CONNECTICUT VALLEY HOSPITAL
OPERATIONAL PROCEDURE MANUAL

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 7:	Management of the Environment of Care
PROCEDURE 7.27:	**Panic and Body Alarms Security Systems**
REVISED:	12/30/08; 01/12/09; 01/9/17; 06/18
Governing Body Approval:	02/26/09; 01/12/17; 06/27/2018*(electronic vote)*

PURPOSE: All staff members at Connecticut Valley Hospital (CVH) play a role in the safe operation of the facility. The Panic and Body alarm systems facilitate a rapid response of additional staff resources to identified behavioral crisis situations. The ability to effectively manage these types of situations is a key component in the maintenance of a safe clinical care environment.

SCOPE: All clinical staff members assigned in patient care buildings with alarm systems.

POLICY:

CVH is dedicated to providing high quality health care in a safe environment.

PROCEDURE:

Assignment: Panic alarms are located throughout units throughout the Middletown campus. Body alarms are assigned to individual units, and carried by staff members. Each alarm will only announce emergencies for its programmed location. Body alarms should be worn by all staff assigned to Continuous Observation or 1:1 or greater observation at all times while in any patient care area where the system has been installed. Staff working with patients in remote or secluded areas should also consider using an alarm. It is the responsibility of each unit staff member to obtain a body alarm at the time they begin a special observation assignment. The alarm will be returned at the conclusion of the assigned observation period, or when another alarm is issued to cover a designated "common use area."

Wearing: The body alarm shall be worn on the breakaway lanyard or belt clip provided.

Activation: Panic alarms are activated by pushing the button and holding it down for 3-5 seconds. A body alarm is activated by pressing the button in the center of the front side of the unit. A staff member activating an alarm should also call out for help to identify their specific location on the unit to responding staff.

Schedule for Testing:

There are currently no alarms that require testing in the Blue Hills Substance Abuse Service.

All Patient Care Buildings - In all other campus unit locations the Panic Button alarm system will be tested once a year by Nursing staff in cooperation with the telecommunications staff (procedure below). Body alarms will be tested on a rotating basis monthly by Nursing staff in cooperation with the telecommunications staff, and annually by Stanley Security Systems. A record of staff initiated testing will be maintained by the Telecommunications Office staff.

Common Areas and Page Hall – The Page Hall Panic Button System will be tested annually in January by rehabilitation staff in cooperation with the telecommunications staff (procedure below). Supervisors in "common areas" are responsible for the testing of the body alarms assigned to their "common areas" which are not stored on patient care units. Testing will be conducted on a monthly basis in cooperation with the telecommunications staff as described below, and annually by Stanley Security Systems. A record of staff initiated testing will be maintained by the Telecommunications Office staff.

Each area is assigned a day within the month to conduct the testing of one alarm.

Battell Hall
B2N	1st day of the month
B2S	2nd day of the month
B3S	3rd day of the month
B3N	4th day of the month
B4S	5th day of the month
B4N	6th day of the month

Merritt Hall
Merritt 2AB	13th day of the month
Merritt 2 DE	14th day of the month
Merritt 3B	15th day of the month
Merritt 3D	16th day of the month
Merritt 3E	17th day of the month
Merritt 4B	18th day of the month
Merritt 4D	19th day of the month

Woodward *No Body Alarms.
W1S	20th day of the month
W1N	21st day of the month
W2S	22nd day of the month
W2N	23rd day of the month

The testing of Page Hall Panic Button Alarms and non-unit based common area body alarms can be arranged for any remaining days of the month by contacting the telecommunications staff. The telecommunications office may contact units to conduct testing on alternate days based on staffing levels.

In the month of January all units will test a Panic Button alarm. Throughout the remainder of the year a body alarm will be tested each month on a rotating basis until all of the alarms assigned to the unit have been completed, at which time the cycle will begin again. In the Woodward building, which has no body alarms, the Panic Button alarm will be tested on a rotating basis.

*Testing Documentation***:** Each unit is responsible for creating an Alarm Testing Sheet that lists all of the body alarms assigned to the unit. The list is then sent to the Telecommunications Office. They will maintain the testing records and ensure that staff is properly rotating which alarms are tested.

Monitoring: The Agency Police will include a status report on alarm testing in their monthly key indicator report to the Environment of Care Committee.

*Testing Process***:** In all unit locations with body alarms the second shift Nursing staff assigned to testing will contact the Telecommunications Office (x5555) between the hours of 6:00 pm and 8:00 pm to conduct a test or arrange a test time. At the appointed time the assigned staff will contact the Telecommunications Office. The Telecommunications Office will announce the test through the building speakers to alert staff. The assigned staff will then activate the alarm scheduled for testing. The telecommunications staff will verify activation, and announce the completion of the test at the conclusion of the overhead announcement. The Telecommunications Office will then enter the test results on the unit Alarm Testing Sheet.

The testing of common area body alarms and the Page Hall Panic Button alarms will follow a similar procedure but may occur during the day shift, when these areas are more commonly staffed, if the Telecommunications test support group has time available.

Defective alarms identified through either the Stanley or staff alarm test process will be removed from service. They will be returned to their designated area following repair by Stanley. Alarms identified as broken by unit staff should be reported to the responsible agency police office for pick-up and repair.

*Staff Training***:** All staff using the alarms will be provided training on how to activate and alarm, and how to cancel a false alarm.

*Common Area Alarms***:** Some body alarms in the Battell and Merritt buildings are programmed to specific physical locations within the building. Therefore, staff assigned to that "common area" who need to carry a body alarm must ensure they have the proper alarm for the designated area to ensure timely response to an emergency. Staff members will turn in previously assigned body alarms, and obtain the appropriate "common area" alarm prior to starting work in the designated area. The "common area" alarm will be turned in at the conclusion of the area assignment, and the appropriate body alarm for the next area of assignment issued prior to leaving the "common area".

*Alarm Inventory***:** Body alarms issued to Nursing staff members will be tracked as part of the Unit "Sharps" Count and must be accounted for at each change of shift. Body alarms issued to other assigned ward staff will be accounted for on a daily basis by the unit director. The "common area" supervisors are responsible for the testing and daily reconciliation of the body alarms assigned to "common areas" which are not stored on patient care units. Alarms that are removed from their designated areas generate a signal to the Telecommunications Office which will result in a phone call to account for the alarm location.

Note: The Body Alarm system is only designed for use in a behavioral emergency. A Medical Emergency response must still be initiated by dialing "999".