University of Arkansas for Medical Sciences

Part II - Security Management Plan

FY27

I. MISSION STATEMENT

The objective of the UAMS Security Management Plan is to provide a safe & secure environment for employees, students, patients, and visitors of the University of Arkansas for Medical Sciences, as well as to minimize the risk of injury or property loss due to criminal activity or workplace violence.

The mission, values, and philosophy of the UAMS Police Department and UAMS are to create a comprehensive system to provide health care and related services, including education and research, for the benefit of the people it serves. Consistent with the mission, values, and philosophy of the UAMS campus, this Management Program has been established and been given ongoing support by the deans, medical staff, and administration.

II. SCOPE

The Security Management Plan establishes the parameters within which a safe and secure environment of care is established, maintained, and improved for the UAMS campus. This plan addresses specific responsibilities, general security, and related employee education programs. These, and other elements of the Security Management Plan, are directed toward managing the activities of the staff so the risk of injury to patients, visitors, and employees on the UAMS Campus (Little Rock) is reduced, and employees can respond appropriately in emergencies. The UAMS Department of Public Safety Police Department makes suggestions on security management issues to other areas outside of UAMS main campus through requested Risk Assessments. The UAMS Department of Public Safety Police Department facilitates the Security Management Program at UAMS.

The UAMS Police Department collects information from the following buildings on campus:

- Central Building (HAP) Site ID 18696
- Ward Tower (HAP) Site ID 18696
- Hospital (HAP) Site ID 18696
- Psychiatric Research Institute (HAP) Site ID 18696
- Jones Eye Institute (AMB) Site ID 18696
- MRI (AMB) Site ID 18696
- Outpatient Center (AMB) Site ID 18696
- The Orthopaedic and Spine Hospital (AMB) Site ID 18696
- Radiation Oncology Center (AMB) Site ID 18696

911 is contacted first and UAMS Police are a secondary response when notified for the following locations.

- University Women's Health Center - Midtown (Off-site Business Class) Site ID 125240
- Orthopedic and Spine Clinic - NLR
- Medical Oncology and Infusion Center - NLR
- Neighborhood Clinic - Rahling Rd
- Orthopaedic Clinic - Colonel Glenn Rd
- Orthopaedic Clinic - Shackleford
- Orthopaedic Clinic - Autumn Rd
- Urology Center Clinic - Rodney Parham
- Dennis Development Center/PACE Foster Care - Wolfe Street
- Neighborhood Clinic - Capitol Mall
- Child Development Center - South Monroe St.

III. AUTHORITY / REPORTING RELATIONSHIP

The UAMS Safety Coordinating Committee has authority to coordinate and administer the UAMS Security Management Plan and its resulting policies and procedures. Program implementation is the joint responsibility of the UAMS Department of Public Safety Police Department, Occupational Health and Safety, and Telecommunications. The UAMS Environment of Care Committee, a subcommittee of the Safety Coordinating Committee, establishes goals and responsibilities, which are developed and reviewed as part of the annual evaluation, and includes representatives from Occupational Health and Safety, Engineering & Operations,

Design and Construction, Clinical Engineering, Telecommunications, DPS Police Department, DPS Emergency Management and DPS - Security & Support Services.

The Environment of Care Committee is responsible for directing the security program, including an ongoing, organization-wide process to minimize risk and threat to the welfare of patients, visitors, and employees.

The Environment of Care Committee has been given authority by the Chancellor to organize and implement the Security Management Plan. The Environment of Care Committee will evaluate the trends and information gathered by the committee, develop appropriate policies and procedures, understand applicable security regulations, and evaluate the effectiveness of the security program and its components on an annual basis. Responsibilities of the Environment of Care Committee include reporting significant findings to the Safety Coordinating Committee.

IV. OBJECTIVES

1. Complete incident reports for all security incidents.
2. Strive for the prevention of crime and to provide staff, patients, and visitors with a safe and secure environment.
3. Increase staff knowledge of the procedure for reporting security incidents.
4. Utilize security technology as appropriate.
5. Manage VIP and potential media (under the direction of the Campus Media Relations Department).

V. INTENT PROCESSES

A. Emergency Security Procedures: The UAMS Department of Public Safety Police Department maintains comprehensive procedures for responding to security incidents and system failures. This includes routine testing and monitoring of panic alarms and campus emergency phones, as well as continuous observation of cameras covering entry points and other sensitive areas through the dispatch center. The department is also prepared to manage large-scale or disruptive events, including crowd control, traffic direction, and access management. When needed, assistance may be requested from local agencies such as the Little Rock Police Department, VA Police, and the Arkansas State Police.

B. Security & Police Staffing and Duties: The UAMS Department of Public Safety Police Department has an officer and a security officer stationed at the Emergency Department 24/7. Two security officers patrol the Cancer Institute during designated hours. A night shift security officer works the main information desk in the late-night hours.

