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|  DOOR ALARM PROCEDURE  | NO. 492a |
| PURPOSE: It is the policy of this facility to ensure resident safety and security through the use of door alarms.PROCEDURE:Door alarms require immediate attention and response by facility staff to ensure the safety of residents. Education shall be provided to staff upon hire and annually, at a minimum, regarding the need for immediate response to door alarms. Immediate response requires an employee to physically go to the door that has an alarm sounding to establish why the alarm was triggered.Disengaging or silencing the door alarm is not allowed until the reason for the activation is determined.Procedure to follow if an outside door opens and the alarm sounds:1. Alarms will immediately sound at the location of the opened door, on the pagers and on the Quick-Look displays.
2. The pagers and Quick-Look displays will indicate which door is breached.
3. Staff must immediately respond to the alarm as follows:
4. Staff will exit the breached door to determine if a resident has gone out of the door and to view the environment surrounding the door.
5. On alarmed doors, the alarm will not stop until the door is closed and reset with the keypad next to the door. On the Mag-locks located in the Chapel and the adjacent hallway, they will not silence until the Mag-locks are reset with a key.
6. If unable to identify the resident who triggered the alarm, conduct a head count following a search of the area surrounding the door affected. Areas of the building will be inspected including bathrooms, closets and public areas.
7. Staff located near the Employee entrance will immediately exit and search the parking lot area and rear building perimeter. Staff located near the front exit will search the parking lot area and front building perimeter.
8. In the event of a missing resident, the nurse needs to follow the procedure outlined in the facility Elopement policy.
9. The nursing staff is responsible for daily checks of Code Alert bracelets to ensure that they are intact and to report any missing Code Alert bracelets to the Administrator.
10. Maintenance staff is responsible for checking door alarms at least weekly to assure they are operational. Documentation of these checks will be maintained.
11. In the event alarms are not operational, employee(s) will be appointed, to provide visual control of those door(s) affected for as long as necessary to assure the safety of residents.
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| Approved: | Effective Date:  10/87 | Revision Date:  5/05; 10/15; 3/17 | Change No.: | Page: 1 of 1 |