**Elpas Security Badge System Management and Maintenance Protocol**

The Elpas Security badge personal alarm system is set up for all staff working within the Emergency Department area to help mitigate the increased risk of violence and aggression from patients and visitors. The badge will enable the wearer to remotely activate an audible alarm within the ED area and also notify Carillion Security in the CCTV Control room of the identification and location of the wearer.

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Elpas Security badges are managed by Carillion via a Request form available from the FM Help Desk and Trust Intranet [H&S/Security web page]. The Request Form covers the user requirements and stages necessary to obtain / return a badge:

**TO OBTAIN AN ELPAS SECURITY BADGE**

Fill in and sign the Elpas badge request form

ED Nurse in Charge/Matron to authorise the request

Requestor takes form to Carillion FM Help desk

Collection of badge from Help desk within 24 hours

**TO RETURN AN ELPAS SECURITY BADGE**

Take Elpas Security badge to Carillion FM Help desk

**System Management Responsibilities**

Carillion FM are responsible for managing the availability of badges. There should always be a stock of at least 5 badges available to issue out – A Trust variation should be raised to maintain available stock.

Carillion FM are responsible for managing the inventory control and badge allocation system. This should be presented routinely at Trust Security Advisory Meetings.

Carillion FM are responsible for processing authorised Request Forms, programming badges appropriately and managing general operational issues associated with this Security service.

In the event of a replacement badge to one which is lost the staff member will have to re-apply via the standard application form and authorisation process. The application form includes notification as to whether this is a replacement badge and if so Carillion FM are responsible for cancelling the lost badge from the system.

The staff member will be required to pay a £20 replacement charge.

MH May 2016