

**FMS.12 The hospital has a mechanism to deal with a bomb threat.**

- FMS.12.1 There is a written policy on how to deal with a bomb threat in the hospital which includes:
- FMS.12.1.1 Defining the code or alert.
  - FMS.12.1.2 Defining the role of the person receiving threat alerts.
  - FMS.12.1.3 Defining the response team including the individual responsible for announcing the emergency status and contacting the local authorities.
  - FMS.12.1.4 Defining the duties and the responsibilities of all staff involved and their action cards.
  - FMS.12.1.5 The command center location.
  - FMS.12.1.6 Defining the steps to be taken during the bomb threat.
- FMS.12.2 Staff are trained on response to bomb threat alerts.

**FMS.13 The hospital has qualified individuals assigned to maintain security.**

- FMS.13.1 The number of security personnel is proportional to the size of the hospital, number of entrances, and the availability of supporting security systems.
- FMS.13.2 The security personnel have written job descriptions.
- FMS.13.3 The security personnel receive orientation about:
- FMS.13.3.1 Scope of work and job description.
  - FMS.13.3.2 Emergency codes.
  - FMS.13.3.3 Fire safety.
- FMS.13.4 The security personnel roles are clearly defined for the following:
- FMS.13.4.1 External disaster plan.
  - FMS.13.4.2 Internal disaster plan.
  - FMS.13.4.3 No smoking policy.
- FMS.13.5 The security personnel have a dress code.
- FMS.13.6 The security personnel conduct hospital wide security rounds and significant findings are documented.

**FMS.14 The hospital ensures safe management of hazardous materials.**

- FMS.14.1 There is a written hazardous materials plan that includes the following:
- FMS.14.1.1 Appropriate handling, storing, transporting, and disposing of hazardous materials.
  - FMS.14.1.2 Education and training on signs and symptoms of exposure to hazardous materials and the appropriate treatment according to Material Safety Data Sheets (MSDS).
- FMS.14.2 Each department has a current list of hazardous materials used in the department. The list covers:
- FMS.14.2.1 Purpose of use.
  - FMS.14.2.2 The responsible person.
  - FMS.14.2.3 Permitted quantity.
- FMS.14.3 Each department dealing with hazardous materials has Material Safety Data Sheets (MSDS) relevant to its current list of hazardous materials.
- FMS.14.4 Each department using hazardous materials has proper personal protective equipment (PPE) and spill kits to handle any spill or exposure.
- FMS.14.5 All hazardous materials are labeled clearly and this includes:
- FMS.14.5.1 Anti-neoplastic drugs.
  - FMS.14.5.2 Radioactive materials.