Officers make regular rounds, unlock and lock the exterior doors at scheduled times, and respond to all police-related calls to maintain a safe and orderly environment. The UAMS Department of Public Safety Police Department, in conjunction with the Media Relations Department, will assist media with an acceptable waiting location for information and reporting. Additional officers are called in as necessary to support these functions.

C. Addressing Security Issues: A security risk assessment of the facility, including high risk areas, is conducted annually. The UAMS Department of Public Safety Police Department maintains the following:

- Relative crime statistics
- Risk Assessment
- Incident Reporting System

D. Reporting and Investigations: The UAMS Department of Public Safety Police Department documents security-related incidents for patient and visitor incidents, employee incidents, and property damage. Security Incident Reports of patient and visitor security-related incidents are completed by the UAMS Department of Public Safety Police Department and directed to the Chair of the Environment of Care Committee. Employees involved in security-related incidents should contact the UAMS Police Department. These reports will also be directed to the Environment of Care Committee.

The UAMS Department of Public Safety Police Department performs an analysis of these incidents, and the findings of the analysis are reported to the Environment of Care Committee. The incident analysis is intended to provide an opportunity to identify trends or patterns that can be used to control or prevent future occurrences.

Identification: Employees, physicians, volunteers, students, contractors, and vendors are identified by identification badges. These badges are to be worn

above the waist for visibility. Patients wear wristband identification in restricted areas where access is controlled:

E. **Security and Support Services Team:** The Department of Public Safety Security and Support Services Department manage the video surveillance systems, badge access control system, ID Badging, and Lock Shop. This group is also responsible for internal asset protection within UAMS. This includes investigations concerning asset protection.

Access Control:

High End: Sensitive areas are addressed with limited access control by use of identification cards, 24-hour monitoring, and continuous staffing.

Mid-Level: General areas are secured using card access and locks, and keys.

Low Level: Monitored through department policy related to visitor control and employee observation.

F. Vehicular Access: Vehicular access to the Emergency Department area is monitored by the UAMS Department of Public Safety Police Department 24/7.

VI. ORIENTATION AND EDUCATION

A. New Employee Orientation: The Security Management Education Orientation and Training Program begins with the new employee orientation for all new employees.

B. Annual Continuing Education: The Annual Continuing Education Program for UAMS includes self-directed, computer-based learning modules. These modules contain learning materials and tests. These modules can be used by individual employees or as a guide for group presentations. Directors or managers determine the most appropriate method of instruction for employees in their department or unit. Modules are reviewed and/or revised as necessary. New modules are developed when the need is identified.

C. Department Specific Training: Managers and/or directors are responsible for seeing that new and current employees are oriented to department security

policies and procedures and specific job-related hazards. Employees working in security-sensitive areas are trained in processes for minimum security risk.

D. Contract Employees: Assessment and needed education are done at the time of assignment.

VII. INFORMATION COLLECTION AND MONITORING (ICES) – PERFORMANCE MONITORING

UAMS' ongoing performance monitoring is conducted. The following performance monitors have been established and will be maintained for the coming year. Measuring security trends as follows:

1. Assaults
2. Theft/Larceny
3. Workplace Violence

The UAMS Department of Public Safety Police Department oversees the development of performance monitors for the Environment of Care and Safety Coordinating Committees. Data from these performance monitors is reported quarterly to the Safety Coordinating Committee. The objectives, scope, performance, and effectiveness of the Security Management Plan are evaluated annually by the Safety Coordinating Committee. The following aspects of the program will be assessed:

1. Staff Knowledge and Skills
2. Noteworthy Trends or Incidents
3. Goals and Objectives for the Upcoming Year

VIII. ANNUAL EVALUATION

A. The Safety Officer has an overall responsibility for coordinating the annual evaluation process with each of the seven functions associated with managing the Environment of Care. The annual evaluation examines the objectives, scope, performance, and effectiveness of the Safety Management Program.

B. The annual evaluation is presented to the Safety Coordinating Committee by the end of the first quarter of each year. The Safety Coordinating Committee

reviews and approves the report. The deliberations, actions, and recommendations of the Safety Coordinating Committee are documented in the minutes. The annual evaluation is distributed to the Chancellor, Vice Chancellor, and CEO for UAMS Health, Vice Chancellor and COO of Institutional Support Services, Board of Trustees, and other department managers as appropriate. This finalizes the evaluation process.

IX. CORRESPONDING POLICIES

UAMS All Hazards Emergency Operations Plan

Code Red—Page 82
Mass Casualty—Page 100
Severe Weather—Page 64
Infant/Child Abduction—Page 138
Bomb Threat—Page 132
Presidential Trauma Scenario & Foreign Dignitaries/VIP Security—Page 118
Active Shooter—Page 124

Current UAMS PD General Orders (PowerDMS)

G.O. 314.2—Infant/Child Abduction
G.O. 307.2—Bomb Threat
G.O. 307.3—BL3 Biomedical Research Center
G.O. 307.1—Active Aggressor