship with local law enforcement in each jurisdiction.

Contacting the Security Department

- Security maintains one phone number for all locations
- To reach Security or a Security officer – call **1-2270** from any hospital location
- Security personnel will be dispatched

Security Functions

Functions of the Security Department include:

- Investigation of incidents such as thefts, vandalism, and accidents
- First response to emergencies such as fires, bomb threats, and disasters
- Providing special services such as escorts, battery jumps, key retrievals, and the locking and unlocking of doors

Weapons



- Weapons are prohibited within all St. Elizabeth Healthcare facilities.
- Only Law Enforcement Officers and St. Elizabeth Security are permitted to carry weapons inside St. Elizabeth facilities.

Use of Tobacco

- Beginning in 2012, St. Elizabeth Healthcare became Tobacco Free.
- This means that the use of tobacco products, including e-cigarettes* is prohibited on ***all St. Elizabeth Healthcare facilities, surrounding properties, and vehicles, inclusive of leased property***
 - ***For example the Doctor's Building at Edgewood, Chancellor Data Center (CDC), Mt. Zion, etc.***

Eliminating tobacco use will:

- Create a healthier environment for everyone on our campuses
- Demonstrate St. Elizabeth Healthcare's commitment to improve the health of the community
- Increase hospital involvement in treating tobacco addiction
- Set an example for other organizations and businesses to follow

Use of Tobacco

Who is prohibited from use of tobacco products (including e-cigarettes) on St. Elizabeth Healthcare property?

- Volunteers
- Patients
- Visitors
- Associates
- Physicians
- Contractors

Your Responsibility

- Volunteers/Associates are **not** allowed to use tobacco products while volunteering
 - This includes not using tobacco products in your car in the parking lot
- In addition, associate/volunteer responsibilities include respectfully informing associates, patients, visitors, physicians, volunteers and vendors of this policy and requesting their compliance.
- Any associate/volunteer who fails to comply with this policy through the use of tobacco products will be subject to disciplinary action.

Non-Compliance

- If a patient does not comply with this policy after having been informed
 - Associates and volunteers can contact the Nurse Manager on the unit where the patient is admitted or the Nursing Supervisor
- If a guest does not comply with this policy
 - Associates and volunteers can contact Security at 1-2270

Security Awareness

During shift changes and other periods of peak influxes, security officers are out observing the parking lots to assure that optimum security is available for staff and volunteers as they come and go.

- Associates are reminded to always be alert when traveling to and from parking areas.
- Try and walk in groups if possible.
- Check under your car and in your car before entering
- Park only in areas designated for Volunteer or Associate parking

Escort

If you are:

- leaving at an odd time
- feel more secure having Security watch as you leave

Security escorts are available upon request

Property Protection

Don't invite theft of your property. You can help Security keep you from being the victim of crime.

When volunteering:

- Don't bring large amounts of cash or jewelry with you.
- Don't leave valuables in plain sight in your cars, lock them in the trunk or place them under the seat.
- Don't leave purses and other valuables sitting out in your volunteer area. If you have a locker or desk, use it to store valuables and lock the drawers.

Ask Volunteer staff for assistance if your volunteer area does not have a place for you to lock your belongings.

Property Protection

Always be aware of your surroundings

- If something or someone seems out of place
- You notice suspicious persons and/or activity
- **Report it to Security immediately!**

Treat St. Elizabeth property like it was your own

- Lost medical equipment and supplies must be replaced
- That adds to the cost of health care

Know and Follow Security Policies

- **Be aware** of situations that may develop into a security threat
- Immediately resolve or **report** any unsafe conditions or acts
- **Know and understand** associate responses to all emergency codes
- **Always wear your ID badge on your upper body**

If you have any questions, you can contact a Security Officer (1-2270) or the Safety Officer for the hospital.

Healthcare Security Review

1. It is necessary to know and follow your hospital's procedures for safety and security.
 - A. True
 - B. False

Healthcare Security Review

2. Functions of the Security Department include:
 - A. Investigation of thefts**
 - B. First response to fires**
 - C. Providing escorts**
 - D. All of the above**

Healthcare Security Review

3. Weapons may not be carried on any St. Elizabeth facility property.
 - A. True
 - B. False

Healthcare Security Review

4. When you are in the parking lot, you should:
 - A. Look around when traveling to and from your car.**
 - B. Park in designated volunteer/staff lots if possible**
 - C. Check under your car from a distance, then check in your car before entering**
 - D. Do all of the above**

Healthcare Security Review

5. To secure your valuables, you should:
 - A. Take no special precautions**
 - B. Lock them in a desk drawer, a filing cabinet or locker**
 - C. Don't be concerned and leave them out in the open**
 - D. Do none of the above**

Healthcare Security Review

6. To protect valuables in your car, you should lock them in the trunk or place them under the seat.
- A. True**
 - B. False**

Healthcare Security Review

7. You don't need to wear an ID badge when working/volunteering inside the hospital.
- A. True**
 - B. False**

Healthcare Security Review

8. You should report any suspicious persons or activities to Security (1-2270) immediately.
- A. True**
 - B. False**

Healthcare Security Review

9. You should know and understand associate responses to all emergency codes.
- A. True**
 - B. False**

Healthcare Security Review

10. I am aware of St. Elizabeth's Tobacco Free policy and agree to abide by it.

A. Yes

B. No