

***VALLEYCARE***  
**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS**  
**DEPARTMENT: FACILITIES**  
**POLICY & PROCEDURE**

**NUMBER: 559**  
**VERSION: 1**

**SUBJECT/TITLE:    **ROOF AND INFANT SECURITY DOOR ALARMS****

**POLICY:**            To ensure that the BEAS Room Operator takes the necessary action when one of the door or infant security door alarms is activated.

**PURPOSE:**

**PROCEDURE:**     Facilities and Safety Police employees

1.    Shall pick up the phone, located at each roof door, when entering or exiting roof doors. Infant Security doors are not to be used for ordinary business; if used the BEAS Operator must be called prior to using the door.
2.    Shall state their name and those of the people with them.
3.    Must securely close the door within sixty (60) second period of opening it unless a longer period is stated to the BEAS Room operator.
4.    Must not use the exterior button when re-entering the building.

BEAS Room Operator- Shall respond to all roof and Infant Security door alarms in one of the following ways and make an entry on the “Door Alarm Log”.

- When an alarm is activated in one of the high risk infant abduction areas (3C, 3D, & 4C) – the BEAS Room Operator shall immediately call Safety Police and the Nurse Station of the area in alarm.
- When a call is received from a roof door phone the BEAS Room operator shall identify the caller, determine if he/she is authorized to have access to the roof (i.e., Facilities or Safety Police employees) and log the person’s name and time of call.
- When an alarm is activated with no phone call – The BEAS Room operator shall wait thirty (30) seconds for a phone call from the area initiating the alarm. If the call does not come in within that time the BEAS Room operator is to immediately notify the Safety Police of an unauthorized access. After doing so the BEAS Room operator shall record the incident in the appropriate area of the “Roof Alarm Log”.
- When an alarm fails to rest – After determining that a roof door alarm was either an authorized access or cleared by Safety Police the BEAS Room operator shall attempt to “clear” the alarm. If the alarm does not “clear” the door is either ajar or propped open. In either case the BEAS Room operator is do the following:

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1. Wait sixty (60) seconds for the alarm to go to “normal” status.
2. Place a call to the phone adjacent to the door in alarm.  
If no one answers the call, immediately call Safety Police and report the unsecured door.
4. Log the incident on the “Door Alarm Log.”

**NOTICE:**

1. Under no circumstances are the alarms to the roof or Infant Security be deactivated.
2. Only Facilities and Safety Police employees are authorized to access the roof areas.
3. All vendors and visitors are to be accompanied by a Facilities or Safety Police employee when accessing a roof area.

**DEPARTMENTS: FACILITIES**

**DEFINITIONS:**

References:	
Approved by: Robert Ross (Director, Facilities)	Date: 08/12/2009
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