LOS ANGELES GENERAL MEDICAL CENTER POLICY

Subject:	Original Issue Date: 6/21/2023	Policy # 630
SCHEDULED UTILITIES DISRUPTION	Supersedes:	Effective Date: 6/21/2023

Policy Owner(s): Admin, Facilities Management
Executive Sponsor(s): Chief Operations Officer

Departments Consulted: Facilities Management Environment of Care Subcommittee	Reviewed & approved by: Senior Executive Officer	Approved by: (Signature on File) Chief Operations Officer
		(Signature on File) Chief Executive Officer

Purpose: By establishing a comprehensive utility shutdown policy, the LA General Medical Center can proactively address potential risks, implement effective communication strategies, and execute well-planned shutdown procedures. This strategic preparation significantly mitigates the negative consequences of unplanned utility interruptions, which can jeopardize patient and staff safety, disrupt operational continuity, and compromise the delivery of quality healthcare services.

1.0 Evaluate Outage

1.1 Evaluate the potential outage to determine if it would more appropriately be an Emergency Outage.

2.0 Plan Outage

2.1 The PRIMARY CONTACT (FM) shall complete the Shutdown Notification Form and meet with appropriate affected STAKEHOLDERS to discuss:

   A. Purpose
   B. Impacts
   C. Preferred Scheduling
   D. Outage Duration
   E. Contingency plans to minimize disruption and protect the building systems and program operations.
   F. Logistics
   G. Key contact information for the designated person and their availability during outage.

3.0 Communicate Outage

3.1 The PRIMARY CONTACT shall complete the Shutdown Notification Form and submit to Facilities Management Director for final approval and publication. FM Director or their designee, informs PIO and COO.

3.2 Outage notifications using the Shutdown Notification Form shall be issued seven (7) business days prior to the scheduled outage to the affected area administrator. The Administrator shall forward to the appropriate area STAKEHOLDERS. When outages have widespread impact, an additional correspondence shall be sent medical center-wide with the assistance from the PIO's office.

3.3 Any outage or impact to fire alarm, fire pump, sprinkler system, or life safety system shall require an interim life safety measure plan.

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3.4 Notifications shall be distributed through various outlets depending on the level of impact including:

- H. A. Faculty/Staff email.
- I. B. Broadcasts
- J. C. LA General Alert/ Everbridge

4.0 Execute Outage

4.1 The PRIMARY CONTACT shall coordinate all aspects of the outage. Depending on the extent and complexity of the outage, this may include a constant or a periodic presence on site, and/or coordinating and texting updates to key STAKEHOLDERS as appropriate.

4.2 If the outage is unsuccessful (i.e., the intended scope of work could not be accomplished) the PRIMARY CONTACT shall notify and/or meet with the appropriate STAKEHOLDERS to correct problems and propose a rescheduled date.

5.1 Follow-through

5.1 The PRIMARY CONTACT shall notify STAKEHOLDERS, including the Facilities Service Center, that the shutdown was successful. FM shall check out equipment, valves, etc. as necessary.

Building	Admin
IPT Tower	Brandi Clark
Clinic Tower/OPD/Rand Shrader	Behnaz Hekmatnia
D&T	Danny Amaya
IRD	Lily Bidrussian
GH	Phillip Moore III
Crematory/Cemetery/Crypt Trailers	Angela Baca-Cooper
Parking Lots/Warehouses (external)	Sajid Yerunkar
VIP Satellite Clinics	Marisa Cordova
All Campus	Sajid Yerunkar

RESPONSIBILITY

Facilities Management Administrators Department Managers

REVISION DATES