

[NAME of Hospital/Medical Center]
EMERGENCY DEPARTMENT SERVICES

Policy #
Original Date:
Review Date:

POLICY/PROCEDURE

**Testing/Maintenance of Alarm and Surveillance Equipment Policy:
Duress / panic alarms, door access controls, lockdown mechanisms, metal
detectors, security cameras**

POLICY:

The Information Technology (IT) department, the Security department and Facility Management department of [Name of Hospital/Medical Center] will coordinate roles and functions to establish and implement a testing and maintenance protocol governing duress/panic alarms, door access controls, lockdown mechanisms, metal detectors and security cameras.

PROCEDURE:

1. The managers of the IT, Security and Facility Management departments will collaborate and coordinate roles to establish governance and responsibility for testing and maintenance of electronic monitoring alarm and surveillance equipment in the Emergency Department.

APPROVALS

Director, Emergency Department

Date

CNO (Chief Nursing Officer)

Date

CMO (Chief Medical Officer)

Date

Medical Director, Emergency Department

Date

CEO / Administrator

Date

Next review date _____
(6 months from current review)