

Hanover Hospital Safety and Security On the Job Training

ON THE JOB TRAINING CHECKLIST	TRAINEE INITIAL	TRAINER INITIAL
1. Introduction		
Site Location		
Hanover Hospital Table of Organization		
Hospital Department Locations		
Hospital Floor Plans		
2. Security Officer Job Description		
Security Officer Job Description		
Security Officer Job Performance Standard		
3. Security Department Rules & Regulations		
Chain of Command		
Department Rules & Regulations		
Company Rules & Regulations		
Officer Attendance & Scheduling		
Uniform Requirements & Dress Code		
Reporting For & Off Duty		
4. Security Post Procedures		
Post 1 Procedures		
Foot Patrol Procedures		
Emergency Phone Numbers		
Emergency Contact Information		
Primary Duties & Responsibilities		
Daily Activity & Incident Reports		
Specific Duties & Responsibilities		
Specific Post Assignment Duties & Responsibilities		
5. Access Control		
After Hour Visitation		
Employee Identification Badges		
Contractor Identification Badges		
Shipping & Receiving		
Deliveries During Business Hours		
Deliveries After Business Hours		
Removal of Hospital Property & Equipment		
Card Access System		
Security Sensitive Areas Policy		
Infant Abduction System		
Delayed Egress		
Emergency Lockdown		
6. Patrol Procedures		
Pro-Active		
Patrol Tour Points		
Issuing Parking Notices		
Responding to Off-Site Facilities Alarms/Assignments		
Parking Policy		

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7. Emergency Response Procedures		
Code Red		
Evacuation (4 Methods)		
Code Pink		
Code Green – Primary officer		
Code Green – Back Up Officer		
Code 9		
Code Yellow		
Code Purple		
Code Brown		
Code Silver		
Code Orange		
Mechanical Problems		
Electrical Problems		
Elevator Problems		
Water Leak		
Severe Weather		
Criminal Activity		
Media Relations		
Interim Security Measures Policy		
Emergency Management Plan		
Radiation Alarms		
8. Miscellaneous Procedures		
Key Control Policy		
Lost & Found Policy		
Patient Valuables Policy		
Infant Abandonment Policy		
Restraint Policy		
Traffic Control		
Radio Usage & Communication		
Employee Escort Service		
Vehicle Assistance		
Telephone Usage		
Forensic Patients Procedures		
9. Video Training		
Video #1 MRI Magnet Safety: The Invisible Force		
Video #2 Fire Response & Control for Hospital Security		
Video #4 Report Writing for Hospital Security		
Video #5 Fire Safety Within The Hospital Setting		
Video #7 Disaster Response “Security’s Role”		
Video #8 Chemical Hazards In Healthcare		
Video #9 Worker’s Enemy #1: Back Sprains		
Video #10 Role Of A Hospital Security Officer		

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10. Required Training		
Nonviolent Crisis Intervention (CPI)		
CPR		
Wheelchair Safety & Operations		
Emergency Response Team Training		
Decon PAPR's		
Decon & Seclusion Rooms		
Clinical PAPR's		
Computer Operations/Procedures		
ProWatch Software		
IRIMS Software		
Act-Track Dispatch Log Software		
LZ-46 Driver Training and Inspections		
Code – 40		
Signal-36		
Company Car Operation		
11. Testing of System		
Infant Abduction System - Weekly		
State Radio - Weekly		
Blue Light Call Boxes – Weekly		
In-House Panic Alarms		
Off-site Panic Alarms – Quarterly		
Brokey System		

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ON THE JOB TRAINING RECORD

Trainee Name

Trainee Signature

Hire Date

On The Job Training Completion Date

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I, _____ & _____, conducted the training for this officer and he/she has satisfactorily completed all the Job Training items through direct involvement, supervision and observation.

Trainer Signature

Trainer Signature

Comments:

Strengths and Weaknesses:

