



Policy Name: <p style="text-align: center;">BUILDING SECURITY AND ACCESS TO AGAPE HOSPICE</p>	Policy Number: <p style="text-align: center;">0917</p>
Approved By: <p style="text-align: center;">Executive Team</p>	Effective Date: <p style="text-align: center;">SEPTEMBER 1, 1996</p>
Reason for Revision: <i>Click on item below and select item from list.</i> <p style="text-align: center;">CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##.</p> <p style="text-align: center;">Removed Procedure Step 7 Edited formatting.</p>	Date Revised: <p style="text-align: center;">September 6, 2022</p> Next Date for Review: <p style="text-align: center;">September 6, 2025</p>
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Policy

Agape Hospice will maintain policies, procedures and equipment to ensure the safety and health of all employees, residents, family and volunteers.

APPLICABILITY

All staff residents, family, and volunteers

REQUIRED FORMS AND EQUIPMENT REFERENCES

Resident Attendant Evening Walkthrough

Electronic forms location – FORMS
 Hardcopy forms location – Work area file cabinet.

Procedure

- An electronic surveillance system will be maintained to ensure building security during the daytime, evenings, weekends and holidays. Through a timing device, the main entrance doors will automatically lock at the following times:
 - Locked at 1700 and unlocked at 0700 daily during weekdays.
 - Locked on Fridays at 1700 hours and unlocked at 0700 hours on Monday.
 - Named holidays will be locked as per the weekend schedule.

Access to the building will be via the camera/intercom system managed from the workstation on the second level or through the use of individual staff identification cards.

Please note that the basement inside doors will be locked at 1530 hours daily. (Basement hallway doors are closed at all times due to fire code.)



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There is a red lock down button in the nursing station that can be pressed to override the electronic surveillance system.

2. Exterior doors are armed with silent alarms that are managed by an off-site security service. There are three exterior doors equipped with card readers (main doors, kitchen, and second floor fire exit next to the 2nd level workstation). All staff will be trained in the use of the card reader equipment during orientation.
3. Exterior doors should never be propped open and left unattended. If staff find doors propped open they are requested to close them immediately.
4. All visitors to the hospice are required to sign in and out of the visitor log located in front of the main floor elevators.
5. The Hospice is equipped with 14 security cameras and a data log is kept for 14 days. These cameras are monitored 24/7 by staff in the workstation.
6. The main stairwell door and elevator can be locked to secure the second floor in the event of an emergency; and is explained and demonstrated during orientation, and reviewed regularly.
7. Balcony doors are to be kept locked and secured after residents have returned indoors.
8. Garden doors are to be locked at all times unless a resident has gone out into the garden. Doors should be secured upon their return indoors.
9. A staff member will perform a daily security check as per the "Resident Attendant Evening Walkthrough" form. Any concerns are directed to the Nursing Lead/Charge Nurse as needed.