



LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES
HARBOR-UCLA MEDICAL CENTER

SUBJECT: CRASH CART LOCATIONS, CONTENTS, AND MAINTENANCE/
EXCHANGE

POLICY NO. 389B

CATEGORY: Provision of Care	EFFECTIVE DATE: 10/19
POLICY CONTACT: Ruth Bala, RN	UPDATE/REVISION DATE:
REVIEWED BY COMMITTEE(S): CPR Committee	

SEE ALSO:

Adult Code Blue and Pediatric Code White Teams. Hospital & Medical Administration Policy & Procedure Manual, Policy No. 389A.

PURPOSE:

To provide guidelines for maintaining the crash carts and the emergency airway carts in a state of readiness at all times.

WHO MAY PERFORM:

Licensed and Unlicensed Unit Staff Members

POLICY:

1. Central Sterile Processing, Pharmacy, and the CPR Committee shall manage the location, contents, maintenance, and exchange process of the standardized emergency crash carts located in the main hospital building and in Unit 1South.
 - a. Nursing and Pharmacy will manage the care of the emergency airway carts and Automated External Defibrillators (AED) in the designated clinics outside of the main hospital building.
2. Pharmacy shall be responsible for the assembly and distribution of emergency drugs and IV solutions. The list of medications supplied shall be maintained by Pharmacy and reviewed by the CPR Committee annually.
3. A crash cart shall be located at inpatient stations/sites specified in the crash cart location list (See Attachment 1). Designated outside clinics will have emergency airway carts and AED.
4. The CPR Committee shall review and approve the list of medications, equipment/supplies, and contents of the crash cart (See Attachment 2) and any changes to this list.
5. The crash cart and emergency airway cart are to be opened only in emergency situations.
6. The crash cart/emergency airway cart check shall be performed by a Registered Nurse or licensed

REVISED:

REVIEWED: 10/19, 9/22

APPROVED BY:

Anish Mahajan, MD
Chief Executive Officer
Chief Medical Officer

Griselda Gutierrez, MD
Associate Chief Medical Officer

Jason Black, MBA, DNP, RN
Chief Nursing Officer



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personnel (e.g., LVN, licensed technician) at the beginning of each shift or daily (during operational hours as applicable) to ensure that the carts are properly locked and secured.

7. The clinical area/unit shall be responsible for maintaining and/or exchanging crash carts/emergency airway carts.
8. When not in use, the defibrillator is kept plugged into an electrical outlet to keep the battery charged.

PROCEDURE:

1. **Management of Emergency Airway Carts with AED** (Locations as in Attachment 1)
 - A. The Emergency Airway Cart shall be checked daily for the following:
 - a. Visually inspect the cart to ensure security locks are intact.
 - b. Visually inspect that all the external items are present.
 - c. Ensure the oxygen tank has at least 1500 pounds per square inch (psi) pressure and that the oxygen flowmeter is functioning properly.
 - d. Ensure Du-o-vac is functioning properly.
 - e. Ensure AED is ready for use.
 - f. Record the *Emergency Airway Cart and AED Checks on daily form*. (Attachment ?)
 - B. If the AED is malfunctioning, Nursing Leadership is notified and shall purchase a replacement unit. Monthly: Emergency Airway Carts must be checked and restocked once a month AND whenever the lock is broken, or the cart has been used.
 - a. Nursing will coordinate with Pharmacy for the monthly check or if cart is open. Emergency Airway Cart checks are documented on the *Emergency Airway Cart Content Check: Monthly form*.
 - b. Verify the presence of cart contents on the checklist.
 - c. Replace any missing items.
 - d. Replace items which will be outdated before the next routine check.
 - e. Pharmacy will relock the cart whenever it is opened. Licensed staff will record lock number, the reason for check, date, signature and title.
 - f. The person checking the cart is responsible to ensure that the cart has been accurately checked and supplied.
2. **Management of Crash Carts**
 - A. Every shift, the Crash Cart will be checked for the following:
 - a. Visually inspect the crash cart to ensure security locks are intact.
 - b. Visually inspect that all the external items are present.
 - c. Visually inspect the two expiration dates posted on the crash cart. One reflects medication and IV fluids. The second reflects the first item/supply to expire throughout the remaining drawers.
 - d. Daily check the oxygen tank to ensure the tank has at least 1500 pounds per square inch (psi) pressure and that the oxygen flowmeter is functioning properly.
 - e. Daily check the Du-o-vac to ensure proper functioning.
 - f. The staff shall exchange the crash cart when the following occurs:
 1. Security of locks is questionable.
 2. Medications or item/supply are to expire within one month.
 - B. **Crash Cart Exchange**

A crash cart shall be exchanged following a cardiopulmonary arrest (e.g., code blue, code white), when drug and supply labels indicate expiration or expiration within one month, whenever the cart has been opened, and whenever drawer supply/drug stock is in doubt.

