



Windsor Elms Village

ADMINISTRATIVE MANUAL

Policy & Procedure

Title:	Egress Door Management	Number:	AD 60-13
Section:	Quality & Risk Management	Date Created:	December 2011
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STANDARD

DoH Long Term Care Facility Program Requirements, FINAL February 2019

8.2 Systems and processes are in place to minimize risk to residents, staff, volunteers, visitors and the home. 3. Risk management processes that minimize risk to residents and staff are implemented. These include but are not limited to: e) a process for ensuring staff members are trained in the safe operation of equipment.

Windsor Elms Village Guiding Principle

SAFETY is paramount. We keep each other safe so no one gets hurt. We intervene to prevent injury.

RATIONALE

SECURITY – freedom from doubt, anxiety, or fear; safe, certain, assured; having privacy, dignity and respect. To optimize the safety of residents staff members are required to understand the safe operation of the egress system.

POLICY

All staff are responsible for assisting in the management of the external egress doors.

PROCEDURE

- I. When an egress door, relevant to the neighbourhood has been breached, the nurse call system will ring.
 1. Staff will respond to the door involved to confirm if an elopement has occurred.
 2. When it has been confirmed that an elopement has NOT occurred: STOP and RESET the egress alarm with the key – ensuring the green light is lit in the push bar.
 3. The Nurse Call System can be reset.
 4. If elopement IS suspected or known: ACTIVATE CODE YELLOW procedure.
(see policy Code Yellow, AD 60-16)

- II. Neighbourhoods monitor the doors in their neighbourhood in addition to the doors in this chart.

Neighborhood Nurses	Response Location
Osprey 1 & 2	400 (Osprey Entrance) 432 (Osprey Lane Exit) 445 (Village Hall exit)
Meadowview 3 & 4	410 (MV Entrance) 430 (Main Entrance); 431 (Meadowview Lane Exit)
Fundyview 1 & 2	420 (FV Entrance)

III. See Appendix A Exit Door Directions

REFERENCES Code Yellow Policy, AD 60-16

EQUIPMENT Camera, Egress Alarms; Coding of Door; Radios

Appendix A

DIRECTIONS FOR EXIT DOORS

Script:

The exit doors in resident and public areas have hardware and features that all staff must be familiar with. All exit doors in resident and public areas of the building are normally locked however they are equipped with two features that allow people to open them, the first is a keypad which is controlled by either an access code (1423#) or a FOB, using either of these on the door keypad will unlock the door for several seconds allowing you time to open the door. The second feature is called Delayed Egress, when a person pushes the push bar for 15 seconds the door lock will release allowing you to open the door. When delayed egress is activated several things happen:

Delayed Egress:

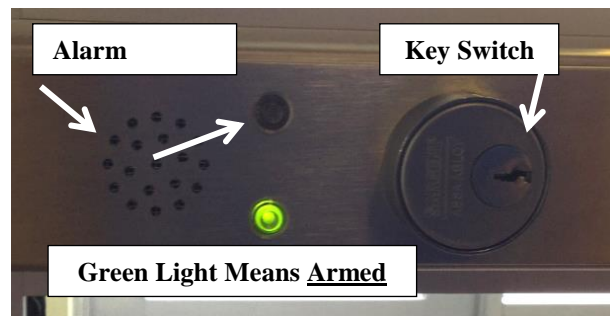
When the Push Bar is pushed for 15 seconds the Door unlocks and the push bar alarm sounds. If the door is opened the nurse call system is activated and the door number will be displayed on the nurse call phone. At this point staff needs to make sure residents haven't left the building and if they have staff must respond and then accompany them until they return. The door push bar alarm will need to be reset to green with your key and the nurse call will need to be acknowledged. Note the various doors in the building will call specific nurse call stations, for example the Main Entrance to the building door # 430 will call Meadowview house 3+4, these houses were chosen to receive the call because their windows look directly out at the exit of door # 430.

When Push Bar is pushed for more than 2 seconds and less than 15 seconds the push bar alarm will sound continuously. However the door will remain locked and nurse call won't be activated. The push bar alarm will need to be reset to green with your key.

All exit doors must be armed at all times.

A **red light** means the door is not armed and a **green light** means the door is armed.

To re-arm a push bar alarm - insert your key and turn the key switch ½ turn clockwise and then back a ½ turn and remove your key. The light will **flash red** several times and then turn **solid green**.



The exit doors are always monitored by the nurse call system whether they are armed or not.

ROAM ALERT:

Another feature connected to the exit doors that is intended to protect our residents that are at risk of leaving the home unaccompanied is called Roam Alert.

When a resident wears a Roam Alert bracelet and approaches a main entrance door in a neighborhood or one of the village exit doors an audible beep sound will be emitted from the Roam Alert keypad. If the resident stays in the door area for more than 1 minute the nurse call system for that particular door will receive a call stating: Door xxx E priority 5, indicating a resident with a roam alert bracelet is in the vicinity of the door. If the door should get opened while the resident with the roam alert bracelet is in the

vicinity of the door a call will be sent to the appropriate nurse call stating: Door xxx E priority 5. The Roam Alert system cannot determine the identity of the resident or if a resident wearing a bracelet has exited the building however staff must make this determination by going to the identified door and checking the outdoors area. To reset the roam alert staff must enter the code 1423# into the Roam Alert keypad. To bypass the Roam Alert system while accompanying a resident in or out of the building simply enter the code into the Roam Alert keypad.

Note:

The garden doors are programmed to be unlocked during the day and therefore the push bar light will be red.

Note:

Also need pics of Exit Sign, Door number showing location, red delayed egress sign, handicap button, Roam Alert Sensor and keypad