



HEALTH HOLDING

HAFER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Facility Management Safety (FMS)		
<b>Document:</b>	Plan		
<b>Title:</b>	Safety and Security Plan		
<b>Applies To:</b>	All MCH Staff		
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## 1. PURPOSE:

- 1.1 To provide a good security services to visitors, staff, patients, and protect the hospital property from theft or tampering.
- 1.2 Security management is the most departments in the Maternity and Children Hospital, Hafar Al Batin represented with relatives, where they enjoy discipline, flexibility, tact and good looking and full knowledge of the hospital and it's division.

## 2. MISSION:

- 2.1 Security is committed to Maternity and Children Hospital Hafar Al Batin to provide security services to visitors, staff, and protect the hospital property from theft and tampering.
- 2.2 The mission of the hospital through the application of the following values:
  - 2.2.1 To provide the necessary environment to improve the quality of service provided to patients.
  - 2.2.2 To show sympathy and compassions for patients.
  - 2.2.3 Respect for patients and preserve their secrets.
  - 2.2.4 Encouragement and motivation for employees to ensure he continuity of the development of the performance.

## 3. VISION:

- 3.1 Security aims at Maternity and Children Hospital Hafar Al Batin are to be the best security department that provide security services to the level of the region, through the application of standards in the work hat approved by the Ministry of Health.

## 4. POLICY:

- 4.1 Maternity and Children Hospital Hafar Al Batin is committed to the promotion of good health and security services to visitors and staff.

## 5. PROCEDURE:

### 5.1 Tasks and responsibility for members for receivership:

- 5.1.1 Full knowledge of the hospital and the various sections and departments, physician, staff, and phone numbers and instructions enforce in all the time.
- 5.1.2 Receiving visitors and guide hem to the different sections of the hospitals on the dates of the visits.
- 5.1.3 Overseeing the implementation of the policy of the hospital in terms of non-admission of any prohibited materials which will be mentioned later.

- 5.1.4 Those who wish to visit patients in the non-visiting hours are forwarded to the management of the affairs of the patients in the case to allow him by the competent authority with an official document given visitor card and registers his name in the record of visits and time of the visit.
- 5.1.5 Document and coordinate the entry and exit devices of all kinds to and from the hospital, warehouses and coordination in this regard with the engineering management in relation to devices and equipment. While retaining the basis of the model permit the reception in a special file.
- 5.2 **Hospital gate:**
  - 5.2.1 Hospital gate 1: Which is the entrance to the main hospital that allow to enter the staff and patient.
  - 5.2.2 Hospital gate 2: The entrance to the main hospital that allow to enter the staff and patient.
  - 5.2.3 Hospital gate 3: The entrance to the main hospital that allow to enter the staff and patient.
  - 5.2.4 Hospital gate 4: This hospital gate is closed.
  - 5.2.5 Hospital gate 5: This hospital gate is closed.
- 5.3 **Building clinics-Tasks and responsibilities to a single guard clinics:**
  - 5.3.1 Tasks and responsibilities to a single guard clinics.
  - 5.3.2 Do not allow the presence of men in the area of the women and if the husband was summoned to accompany his wife to be in coordination with staff at the clinic reception.
  - 5.3.3 Not to allow auditors of the men standing in front of women or parking clinics women.
  - 5.3.4 Directing the reviewers of men or women wait in a specific to wait for each category separately.
  - 5.3.5 Directing holders of hardware and equipment to the reception at the main entrance and not to allowed to remove any hardware or equipment from the hospital, except under a permit approved by the relevant authority.
  - 5.3.6 In the case of forms with the auditors must exercise restraint and no emotion and call supervisor on duty to take it himself.
- 5.4 **Security management is aimed at the hospital to the following:**
  - 5.4.1 Maintaining the safety and security of individuals and clients of buildings and property at the hospital.
  - 5.4.2 Achieve safety and security throughout the hospital.
  - 5.4.3 Management of all safety and security of the hospital and work to prevent accidents and addressed in the incidence and exacerbation of damage.
  - 5.4.4 Directly in the initial investigation of problems and incidents that occur in the hospital, both referred to the officials of the hospital or were discovered by the security department.
  - 5.4.5 Monitor the entrances and exits of the hospitals and check the identities of the persons, if necessary.
  - 5.4.6 Work to raise awareness of safety and security matters.
  - 5.4.7 Monitor the staff and workers of companies and institutions working in the hospital and the attendees of the limits of their competence.
  - 5.4.8 Supervision and regulation of traffic situations and to identify traffic violations, taking into account other regulations governing this aspect.
  - 5.4.9 Preparation of guard shifts at the hospital on working days, holidays, and vacations.
  - 5.4.10 Work on the development of efficient management of employees through training in coordination with competent authorities.
- 5.5 **The role of the hospital's security department:**
  - 5.5.1 Guard and maintain the buildings to prevent exposure to acts of sabotage or theft of contents.
  - 5.5.2 Control staff and workers of companies working in the hospital.
  - 5.5.3 Sure of the identities of the person and permits and monitor the output of furniture and equipment in coordination with the competent authority.
  - 5.5.4 Provide escorts for visitors to the hospital from dignitaries and delegations, conferences, seminars and exhibitions.
  - 5.5.5 Take the necessary measures for the prevention of accidents and treatment and to avoid exacerbation of the damage.
  - 5.5.6 Direct security incidents and irregularities and take actions to do so.
  - 5.5.7 The investigation shall be referred to the administration of the hospital officials or reveal virtue of their competence.

