

# SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

## POLICY AND PROCEDURE MANUAL

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### Policy 187 – Legends Alarm System

#### I. POLICY

It is the policy of Legends that the alarm system (including door bell, stairway sensor and video/recorder monitor) is to be used to ensure the safety of both residents and staff. The system is to be on and in working condition at all times. This system is for security measures only and is at no time to be used to invade the privacy of any individual. This system is to be used and monitored by staff only.

#### II. PROCEDURES

##### A. Legends Door and Door Bell/Alarm

1. Door is to be closed and locked at all times for security purposes.
2. Door bell alarm will alert anyone going in or out of door at any time for security purposes.
3. Door bell on entrance door will be in the on position at all times with fresh #357 batteries installed.
4. Replacement battery supplies are kept on the unit. Two packs of batteries are to be kept at all times and replaced as needed by staff.
5. When door bell rings, staff will look on video monitor if Director is on site or look from top of steps to determine who is at the door.
6. The buzzers (located in LPN and Director's Offices) will be used to electronically open door for anyone authorized to be in the facility and staff will meet the individual on the stairwell to escort them to unit. Staff will walk to the bottom of steps and open door to greet any unauthorized individuals. No one is permitted into the facility unless approved. Staff will use the sign in sheet and follow procedure for visitors in unit.

##### B. Stairway Sensor

1. Stairway sensor is to be plugged in and remain in range of motion position at all times.
2. Sensor power cord is to be plugged in outlet in Tech office.

3. Sensor will alarm anytime anyone goes up or down the stairs for security purposes.
4. Stairway sensor uses 9 volt battery. Replacement batteries are kept on unit and are to be replaced as needed by staff. Two packs of batteries are to be kept at all times.

C. Video Monitor

1. Video monitor is to be on at all times with all eleven camera areas visible on screen at one time.
2. Eleven cameras can be monitored on rotating or manual basis. They include entrance door, stairway, back hallway leading to emergency exit, front hallway (2), middle hallway, kitchen area, great room, game room, weight room, and fire escape stairwell.
3. All the cameras can be watched at one time or rotated on a three (3) second cycle.
4. Video recorder is located next to the video monitor in the Director's office. Recording of activity takes place by motion sensor on each camera. Video is recorded on hard drive of the recorder and is password lock protected. Password will be held by the Program Director, Clinical Director, and Chief Executive Officer.
5. Program Director, Clinical Director, and/or Chief Executive Officer will review the recordings periodically. Recorded events can be reviewed by date and time listings.
6. After approximately 700 hours of recording time, the hard drive will begin to re-tape over the oldest recordings. Recordings can be manually erased one event at a time only by Program Director with password lock code. Recordings are not on any tapes and cannot be printed off but can be saved on hard drive.

D. System Maintenance

1. If any part of system is not working, inform supervisor.
2. If batteries need replaced, staff on duty is to replace them.
3. Contact maintenance staff immediately when maintenance is required on the equipment.