

**NORTH MEMORIAL AMBULATORY SURGERY CENTER AT MAPLE GROVE  
EMERGENCY BROADCAST ALERT PROCESS**

**Policy**

In the event of an emergency, staff will utilize the Emergency Broadcast Button located on Specific Cisco Phones throughout the facility to announce the Code/Emergency.

**Procedure**

- A. Only emergencies are to be broadcast through this system
- B. When an emergency is taking place staff will announce the Code/Emergency using the Emergency Broadcast Button.
- C. The process to use this button is:
  - 1. Push the button
  - 2. Enter 1111#
  - 3. Clearly speak the Code/Emergency
  - 4. Hang Up.
- D. See attachment 3020a for a list of phones in the North Memorial Ambulatory Surgery Center that have the Emergency Broadcast button programed on the phone.