



**ROAR**

# Healthcare Security Checklist

Keeping your healthcare staff safe starts with having a safe workplace.  
Use this checklist to keep your ROAR panic button solution working properly  
and your property free from dangerous situations.



# Checklist

## Panic Button Training Regimen

- |   |                          |
|---|--------------------------|
| 1. Property managers are trained on system function and use | <input type="checkbox"/> |
| 2. Employee orientation                                     | <input type="checkbox"/> |
| 3. Employee retraining:                                     |                          |
| 3.1 Employee is concerned about their safety                | <input type="checkbox"/> |
| 3.2 Following an injury or incident                         | <input type="checkbox"/> |
| 3.3 Following activation of device                          | <input type="checkbox"/> |
| 3.4 During regular pre-shift meetings                       | <input type="checkbox"/> |

## Elements of Training

- |   |                          |
|---|--------------------------|
| 1. When to activate an alert                  | <input type="checkbox"/> |
| 2. How to handle false alarms                 | <input type="checkbox"/> |
| 3. Policies and procedures for all scenarios: |                          |
| 3.1 Sexual Assault                            | <input type="checkbox"/> |
| 3.2 Sexual Harassment                         | <input type="checkbox"/> |
| 3.3 Contraband                                | <input type="checkbox"/> |
| 3.4 Injury or illness                         | <input type="checkbox"/> |
| 3.5 Physical Assault                          | <input type="checkbox"/> |

## Training Checklist

1. Post Staff Training Poster in break room or staff common area
2. Demonstrate how to use the device
3. Train Security Responders on device deactivation
4. Set off a test alert near beacon to demonstrate response
5. Review scenarios where alert should be sent
6. Review scenarios where alert should NOT be sent
7. Assure staff that location is not continuously tracked
8. Review SOPs for when an alert is sent
9. Train responders (only designated people should respond)
10. Designate one person per shift responsible for system admin
11. Have employee repeat training instructions
12. Observe employee use and correct as needed
13. Recheck employee understanding with follow up questions

## Daily Procedures

1. All devices are signed out at beginning of shift
2. All devices are returned at the end of shift
3. All devices are labeled and numbered
4. Cleaning and preventative maintenance schedule is followed
5. All devices and batteries are tested on a regular basis

## Response

1. Determine who should respond to alerts
2. Determine how quickly they should respond
3. Determine where responders should go
4. Deactivate device following response
5. Develop guidelines for calling emergency services / first responders

## Security Cameras

1. Front desk
2. Nurse station
3. Hallways
4. Vending areas
5. Waiting areas
6. Stairwells

## Lighting

1. Isolated areas
2. Parking lots, hallways and alleys
3. Regularly check bulbs and update lighting systems

## Access Control

1. Direct traffic through areas that can be controlled and monitored

2. "Non spaces" should be eliminated or blocked off

## Exterior Maintenance and Appearance

1. Painting and landscaping should be regularly maintained

2. Property should be litter free

3. Broken windows and doors, etc. should be fixed immediately

## Room Maintenance

1. Carpets and rugs are clean

2. Tables and desks are clean

3. Room lighting and outlets work properly

4. Bathroom fixtures are clean and functional

## Limit Entrances and Egresses

1. Entrances should be monitored so the fewer the better

2. Egresses should be planned with fire safety in mind - no entrance

## Patient Registration and Treatment

1. Patients present ID

2. Respond to guest requests in a timely manner

## Treat Employees Well

1. Offer fair/competitive pay and benefits

2. Effectively communicate facilities' policies

3. Provide panic button solutions to ensure well-being

**Want to improve the safety of your employees, increase job satisfaction and reduce workers' comp claims?**

**Request a Demo**

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