- 5.5.8 Question the suspects and bring them to the competent authority if necessary.
- 5.5.9 The applications of attitude and adjust the irregularities.
- 5.5.10 Work to achieve the smooth flow of traffic.
- 5.5.11 Regulate to entry of cars for parking.
- 5.5.12 Positions guarding the car.
- 5.5.13 Exchange permits vehicle access in accordance with regulations.
- 5.5.14 Receive reports and take actions.
- 5.5.15 To maintain full surveillance and control.

**5.6 The role of the security in the internal plan:**

- 5.6.1 Go immediately to the emergency site of the Interior.
- 5.6.2 Make sure all the doors open to prevent emergencies and free of obstacles.
- 5.6.3 Make sure all emergency exits are free of obstacles.
- 5.6.4 Assess the situation and task processing security against fire, working to prevent the fire and to prevent its spread until the arrival of the Civil Defence Division.
- 5.6.5 Evacuation of all the employees, visitors and staff from the danger zone.
- 5.6.6 Assist and guide the Task Force on Civil Defence fire place if they are called (the role of fire fighting team).
- 5.6.7 To maintain calm on the staff and patients without confusion and prevent the crowd because the initial minutes following the fire critical minutes.
- 5.6.8 Ensure transfer of all cylinders of oxygen and flammable gasses. In coordination with the head nurse until the patient was not affected by the transfer of oxygen cylinder (time remove flammable gas).
- 5.6.9 Contribute to the process of horizontal evacuation of patients, staff and visitors in coordination with the head nurse (evacuation team).
- 5.6.10 Full supervision to complete the eviction process, as follows:
  - 5.6.10.1 Evacuation of patients who are able to walk in groups and guide them to the evacuation site.
  - 5.6.10.2 Transfer of patients who are unable to walk, the chairs of the car, or get them very carefully.
  - 5.6.10.3 To report on the situation.

**5.7 Security supervisors of the hospital rounds:**

- 5.7.1 Security supervisors must work continuously day tours of each period.
- 5.7.2 In the morning work of the tour for that period by the Security Supervisor, by recording the reports on security situations that have occurred in the same period. As well as in the evening and night periods.
- 5.7.3 Be recorded and documented security reports each period separately.
- 5.7.4 Then, the security supervisor reports and documented cases of security day and date in a special register, then offer it to head of security with the manager of the hospital.

**5.8 In case of child abduction:**

- 5.8.1 When you make sure that the abduction of child you must informed the leader.
- 5.8.2 The central commander directing an employee to declare code (pink) twice.
- 5.8.3 Security manager should close all entrances and exits of the hospital.
- 5.8.4 The security manager, or deputy in-case of non-official opening hours to inform the police.
- 5.8.5 The process of research within the hospital.
- 5.8.6 Must be documented everything that has been taken from the fares on the incident with the competent departments.

**5.9 The strong person (When you receive a communication about the presence of the drug addict):**

- 5.9.1 You must step up security presence in the room addict.
- 5.9.2 Work to prevent the crowd of visitors and staff.
- 5.9.3 Continue to work of visual and permanent observer to the addict.
- 5.9.4 Call the police by the Director of Security, if proved to be drug users.
- 5.9.5 When you need a doctor to members of the security must be no less than three (3) hours until the security men to control the addict.
- 5.9.6 Don't leave the site until the completion of the overall situation.

5.9.7 Write quarterly report about the event provider per day, date and time.

5.10 **When you receive a communication to a person attacked with a weapon:**

- 5.10.1 Reported to the police to learn about it.
- 5.10.2 Protect patients and staff to close the doors of theirs rooms quietly and using them to cover.
- 5.10.3 Apply a way to get the weapon very carefully without incurring the loss of souls.
- 5.10.4 Questioning threatened by the Security Director.
- 5.10.5 Call the police to receive by the striker, and follow-up bricks.
- 5.10.6 Write the quarterly report from the event provider per day and the date and time.
- 5.10.7 Do not leave the time until the completion of the overall situation.
- 5.10.8 Must be documented everything that has been taken from the fares on the incident with the competent departments.

5.11 **Security supervisor jobs in-case of fire:**

- 5.11.1 Upon receipt of the communication direction must be immediately go to the scene.
- 5.11.2 You must go and carry a fire extinguisher.
- 5.11.3 Assess the situation and take appropriate action.
- 5.11.4 Contact our fire fighting security officers, if necessary.
- 5.11.5 Contact 2222 and inform them the location of the fire.
- 5.11.6 If the fire is large and can be spread or the risk of the team or fire personnel involved , must be done to contain the fire potential in (if not dangerous to do so) or contact the Civil Defence.
- 5.11.7 Turn on the nearest fire alarm system and also work the necessary measures to evacuate patients and visitors in coordination with the responsible section to the security areas.
- 5.11.8 Try to close the doors and windows if possible to prevent the spread of fire.
- 5.11.9 After that, write a report shows by the time, date and incident.

## **6. MATERIALS AND EQUIPMENT:**

- 6.1 Daily reports
- 6.2 Gate signs

## **7. RESPONSIBILITIES:**

- 7.1 Security guard
- 7.2 Security Supervisor on duty
- 7.3 Head of Security

## **8. APPENDICES:**

- 8.1 N/A

## **9. REFERENCES:**

- 9.1 MOH and civil rules and regulations

**10. APPROVALS:**

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