

Safety and Security

Security is provided 24 hours per day, seven days per week. To reach security, dial the operator or call 707-479-1283. Security will provide escort services when requested, assist in the control of patients and/or visitors, patrol the hospital facility, parking lot and grounds. Security responds to all emergency codes, except Code Blue.

Security Do's

- ❖ Report any unlocked doors which should be locked to security.
- ❖ Report any stolen articles.
- ❖ Report suspicious people.
- ❖ Question anyone who looks out of place by asking, "May I help you?"

Security Do Not's

- ❖ Do not walk to your car alone at night.
- ❖ Do not carry large amounts of money.
- ❖ Do not leave valuables unsecured.

Maintaining security, confidentiality, and integrity of information is required of anyone who has access to it. **Information Security** is protection against the intentional or unintentional destruction, modification or disclosure of information. **Information Confidentiality** is restriction of access to data and information to individuals who have a need, reason and permission for such access. **Information Integrity** refers to the accuracy, consistency and completeness of data. To maintain security, confidentiality and integrity of information, all patient records are confidential and should be treated in a secure manner.

- ☞ Cover all patient information on clipboards with a cover sheet.
- ☞ Do not discuss patients in elevators, cafeteria or open areas...even if you don't utilize names.
- ☞ Do not copy any patient record.
- ☞ Do not carry identifying patient information outside of the hospital.
- ☞ White boards in rooms should not include confidential information.
- ☞ Be aware of voice messages on pagers, they are heard by everyone who has the pager and everyone around the pager.