

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