

Security Considerations for Community/Secondary Vaccine Sites



COVID-19 VACCINE SITE SECURITY CONSIDERATIONS (Community/"Secondary" Sites)

Date: January 14, 2021

The security risk related to the administration of Covid-19 vaccines is considered to be low.

Sites identified as "secondary" sites (i.e. sites receiving vaccine from a primary site. Primary sites are those that received vaccine directly from the manufacturer, *as defined in IBCOC's Standard Operating Procedures*) do not require a formal Security Vulnerability Assessment (SVA). However, if there are specific security related concerns, please contact your organization's Protection Services program who will work with you to address the concerns and/or complete a SVA, if required.

The following will provide some general security tips and considerations.

This document is primarily intended for sites without on site security staff.

Any situation needing an emergency response, please call 911.

A key aspect of increasing the security of any work environment is for each individual to take an active interest in security and to work collaboratively with other internal stakeholders towards fostering a culture of security awareness.



Internal Space

- Suspicious activity should immediately be reported to your manager. Remember to trust your instincts. If a criminal act is taking place, make yourself safe and contact Law Enforcement.
- Always wear your organization identification in plain view and encourage others to do so as well.
- Refrain from allowing strangers to follow you into a building or restricted areas after you have opened the door.
- Persons found to be within your work area that you do not recognize should be questioned as to why they are there. Should there be any concerns contact your manager. If at any point you feel threatened or the individual displays signs of aggression make yourself safe and call 911.
- Ensure your personal workspace/office is secure when unattended. This includes closing and securing doors and cabinets even if you're only leaving for a few moments. A random act of opportunistic theft only takes seconds to occur.
- Never leave your valuables unattended or left in plain sight. Keep your purse, wallet, keys and other valuables with you at all times or locked in a secure drawer or closet. At the end of the day please take these items home with you in order to avoid providing a would-be-thief with the opportunity to steal your valuables.

External Facility

- Walk in *groups* of people whenever possible.
- Stick to well-populated busy areas. Avoid hidden trails and shortcuts through secluded areas. Walk in in well-lit areas.
- During low light hour's wear reflective clothing, this allows others on the roads to see you.
- Do not shut yourself off from the world by using headphones and other portable electronic devices while walking; this may distract you from being aware of your surroundings especially when crossing roads and intersections.
- Do not over burden yourself with bulky packages or bags. Keep your arms free.
- Carry a cell phone and have it handy in case you need it. Do not make and take calls while walking – you will appear distracted.





- If you see anything suspicious or if something just doesn't feel right, leave immediately and contact Police.
- If you think you are being followed, avoid going home and go to the nearest place of safety instead.
- If you are on foot, cross the street, change directions or vary your speed. If you think you are being followed, go to the nearest public place and call law enforcement if required.
- In a commercial or residential area, head for a place where there are other people as soon as possible.

Security Tips for Parking

- Park in well populated areas where others can be alerted in the event of an emergency.
- Ensure you look around the car before you get out, especially at night or in deserted areas such as underground parking lots.
- Always lock your car when it is parked.
- When you leave your car, walk briskly and confidently. Do not be distracted.
- When you know you will be returning to your car late at night, try to park in a well lit area.
- Before getting into your car, visually check the interior.
- Have your keys in your hand so that you can unlock your door when you reach your car instead of searching for the key. Lock your doors once inside.
- Try not to park on levels of a parking garage that will be empty when you return.
- Know the nearest safe exit route from a garage/parking area.
- If you are worried about becoming a target, vary your routine. Park in different spots at different times.
- Never leave items in view in your vehicle and use an anti-theft device.
- Never keep your hospital identification/keys/access cards in your vehicle.

For any other security related questions, please contact your Protection Services representative.

