*EXAMPLE TEMPLATE*

Security Plan for Comprehensive Harm Reduction Programs

*INSERT YOUR AGENCY’S NAME HERE*

[VIRGINIA STANDARDS AND PROTOCOLS FOR COMPREHENSIVE HARM REDUCTION PROGRAMS](http://www.vdh.virginia.gov/content/uploads/sites/10/2017/06/HRP_Standards_Protocols_No_Signature_Page_06-15-2017.pdf) requires that agencies include a security plan with their [application](http://www.vdh.virginia.gov/content/uploads/sites/10/2017/06/Application-to-Create-a-CHR-Program-in-VA.pdf) to provide this service. The security plan must also be provided to local police and/or sheriffs. *This template may assist applicants with developing a security plan and is modeled on plans used in neighboring jurisdictions.*

# REQUIRED PLAN COMPONENTS

# Location of Comprehensive Harm Reduction Sites

|  |
| --- |
| List all physical address(es) where distribution and collection of needles and syringes will take place. If operating from a mobile vehicle, indicate closest intersection to identify locations where services will be provided. |
| Street address 1:Click here to enter text. |
| City: Click here to enter text. Zip: Click here to enter text. |
|  |
| Street address 2:Click here to enter text. |
| City: Click here to enter text. Zip: Click here to enter text. |
|  |
| Street address 3:Click here to enter text. |
| City: Click here to enter text. Zip: Click here to enter text. |

*(Add additional sites as needed.)*

Any changes to harm reduction sites must be updated in this Security Plan and shared with local law enforcement prior to providing services at a new location.

# Description of how entity will securely store, collect and transport hypodermic needles and syringes

Typical controls include the following:

* Reconciling orders with packing slip, and delivered supplies; promptly reporting discrepancies to supplier and agency leadership
* Utilizing locked storage for needles and syringes when program is not operating
* Conducting periodic inventories of needles and syringes
* Limiting access to authorized staff members including describing what mechanism the CHR Program will use to identify personnel authorized to purchase, transport, distribute and collect hypodermic needles and syringes. Issuance of a personnel identification card with agency name and address, “Comprehensive Harm Reduction Program Personnel” and individual’s name and personnel records documenting card distribution will suffice for this purpose.
* Procedures to ensure storage, transport and disposal of regulated medical waste (RMW), including “sharps”, complies with local, state and federal requirements. It is the responsibility of the site to ensure proper disposal of all RMW.

## Description of mechanism used to inform participants that the CHR site is a drug-free environment, including the parking and exterior areas of the site. Examples include signage, a participant handout, participant agreement, etc.

## Description of how entity will adequately staff service delivery (with at least two personnel on-site while program is serving participants): How many staff will serve clients? What supervision will be available to these staff?

**Entity’s personnel training plan that includes but is not limited to**

* Education on HIV/HBV/HCV transmission, prevention, counseling and testing such as [Virginia HIV AIDS Resource and Consultation Centers’ Facts and Fundamentals](http://vharcc.com/trainingcalendar.html) or equivalent courses.
* Education on infection control and exposure management compliant with
  + [Occupational Safety and Health Administration’s Bloodborne Pathogens Standard (29 CFR 1910.1030)](https://www.osha.gov/SLTC/bloodbornepathogens/otherresources.html)
  + [Centers for Disease Control and Prevention’s (CDC) Guide to Infection Prevention in Outpatient Settings: Minimum Expectations for Safe Care](https://www.cdc.gov/hai/settings/outpatient/outpatient-settings.html)

**Entity’s security related personnel policies that include but are not limited to**

* Procedures for preventing and managing personnel’s or participants’ inadvertent exposure to blood in a manner that may transmit infection (e.g. via needle stick injury) in compliance with [current CDC recommendations](https://stacks.cdc.gov/view/cdc/20711).

**OPTIONAL PLAN COMPONENTS**

Prudent safety measures the CHR Program will implement to reduce risk of inadvertent needle stick injuries (e.g. conducting services in areas with adequate lighting, preventing crowding in service areas, utilizing puncture-resistant utility gloves at all times when opening, sealing, or handling sharps containers).

How your agency will handle community and law enforcement concerns such as when and how to report non-routine occurrences such as community objections or concerns about programs or law enforcement encounters at service delivery sites.