

POLICY AND PROCEDURE	
SUBJECT/TITLE:	Use of Security Buttons
APPLICABILITY:	Nursing, Vital Statistics and WIC
CONTACT PERSON & DIVISION:	Executive Assistant, Administration
ORIGINAL DATE ADOPTED:	07/11/2019
LATEST EFFECTIVE DATE:	07/11/2019
REVIEW FREQUENCY:	5 years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	800-052

A. PURPOSE

The purpose of this policy is to provide guidelines for the use of the emergency security buttons located at the counters in the Nursing Waiting Room Counter, the Vital Stats Counter and the WIC Waiting Room Counter.

B. POLICY

Canton City Public Health uses wireless security buttons purchased from, and monitored by, ProTech Security.

C. BACKGROUND

Canton City Public Health places the safety and security of its customers and staff above all else.

D. GLOSSARY OF TERMS

N/A

E. PROCEDURES & STANDARD OPERATING GUIDELINES

1. Policies

- a) The security buttons are wireless and battery powered.
 - i) The battery level is monitored by ProTech
 - ii) Battery life expectancy is approximately five years.
- b) The buttons should only be used if the staff member using the button believes that a member of the public or a CCPH staff member are in imminent danger.
 - i) The buttons should not be used in place of routine telephone calls to the police department.
 - (1) For example, if someone were to steal a birth certificate and flee the department. There is no imminent danger and the buttons should not be used.
- c) Supervisors of staff who are likely to work at, or near, the areas where the buttons are located should inform those staff of the location of the buttons and refer them to this policy to understand their use.

2. Use

- a) To use the buttons, the user must locate both buttons on the device.
 - i) If the user cannot look at the device, this can be done by feeling the device and locating the two indentations.
- b) Hold both buttons for four to five seconds
 - i) If possible, and necessary, the user should then move to a safe location and call 911.
 - ii) If possible, immediately notify the Executive Assistant and Health Commissioner that the buttons have been used and the reason.

F. CITATIONS & REFERENCES

N/A.

G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Robert Knight, Executive Assistant

H. APPENDICES & ATTACHMENTS

800-052-01-A - 1142 Series Wireless Two-Button Transmitter Installation Guide.pdf

I. REFERENCE FORMS

N/A

J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes

K. APPROVAL

This document has been approved in accordance with the "800-001-P Standards for Writing and Approving PPSOGFs" procedure as of the effective date listed above.