

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICY MANUAL**

CODE/PANIC BUTTON TESTING

Effective Date:	05/02	Policy No:	AD25
Cross Referenced:		Origin:	Nursing Department
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Revised Date:	07/11	Page:	1 of 2

PURPOSE:

To assure that Code/Panic Buttons are in proper working order with communication to the Switchboard Operator.

POLICY:

Each department that has a Code Button(s) and/or Panic Button(s) will assign a person to test at least weekly, ALL Code/Panic Buttons for that department. The individual responsible for testing Code/Panic Button(s) will be assigned by the Department Manager.

The person testing the Code/Panic Button(s) will arrange with the Switchboard Operator a day and time to check the Code/Panic Button(s).

Departments will keep a log of the weekly Code/Panic Button(s) tests. The logs will be retained by each Department for a three (3) year period.

Any problems encountered while testing Code/Panic Buttons will be reported to the Maintenance Department immediately.

Department staff will need to **dial 6000** to report a “**Code Blue**” when an actual **Code** occurs and the Code/Panic Button(s) is not working.

Department staff will need to **dial 6000** to report a “**Code Gray**” when an actual **Security** incident occurs and the Panic Button(s) is not working.

PROCEDURE:

Call the Switchboard Operator and inform him/her that you are going to test the Code/Panic Button(s) in your department.

1. Press the Code/Panic Button on the wall. Let it go off for a few seconds, then release. The Switchboard Operator will confirm that the Code/Panic Button is working. Sign and date the log sheet. If the department has more than one Code/Panic Button, repeat steps 1 & 2 until all Buttons have been tested.
2. If the Switchboard Operator informs you that the Code/Panic Button is not functioning, you **MUST** make a note of it and the corrective action taken on the log sheet.
3. Notify Maintenance immediately that the Code/Panic Button is not functioning.
4. Inform other staff that the Code/Panic Button is not working. Reminding them that in the event of an actual **CODE**, they must **dial 6000** to report a “**Code Blue**” and in the event of an actual **Security** incident, they must **dial 6000** to report a “**Code Gray**.”
5. Once the Code/Panic button is functioning again, be sure to inform staff that they no longer need to dial 6000 in the event of an actual **CODE/Security incident**.

