

Section: Division of Nursing
Approval: _____

PROCEDURE

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Issue Date: February 18, 2002
Revised Date: August, 2005

HACKETTSTOWN COMMUNITY HOSPITAL

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MATERNAL SERVICES
(Scope)

TITLE: LOCKDOWN PROCEDURE

PURPOSE: To outline procedure to ensure heightened safety and security when deemed necessary in the Childbirth Family Center.

SUPPORTIVE DATE: **Lock Down** may be initiated by either the Charge Nurse, Unit Manager or Administration. Possible circumstances under which a **Lock Down** may be instituted are: DYFS hold on infant, anytime there is a perceived or real threat to patients, families and/or staff.

When **Lock Down** is initiated the following must be notified:

- OB Unit Manager – if not already aware (after hours leave either a voice mail or email)
- Security evaluates the need for constant security presence on unit.
- Administration – Administrative Director/CNE, Director of Nursing, Administrative Coordinator and/or Administrator on call, depending on circumstances and time of day.
- The Operator
- Safety Officer – Vicki Johnson (after hours leave either voice mail or email)

CONTENT:	PROCEDURE STEPS:	KEY POINTS:
	To Activate Lock Down	
	1. There are two keys on left side of secretary's desk. Turn keys clockwise till they stop.	This will lock both main entrances to the Childbirth Family Center
	2. Post sign on outside of unit doors indicating the need to knock for admission to the unit.	Security person may be needed to control access to the unit.
	3. Check all babies to ensure that each baby has an intact security tag for Code Alert Security System.	
	4. Verify that Baby had 2 identification bands in place as well as 1 ID band on mother. Ascertain who the father of baby is or support person that is wearing fourth ID band.	Clarify who had access to newborn, mother or family.
	5. Charge nurse to make room assignments based on individual situational needs.	Assure patients that continued nursing care will be carried out as usual. Patients in rooms 401-413 must be aware of lockdown in progress. Patients privacy is of utmost importance however.