

Section: Emergency Planning	Subsection: General Measures	Policy Number: EPP-1021
Subject: Resetting Door Security		Effective Date: May 2022, Nov 2015
Standard:	Authority: CEO	Supersedes: Jan 2010, Dec 2008
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Policy

The Door Security System (magnetic locks and keypads) will need to be reset, on each individual floor immediately following any fire alarm or other emergency that disables the system.

PROCEDURE:

- The Environmental Services Manager / RN /Designate/assumes the responsibility for resetting the Door Security System.
- Before attempting to reset the Door Security System, the Fire Alarm System Panel must be reset
- The key switch for resetting the magnetic locks is located to the right side of the three Care Centre Annunciator Panels.
- To reset the Door Security System, turn the 'key' clockwise (1/4 to 1/2 turn) and hold for three seconds. The key will automatically return to its home position upon release.

Authorized Signing Authority

Date