

**Purpose: Increase staff awareness when entering and exiting buildings to prevent unauthorized entry**

## **What is the importance of staff awareness when entering or exiting?**

Ensuring only authorized staff, faculty, patients, and visitors are within our buildings helps to promote a safe and secure welcoming environment.

### **Best Practices:**

All staff and faculty should take the time to perform a few simple tasks to help support building safety

- ✓ Watch the door you just entered/exited until it closes completely
- ✓ Don't allow others to follow you (aka piggy-back) into a building
  - ❖ *At restricted areas/buildings or interior badge access doors, this should also be the practice with badged persons to ensure the staff or faculty member has appropriate access*
- ✓ Be aware of your surroundings, watching for any persons waiting around a restricted entrance. **\*Report suspicious persons to Security Services\***



### **Payoff:**

By following Best Practices; you will be helping to:



- Prevent unauthorized visitors or crowding in public areas
- Reduce incidents of harassment or Workplace Violence
- Reduce opportunity for theft of Organizational & personal property
- Reduce opportunity for vandalism
- Maintain a safe workplace for all

### **Conclusion:**

All members of the Stanford Medicine Community should feel safe when on site, whether for an appointment or to work a shift, at all hours of the day. Safety is the responsibility of no one single person or Department and it is only through consideration and collaborative effort that this can be achieved.

**Report all suspicious activity immediately by calling the Security Operations Center 24/7 at (650) 723-7222. Other questions or concerns may be emailed to [DL-SecurityServicesOperations@stanfordhealthcare.org](mailto:DL-SecurityServicesOperations@stanfordhealthcare.org)**