

The Leamington United Mennonite Home and Apartments

**POLICY AND PROCEDURE**

**CATEGORY:**  
Administration

**SUBJECT:**  
Resident Call System and  
Door Alarms

**SECTION:**  
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**POLICY:**  
4g

**DATE:**  
September, 2004

**Signature:** \_\_\_\_\_  
ADMINISTRATOR

**RESIDENT CALL SYSTEM AND DOOR ALARMS**

**POLICY:**

The resident call system and door alarms shall be maintained in working order.

**PROCEDURE:**

- A routine check of the resident call system shall be completed on a weekly basis. Resident call bells will be tested for auditory and visual operation to identify any maintenance required. A log book will provide documentation of the routine testing and any maintenance performed on the system.
- A routine check of the door alarm system (wanderguard) shall be completed on a weekly basis. All doors containing alarms will be tested to ensure that all alarm tones are operational and easily heard in the building. A log book will provide documentation of the routine testing and any maintenance performed on the system.
- Any malfunctions identified shall be reported immediately to the Administrator/Director of Administrative and Environmental Services and the Director of Care who will then notify the Nursing Department. For problems with the door alarm system, the Nursing staff will be required to monitor doors and wandering residents until the malfunction is repaired. For problems with the resident call system, Nursing staff will be required to monitor the resident in the identified area to ensure any assistance required by the resident can be facilitated on a timely basis.
- Malfunctions will be reported to a service technician to enable a timely repair of the affected system.



