GOVT. OF WEST BENGAL
Office of the Superintendent
Balurghat District Hospital & SSH
Balurghat, Dakshin Dinajpur
Dakshin Dinajpur

Memo No. 4733

Date 1.10.2024

All concerned are hereby informed that Hospital Security Committee is formed as per the guidance of the higher authority.

1. **Committee Name:** Hospital Security Committee (HSC)
2. **Composition:**
   - **Chairperson:** Superintendent, Balurghat District Hospital
   - **Members:**
     - General Surgeon

       1. Dr. Hassan Subid
       2. Dr. Jagabandhu Murmu
          Dr. Ranjan Kumar Mustafi
          Dr. Debabrata Dey
          Dr. Gautam Minji

     - Gynecologist –   Dr. Sukanta Manna
     - MOIC, Blood Centre –
     - GDMO –
     - Dy. Superintendent Physician
     - Dy. Superintendent :-   1. Kaustav Ghosh Chowdhury
                                  2. Arindam Roy
                                  Smt. Lipika Jamadar
     - Nursing Superintendent –
     - Jt. Nursing Superintendent

       1. Poly Roy
       2. Iti Hajra
          Ayyan Sinha
          Sanjib Das

     - Assistant Superintendent –
     - Facility Manager
     - Representative from Jr. Doctors

This order is effective immediately. All relevant departments are expected to cooperate with the formation and operation of the Hospital Security Committee.

1/10/24.

Superintendent
Balurghat District Hospital
Dakshin Dinajpur

Roles and Responsibilities of HSC:-

1. **Policy Development:**
   - Create and review security policies and procedures to ensure a safe environment for patients, staff, and visitors.
2. **Risk Assessment:**
   - Conduct regular assessments to identify potential security threats and vulnerabilities within the hospital.
3. **Incident Response Planning:**
   - Develop and implement emergency response plans for various scenarios (e.g., external, internal or natural disasters).
4. **Training and Education:**
   - Organize training sessions for staff on safety protocols, emergency response, and conflict resolution.
5. **Collaboration:**
   - Coordinate with local law enforcement and emergency services to enhance security measures and response strategies.
6. **Monitoring and Evaluation:**
   - Regularly evaluate the effectiveness of security measures and make recommendations for improvements.
7. **Incident Reporting:**
   - Establish a system for reporting security incidents, ensuring thorough documentation and follow-up.
8. **Community Relations:**
   - Engage with the community to promote awareness of hospital security measures and gather feedback.
9. **Compliance:**
   - Ensure that all security practices adhere to local, state, and federal regulations, as well as accreditation standards.
10. **Resource Management:**
    - Assess and recommend necessary resources (e.g., personnel, technology) to enhance hospital security.

Conclusion

The Hospital Security Committee plays a crucial role in maintaining a safe healthcare environment. By forming a well-rounded committee and clearly defining roles and responsibilities, hospitals can effectively address security challenges and promote a culture of safety.