

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

SECTION 8: Safety, Security, Emergency Management

POLICY: 8.015

SUBJECT: Emergency Alarm, Two-Way Radio, and
Public Address System Testing

POINT PERSON: KAREN GARCIA
DIRECTOR OF SECURITY

APPROVED: GREGORY P. ROBERTS
SUPERINTENDENT



DATE: JANUARY 26, 2012

I. POLICY

To maintain a safe treatment environment for the residents and patients of Oregon State Hospital by conducting regular testing of the emergency alarm systems, two-way radios and public address system.

II. DEFINITIONS

There are two emergency alarm systems throughout the Oregon State Hospital Salem campus old buildings, the Remote System and the Single Point System.

- A. "Single Point System" means a permanent, "hard wired" system, activated from a central location. This system can not be heard in the affected area.
- B. "Remote System" means a separate system activated by hand held devices. This system can be activated from various locations on the designated unit. It is reset at a central location on the unit. This system can be heard in the affected area and adjoining area. This system is not connected to any Single Point System.

There is one emergency duress system installed in the new hospital building, which includes Personal Mobile Transmitters (PMT) and an infrastructure of repeaters, as well as infrared and radio transmitters.

III. PROCEDURES

- A. Alarm systems, two-way radios and the public address systems shall be regularly tested by OSH security and unit staff.

**SUBJECT: Emergency Alarm System and Two-Way
Radio Testing**

POLICY NUMBER 8.015

DATE: January 26, 2012

PAGE 2 OF 3

- B. All Single point and Remote panic alarms within the old building shall be tested at least monthly. The assigned Security Supervisor shall contact units the day of the required testing. Testing of the old systems shall be conducted during the first full calendar week of each month.
- C. The Security Supervisor (or designee) shall call the area to be tested and ask to speak with the Supervising RN on duty to coordinate the testing. If unit activities prohibit conducting the test at that time, it is the responsibility of the RN to reschedule a time with the Security staff to conduct the test within 24-hours of the original time.
1. The Single Point System shall then be tested. Upon confirmation from security staff of the systems activation, this system shall immediately be reset by the activator.
 2. Where applicable, the Remote System shall be tested after the Single Point System. Each remote control shall be tested. Every month, before the remote controls are tested, the batteries shall be replaced by unit staff. After each test, the designated unit staff shall reset the system and confirm the systems status to the security staff.
 3. Following the remote control tests, the public address system shall be tested and confirmed to have adequate volume and clarity on the testing unit.
 4. The two-way radios assigned to the unit shall be tested prior to each use, to include, but not limited to, unit movement to the treatment malls and patient movement outside the secure perimeter.
 5. For non-unit areas with emergency alarms (i.e., X-ray, etc.), security staff shall conduct on site tests of the systems from each activating point. Contact shall be maintained with the Security Control Center at all times during these tests. Security staff shall ensure that light panels in all non-unit areas are operating and clearly marked.
- D. Testing of the duress system in the new facility shall be completed primarily through the use of the system's own programmed monitoring capabilities.
1. If any device within the system fails to meet its self monitoring requirements, an error message shall be sent to the monitoring stations in the Command Center.

SUBJECT: **Emergency Alarm System and Two-Way
Radio Testing**

POLICY NUMBER 8.015

DATE: **January 26, 2012**

PAGE 3 OF 3

2. Upon receipt of a system reporting error, security staff shall report the error to the on duty Security Supervisor who shall ensure the appropriate corrective actions are taken, to include submitting work requests for repair.

3. Staff throughout the hospital shall test their PMT at the beginning of their shift by placing the device in position 3, the Man Down feature, and then listen for the warning tones. If the tones are not heard, a report shall be made to security. Staff may also use the testing station located near Sally Port #2.

4. The public address system shall be tested monthly for each zone. Confirmation of adequate volume and clarity in each area shall be recorded on the Check List.

- E. Blue Emergency phones on the OSH property shall be tested monthly by security staff and the results documented on the Check List. Any system failures shall be reported for repair immediately.

- F. Security staff shall complete an Emergency Alarm and PA system Checklist. Copies shall be sent to the Director of Security. Copies shall be provided to the Superintendent's and Deputy Superintendent's office, Risk Management, Facilities Director, Safety Director and applicable Program Director as requested. The original checklist shall be kept on file within the Security Department for a period of three (3) years.

- G. The designated Security Supervisor responsible for test completion shall be responsible for submitting any work requests necessary to repair or maintain the emergency alarm systems, two-way radios and public address systems discovered during testing.

Replaces Oregon State Hospital Policy and Procedure 8.015, *Emergency Alarm System and Two-Way Radio Testing*, dated 3/2/2005.