



**POLICY AND PROCEDURE MANUAL  
PHARMACY SERVICES**

CODE: 1.44.0  
DATE: 7/30/03  
REVISED: 4/19/22

SECTION: DEPARTMENT OF PHARMACY

APPROVED: Tinh Tran, Pharm. D  
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SUBJECT: EMS LOCAL PHARMACEUTICAL CACHE

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**PURPOSE**

To provide clear guidelines to key Rancho personnel on coordination with the Los Angeles County Department of Health Services Emergency Medical Agency (EMSA) in establishing and maintaining supplies of pharmaceuticals for emergency response. This cache of drugs must be made available **ONLY** to the EMSA any time, any day.

**POLICY**

The County Department of Health Service Emergency Medical Services Agency (EMSA) is located at 10430 Slusher Dr. Sante Fe Springs, California 90670. The telephone number is (562) 378-2440. The County of Los Angeles EMS Local Pharmaceutical Cache at Rancho Los Amigos National Rehabilitation Center is one of six pharmaceutical caches for local emergency response.

**PROCEDURE**

- 1 **Storage:** The medication containers are stored in designated pharmaceutical containers in the 100 Building, Room 025c1. Each container will be marked accordingly:

**“Emergency Drug Supply”  
Box No. \_\_\_\_\_  
DO NOT TAMPER WITH THIS BOX**

- 2 **Security:** Each box will be closed and secured with a tamper-proof lock.
- 3 **Location:**  
Pharmacy  
Building 100  
Rooms 025c1  
7601 E. Imperial Highway  
Downey, California 90242
- 4 **Directions:** Enter RLANRC at Rives Ave. (east end of campus) from Imperial Highway. Proceed north for approximately 50 yards to the Facility parking lot entrance. Turn left into the parking lot, then make an immediate right onto Dahlia Avenue (which parallels Rives Avenue). Continue on Dahlia Avenue to the north end of Rancho. The street veers to the left and become Everest Street. Continue westward for approximately 75 yards to an unmarked street between the three story JPI building and single story 900 building. Turn left (south) and continue to the end of the street, which then veers right to the Building 100 north loading dock. A pharmacy representative will be waiting to direct the team to the medication storage area(s).
- 5 **Access:** Approval by Pharmacy Director or designee.
- 6 **Notification:** Building 100, Room 025c1 is open 24/7.
  - a Weekdays: 0800-1630, contact the Controlled Drug Pharmacist at (562) 385-6128.

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Approved By: *Ben Arndt*

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- b Weekends, holidays, and after 1630 on weekdays, contact the inpatient pharmacy at (562) 385-7234, (562) 385-7235, or (562) 385-7248.
- 7 **RLANRC Response:**
- a After the appropriate individual has been notified, s/he will determine the approximate arrival time of the EMSA.
  - b S/he will notify the Facility security that the EMSA team will be arriving at the Building 100 north dock area.
  - c After the EMSA arrives, the pharmacist will direct the EMSA representative to Room 025c1.
- 8 **Transfer of Medications Documentation:** The pharmacist who releases the medical supplies must complete a Universal Drug Transaction Form (U-Form), which is attached to the medical supplies. All information regarding the number of containers will be pre-recorded. The form is to be signed and dated at the time of transfer in order to maintain accountability.
- Record the following:
- a The date of transfer
  - b The printed name and signature of the person releasing the medication
  - c The printed name and signature of the person receiving the medication
- 9 **Maintenance of Accountability Records:** The signed U-form is to be forwarded to the Director of Pharmacy.
- 10 **Maintenance of Supplies:** An EMS team from LAC/USC Medical Center is responsible for the inspection and replacement of outdated and/or damaged medications.