LifeWays Emergency Paging Procedure

This is the process for announcing emergency situations. The code should be issued by the area of the building experiencing the situation by paging overhead. Follow the process in this order:

1. Page phones, "Code (_) in (designated area)."
2. Call 9-1-1
3. Call Reception at x2200
4. Call your supervisor

To initiate a page, press the Services button located on the right side of the phone and has a globe on the button. Select "Lifeways Page Jax". Your phone will ring. Answer and wait for the beep. Once you hear the beep, begin your announcement. Hang up the phone when done.

Code Types

Code "B" - Behavioral

> **Responding Parties:**   Only those trained in CPI.

Code "M" - Medical

> **Responding Parties:**   Nurses, Doctors and first responders.

Code "W" - Weapon/Hostage

> **Responding Parties:**   No one. Lock your door and wait for 9-1-1 to arrive.

For more information, consult LifeWays Operating Procedure
11-01.02 Behavioral or Medical Emergency, or
11-01.12 Weapons or Hostage Emergencies and Bomb Threats.