**POLICY & PROCEDURES**

***Defining the Overall Approach toward Meeting a Requirement***

### **Facility Security Plan §164.310(a)(2)(ii)**

### **Effective Date:** <Month Day, Year>

### **Policy Number:** <If applicable> **Rev.** 0

**Policy:** We must protect our information systems by preventing physical access, tampering and theft. Our physical access controls allow individuals with legitimate business needs to obtain access to the facility and deny access to those without legitimate business needs.

**Procedures:** Our facility security plan is primarily concerned with restricting physical access by unauthorized people. We must maintain and regularly review our facility security plan procedures that describe how our office and equipment will be appropriately protected.

**Details:** The facility security plan procedures include but are not limited to:

* All facility exterior doors and window are equipped with a locking mechanism. The facility will be locked during non-business hours.
* A security alarm system is in place to protect the facility during non-business hours.
* Keys and security codes to facilities are issued on an as needed basis as defined by management. A list of distributed keys and security codes is maintained.
* Workforce members are responsible for safeguarding their assigned key. Keys shall not be lent to others and the loss of a key shall immediately be reported to the Security Official.
* Keys are collected from authorized personnel and security codes are deleted when access to facilities is no longer required. Locks will be changed at the discretion of management.
* All facility exterior doors other than doors designated for patients/visitors entry will remain secure to prevent unauthorized entry into the facility from the outside. For fire purposes, all exterior doors will allow emergency exit from the facility during business hours.
* Signs are displayed and interior entry doors are locked to prevent patients/ visitors from entering restricted areas without an escort.
* Emergency exit signs and lighting are in place.
* Security access violations will be investigated by the Security Official.
* Documentation (e.g. policies and procedures) of the practices in place will be retained as evidence of compliance.

**Location of supporting documentation:** If so, identify the document and location it is stored here.

## REVISION HISTORY

| Revision | Date | Initiator | Nature of Change |
| --- | --- | --- | --- |
| 0 |  |  | Initial draft |
| 1 |  |  |  |