Magnetic locking systems—staff training overview and supervisor responsibilities

Perimeter magnetic locks are used as part of the support plan for some individuals who have a high risk of physical dysregulation or elopement.

NEVER go outside of a home with perimeter locks with the locks engaged and the person supported inside of the home. This is considered abandonment of a vulnerable person and is very dangerous.

Each support plan is different. The individual support plan will contain details on how the locking system is set up for each individual, and whether perimeter locks are always engaged.

- Magnetic locks are wired into the electrical system of the home and controlled by both a panel and individual fobs.
- The locking system is wired to smoke alarms, and all locks will disengage if the smoke alarms are triggered for any reason.
- Know where the panel is located and how to reset the system if the locking system is disengaged by an error in the system (automatic disengagement), due to a smoke alarm being triggered, or a prolonged power outage.
- All panels have a battery backup that can run the system for up to one hour when electrical power is off. See the individual plan about managing prolonged power outages.
- Practice using the fobs when the person supported is away from home and be comfortable using the fob without removing it from your pocket.
- Follow all protocols to keep the fob out of sight. NEVER set a fob down; this is essential for your safety.
- Never put the fob on a lanyard or wrist strap; this puts you at risk if the person supported attempts to take the fob.
- If a person supported takes the fob from you, do not react or try to take it back. Call a supervisor for assistance and remain calm.
- Memorize the codes for the keypad overrides to release mag locks for staff entry and exit, and for the locked spare fob storage box kept in the home.
- Never allow the person supported to see you enter the codes. If they do figure out a code, report this to your supervisor immediately so the code can be changed.
- Always double check to make sure that doors closed completely and the magnetic lock is engaged.
- Fobs run on batteries, which will be replaced annually, at minimum; immediately report any slowing of the fob response so that a supervisor can replace the battery.
- J & K Security (608-255-5799) should be called for any system issues that a reset on the panel does not solve.
- The door locks may become loose over time and not line up properly; this prevents the lock from engaging. Report any issues to a supervisor immediately.
- System checks by J & K Security are scheduled regularly to perform lock maintenance and verify the panel is working correctly.
- Fobs can wear out based on the frequency of use, report to your supervisor any issues with a fob. A spare will be provided until a new fob is programed.

- Spare fobs are kept in the office. On-call staff have access to the spare fobs, and on-call staff have codes to use the keypad override to enter the house if needed.
- When away from the house with the person supported, the magnetic lock system should not be engaged.
- Remember that a person who is highly distressed may overpower the door locks. Be prepared to move further away. Call a supervisor to report that there is significant dysregulation for backup assistance.

Supervisor Responsibilities:

- Train direct support staff on the specific support plan about when the locks must be engaged.
- Train support staff in all aspects of the system including panel location, reset procedure, when to call for assistance, etc.
- Change fob batteries at least annually.
- Check fobs and door lock alignment when at the house for proper function on a weekly basis.
- Check the panel monthly for any error codes, reset the panel to clear and, if not successful, call J&K Security for a system check.
- Schedule J&K Security to check the system and alignment of the locks. Follow all recommendations from J&K Security to replace fob units, detectors, battery backup system or panel.
- Log fob battery changes and system checks.