

Facility:	Illinois College of Optometry and Illinois Eye Institute
Policy:	Reporting of Incidents – General Security
Manual:	Environment of Care
Effective:	December 2000
Revised:	
Review Dates:	March 2002 (V.Conrad) March 2008 (M.Butz) November 2015 (M.Butz)

REPORTING OF INCIDENTS – GENERAL SECURITY

PURPOSE:

To provide a secure environment for patients, students, visitors and staff.

POLICY:

Guidelines for reacting to situations and for the proper reporting of those incidents outlined shall be used as a guide for the response to security issues. ICO/IEI shall make every reasonable effort to provide a secure environment for patients, students, visitors and staff.

PROCEDURE:

What to do in case of a security incident:

An emergency situation: A security/safety incident would be considered an emergency if serious injury has just occurred or will likely occur or loss of life to a patient, student, staff or visitor is threatened or a theft in progress. If you witness an emergency or are involved in an incident, use any phone and call 911. When 911 is dialed, the Security Office is automatically notified via computer and an officer will respond. You should not try to stop a crime such as a theft in progress or whenever a weapon is being used. Obtain as much information as possible without placing yourself in danger.

The security office will serve as a communications center during an emergency security incident.

A non-emergency situation: A security incident that would not be considered an emergency may include the discovery of a theft that occurred previously, loss of property of lesser value, unusual circumstances that are not linked to an apparent crime, suspicious behavior, threats to the confidentiality of patient information or loss of medical records.

How to report a security incident:

An incident report should be completed and filed with the security office as soon as possible after an incident occurs. Every effort should be made to be as complete as possible in the report. The circumstances surrounding the incident and location where the incident occurred should be as detailed as possible.

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Investigation and Analysis:

The need for an investigation of an incident will be determined by the Chief of Security. Investigations will be coordinated by the Chief of Security. The security office will maintain a file of all incident reports. Copies of all incident reports will be forwarded to the Senior Director of Compliance and Quality Improvement for analysis. If trends in incidents are found, improvement strategies will be formulated. Periodic reports of safety and security of the institution should be copied to the Senior Director of Compliance and Quality Improvement and to any other appropriate departments such as facilities, business office, human resources, etc.