

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION - EMERGENCIES
ADMINISTRATIVE DIRECTIVE NO. 330
(Replaces AD 330 dated 10/6/2005)

Effective Date: September 7, 2006

SUBJECT: ALARM SYSTEM

I. PURPOSE:

To familiarize employees with the alarm system purpose, use, and function of the various fire and life safety alarms routinely used within the secured areas of Coalinga State Hospital (CSH).

II. AUTHORITY:

Code of Federal Regulations Title 29, California Health and Safety Code 1257.7, Joint Commission on Accreditation of Healthcare Organizations Standards 2005.

III. POLICY:

In all cases, alarms have priority over routine duties and shall be answered by those immediately responsible without delay. Alarms initiate prompt action in emergency situations for those in need of immediate help. The response shall be with sufficient personnel to deal effectively with the emergency, whether it is fire, major or minor Individual disturbance, Individual escape or other related emergencies.

IV. METHOD:

A. Emergencies:

There are various types of fire and security alarm reporting systems in the hospital that initiate an alarm. These systems include the fire emergency phone number 7119, fire alarm pull boxes, fire alarm key operated boxes, visual alarms (flashing light or strobe light), supervised and unsupervised smoke detectors, heat activated devices, supervised and unsupervised extinguishing systems, gas sensor alarms, personal and duress alarm systems, off hook telephone alarms, door alarms, and other similar systems.

Employees have the responsibility of placing an emergency call when they are aware of an alarm or a medical emergency. This will assure immediate emergency services response.

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B. Community Escape Notification:

In the event of an escape, local community law enforcement (Coalinga Police, Fresno and Kings County Sheriff Offices and Highway Patrol office) will be promptly notified. Other local entities will also be notified as follows: Pleasant Valley State Prison, Avenal State Prison, Claremont Custody Center, Department of Transportation, Huron Police Department and the Coalinga City Managers office to alert local work crews. The Public Information/Relations officer contacts the Media if required. (Television, radio, and newspapers).

C. Alarms:

1. Duress Alarms - Red Duress buttons are located throughout the facility and can be used for emergency purposes. This alarm sounds at the Communications/Dispatch Center.
2. Red Light Alarm - A red light alarm is activated by a personal alarm. A two-way intercom system between the activated sensor and the Department of Police Services Communications/Dispatch Center opens upon activation of a personal alarm. A red light flashes in the main corridor to designate the location of the alarm. The Dispatcher announces "Red Light" with the location, over the hospital wide public address system enabling staff to quickly respond.
3. Personal Alarms - Employees entering the security area shall have an issued personal alarm and whistle in possession at all times while in the secured area of the hospital.
 - a. Employees not having their personal alarm and whistle with them shall contact the Department of Police Services prior to entry to obtain a temporary/loaner alarm.
 - b. After coordination with the Communications/Dispatch Center, the appropriate unit personnel will test all unit alarm sensors weekly.
 - c. Department of Police Services will conduct testing of off-unit alarm sensors on a weekly basis.
 - d. CSH will provide whistles as a secondary alarm system.
 - e. Others approved for facility access by Hospital Administrator may be provided personal alarms.
4. Visual Alarms (Flashing Lights and Strobe Lights) - Visual flashing light alarms are affixed to fire alarm chimes/bells throughout the facility. Areas where the deaf are housed have a single room visual strobe light alarm. Strobe lights are also in the corridor and dayroom and are activated in conjunction with the fire alarm system.

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5. Off Hook Telephone Alarm - If a phone remains off the hook for more than six (6) seconds inside the 934 prefix perimeter, an automatic "No Dial" alarm is activated in the Department of Police Services Communications/Dispatch Center.

V. EMPLOYEE RESPONSIBILITIES:

- A. Every employee will follow policy regarding personal alarms.
- B. Employees shall familiarize themselves with the location of electronic receiver boxes and unit display consoles.
- C. Every employee shall be familiar with the location and operation of fire alarms and protection systems within the work area. An activated fire alarm requires immediate area evacuation. (Exception: routine and or planned maintenance/service of alarm system, when appropriate notification has been provided)
- D. All employees are expected to respond to red light alerts according to their level of training, unless their immediate task or physical condition precludes response. Additionally, all employees in the immediate vicinity of a red light are to assist the staff assigned to respond based on the Red Light Zone Response system. (See attached map; Area Specific Zones will be posted in respective work areas.)
- E. All efforts shall be made to avoid setting off a false alarm.
- F. Any problems with the system such as clarity, malfunctioning of a sensor or other maintenance issues, shall be reported through a written work order to Plant Operations by E-mail and a secondary telephone notification to Communications Center.

VI. PATIENT RESPONSIBILITIES:

- A. During any emergency, Individuals will immediately comply with verbal orders given by any staff member.
- B. When staff are responding to an emergency, Individuals will stand with their backs to the nearest wall allowing staff an unobstructed pathway.
- C. Any interference with or obstruction of staff responding to or handling an emergency is a crime and will be reported to Police Services.



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Executive Director

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Attachment: Zone Map

Cross Reference:

A.D. No. 310 - Fire Plan, Procedures in Case of Fire, Explosion or Rescue

A.D. No. 342 - Emergency Services Plan - First Aid within the Secured Area for Visitors and Staff

A.D. No. 858 - Key Control