

<p style="text-align: center;">UC San Diego</p> <p style="text-align: center;">Altman Clinical and Translational Research Institute</p> <p style="text-align: center;">Center for Clinical Research</p>	SOP Number	CCR:005
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	Date:	08/27/2025
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	Approved by:	B. Cale, RN
CLINIC SECURITY RESPONSE		

1 PURPOSE

- 1.1 This SOP describes the processes to be followed during safety and security threats associated with research participants and/or visitors who are on Center for Clinical Research (CCR) premises.
- 1.2 The process begins when a safety or security threat is identified.
- 1.3 The process ends when the safety or security threat has been managed and reported as required.

2 REVISIONS FROM PREVIOUS VERSION

- 2.1 N/A

3 REQUIREMENTS

- 3.1 All CCR personnel are required to wear employee identification badges while onsite at the CCR.
- 3.2 All CCR personnel are required to report immediately to their supervisors and security any acts of violence or perceived threats arising on CCR premises.
 - 3.2.1 No employee will be disciplined for reporting acts or threats of violence.
 - 3.2.2 Research participants at the CCR are volunteers and typically cannot be detained or restrained by health system security or campus police.

4 RESPONSIBILITIES

- 4.1 The clinical manager, medical director, administrative leadership, security services (Campus Police and Health System Security), and clinic personnel are responsible for carrying out these procedures.

5 PROCEDURE

- 5.1 For threats of violence; physical or verbal assault; emergency situations, such as active shooter, bomb threats, or weapons; or any other security threat:
 - 5.1.1 CCR personnel who identify or are involved in a perceived threat will initiate the appropriate level of emergency or security response.
 - 5.1.2 During all hours for urgent emergencies and/or imminent threat, CCR personnel will call 911 for an immediate response to the ACTRI CCR clinic located at 9452 Medical Center Drive, Suite 1E402.
 - 5.1.3 During normal clinic operating hours (7am-5:30pm), for non-urgent or non-threatening emergencies, CCR personnel will contact Campus Police at 858-534-HELP (4357), or call 44357 from a campus telephone.
 - 5.1.4 During the evenings (5:30pm-7am) and on weekends, CCR personnel will contact health system security at 36111 (or 619-543-3762) for urgent security assistance.
 - 5.1.4.1 For all security or emergency requests, CCR personnel will be prepared to give a description of the situation and the individuals involved.
 - 5.1.5 CCR personnel will notify the CCR assistant clinical director and medical director as soon as possible regarding any emergency/threat situations.

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5.1.6 For CCR research participant volunteer who acts in a threatening manner and/or requests to leave, do not attempt to detain them.

5.1.6.1 Remove yourself from the situation and away from danger.

5.1.6.2 Contact the appropriate emergency response (security, Campus police, or 911).

5.1.6.3 Notify the investigator, the clinical research coordinator and the assistant clinical director.

5.1.7 If a research participant is perceived to create a threat to themselves and they threaten to leave, calmly encourage them to stay, contact the investigator, the clinical research coordinator, and, depending on the time of day, security or campus police.

5.2 CCR personnel may request a security escort to their vehicle during off hours (evenings and weekends) by contacting the health system security team at 619-543-3762.

6 MATERIALS

N/A

7 REFERENCES

7.1 [UCSDH Policy 538.2 – Security Management Program](#) (Pulse Page)