

# LAC+USC MEDICAL CENTER FACILITIES MANAGEMENT PROCEDURE MANUAL

Subject: <b>Emergency Procedures for Responding to Utility Disruptions or Failures</b>	Original Issue Date: 1/18/08	Policy # <b>404</b>
	Supersedes: 11/26/12	Effective Date: 8/18/2020
Departments Consulted:  Facilities Management	Reviewed & Approved by:  Facilities Management Administration	Approved by:  Director, Facilities Management

## **PURPOSE**

To provide a process that identifies and implements emergency procedures for responding to utility system disruptions or failures that address what to do if utility systems malfunction, identify alternative sources of hospital-defined essential utilities, establish protocol for shutting off the malfunctioning systems and notifying staff in affected area, explain how and when to perform emergency clinical interventions when utility systems fail and also how to obtain repair services.

## **POLICY**

The LAC+USC Healthcare Network Facilities Management Department developed and maintains a list of emergency procedures that will designate actions to be taken in the event of a utility disruption or failure.

Utility failures shall be defined as any malfunction, of an essential utility system or system component, which possesses the potential to have an adverse affect on the ability to provide patient care in a safe and reliable manner.

## **PROCEDURE**

Due to the various levels of impact that any utility failure situation may present, each utility failure response procedure requires a notification of the situation to Facilities Management Administration as soon as possible.

The Director, or responsible Facilities Manager, assists in the determination of adequate levels of response for each individual incident by utilizing the information provided.

This list of system specific response procedures is maintained in the Facility Engineers Office and each procedure identifies the following:

- Appropriate Facilities Management initial and short term response actions to the partial or complete system failure.
- Potential alternative sources for the utility system replacement, or substitution, in event of complete system failure.
- Instructions for shutdown and/or isolation of the affected system or equipment.
- Process for notification of the occupants of the affected area.
- Resources for procurement of departmental and/or outside repair services.
- Process for notification of leadership for clinical intervention determination process

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**RESPONSIBILITY**

Facilities Management

**PROCEDURE DOCUMENTATION**

Facilities Management Procedure Manual

**REFERENCES**

**REVIEW-REVISION DATES**

5/5/09  
11/26/12  
3/30/16  
3/5/19