

# Greater New Orleans Surgery Center

## ANNUAL REVIEW OF THE SECURITY MANAGEMENT PROGRAM

Page 1 of 1

Reviewed: August 1, 2001  
08/01/03, 06/24/08, 05/01/09

Deleted: 05/01/09

Implemented: August 1, 2001

### PURPOSE:

To maintain the currency and consistency of the security management policies and procedures and to evaluate the usefulness of the program's performance standards.

### POLICY:

Greater New Orleans Surgery Center will evaluate annually the objectives, scope, organization, and effectiveness of the security management program.

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1

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# Greater New Orleans Surgery Center

## CONTROL OF FIREARMS

Page 1 of 1

Reviewed: August 1, 2001  
08/01/03, 06/24/08, 05/01/09  
Implemented: August 1, 2001

### PURPOSE:

To ensure a safe environment for patients, visitors, and staff.

### POLICY:

**Only commissioned law enforcement officers will be allowed to carry firearms on the Center property.**

### PROCEDURE

1. Whenever a firearm or other weapon is discovered, the safety officer will be notified;
2. The individual, whether visitor, patient, or employee, (reference employee handbook), in possession of the weapon will be notified of the facility policy and asked to dispose of the weapon and/or leave the premises.
3. If needed, the Police Department will be contacted for assistance.
4. An Incident Report will be completed for any firearm incident (see policy and procedure on incident reporting).

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# Greater New Orleans Surgery Center

## DESIGNATED SECURITY AUTHORITY

Page 1 of 1

Reviewed: August 1, 2001;  
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Implemented: August 1, 2001

### PURPOSE

To designate a person or persons responsible for the management of the Security function within the center.

### POLICY

It is the intent of the Greater New Orleans Surgery Center to provide a safe and secure environment to all of its patients, visitors, and employees at all times. The policies and procedures that address specific security issues are found in the pages that follow.

### RESPONSIBILITY

The Security of the center is under the direct supervision of the Administrator. The Administrator is responsible for maintaining a secure environment for all patients, visitors, and staff.

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3

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# Greater New Orleans Surgery Center

## HOURS OF OPERATION

Page 1 of 1

Reviewed: August 1, 2001;  
08/01/03, 06/24/08, 05/01/09  
Implemented: August 1, 2001

## PURPOSE

To set a schedule of hours and delineate responsibility for coverage of the Security function of the center.

## POLICY

It is the intent of Greater New Orleans Surgery Center to set a schedule of hours and responsibility for the Security function of the center.

## PROCEDURE

Security system coverage will be available from the time security is turned on but no later than 09:00 p.m. through 6:00 a.m. Monday through Friday and 24 hours per day on Saturday and Sunday. During normal working hours, the security function will be handled by the Administrator.

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