 - a. Unit Responsibility



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1. Any unit staff member, licensed or unlicensed, will obtain an exchange cart from Central Processing **before** removing the cart to be exchanged from the unit.
 2. Remove the following items from the cart to be exchanged and replace them onto the new cart:
 - Defibrillator, its power cord, and all defibrillator cables/paddles
 - Extension cord (back of cart)
 - Hands free electrode patches
 - Praxair Grab and Go oxygen tank and Du-o-vac suction attached
 - Crash cart binder
 3. Equipment that is removed from the used cart shall be cleaned with an approved disinfectant before it is placed on the new (exchange) cart.
 4. Discard any opened and/or empty medication containers in an appropriate receptacle.
 5. Remove opened and/or used sharps from used cart.
 6. The procedure for returning the crash cart to Central for processing will be as follows:
 - If the crash cart lock is intact, any staff member, licensed or unlicensed will take the crash cart down to Central Sterile Processing (CSP).
 7. If the crash cart lock is NOT intact, and the medication is not removed by Pharmacy then licensed staff will then take the crash cart to Pharmacy to remove medications and the central venous catheter (CVC) kit if containing lidocaine. The licensed staff member will then take the crash cart to Central Sterile Processing. If medications are removed prior, then licensed or unlicensed staff will take the crash cart to Central Sterile Processing.
 8. Licensed unit staff will verify external equipment and supplies removed from the outside of the exchanged cart and placed onto the new cart. In addition, unit staff will ensure:
 - Oxygen tank has at least 1800 psi.
 - Appropriate number and type of hands-free patches (as applicable) and EKG paper are placed on top of cart.
 9. Upon verifying placement of external cart contents onto the new cart, the licensed unit personnel shall sign the *Crash Cart Checks: Daily and Shift* record.
- b. Central Sterile Processing Responsibility:
1. Remove all contents, thoroughly clean, disinfect, and replenish cart according to the departmental policies/procedures.
 2. Place a clearly visible date of the earliest to expire supply item on the cart. The date will be determined by the earliest date of expiration of any perishable cart content.
 3. With the exception of emergency drugs, maintain stocked spare carts for immediate circulation.
 4. Maintain record of crash cart maintenance and distribution location of cart.
 5. Monitor cart usage.
- c. Pharmacy Responsibility
1. Replace emergency medications and IV fluids in the designated drawers (including central venous catheter kits containing medications).
 2. Place lock on the outside of the cart to secure the crash cart after it has been replenished. Document the date, lock number (as applicable) and cart number when the cart is secured.
 3. Maintain one completed crash cart and be ready for exchange at all times.



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d. Administrative Nursing Responsibility

In the event a replacement cart is not available when needed, unit staff will contact the nursing supervisor who will be responsible for ensuring that the used cart is exchanged.

Administrative:

A. Location of Crash Carts:

The CPR Committee maintains a list of the locations of emergency crash carts. See Attachment 1 for Crash Cart Locations.

B. Crash Cart Contents:

The list of contents is determined and reviewed annually by the CPR Committee. The CPR Committee distributes updated lists to appropriate departments. The master list of supply contents is maintained in Central Sterile Processing and Nursing Administration. For a list of supply contents see the following:

1. Combo Crash Cart (Attachment 2)
2. Neonatal Crash Cart (Attachment 3)

C. Emergency Drugs:

Emergency drugs are kept in the top bin (top of cart) and drawer #1 of the crash cart. The contents of the emergency drug kits are standard drug concentration. The list of medications and IV solutions, including name, strength, size, and quantity as well as the date of the earliest to expire medication is posted on the outside of the cart.

D. Maintenance by Unit Personnel:

Nursing or unit (e.g., Radiology, Pulmonary Function Laboratory) personnel will perform a check of the crash cart or emergency airway cart every shift during operational hours, and document on the *Crash Cart: Daily and Shift* form or the *Emergency Airway Cart and AED Checks: Daily* form located on the top of the cart. These records are maintained by the area manager/supervisor for three years.

E. Maintenance by Central Sterile Processing:

The maintenance of the cart is documented by Central Sterile Processing. These records are maintained for three years in Central Sterile Processing.

Reviewed and approved by:
Medical Executive Committee 09/2022

Beverley A. Petrie, M.D.
President, Professional Staff Association



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ATTACHMENT 1
Crash Cart Locations

Building	Floor	Location	Cart	Defibrillator
Unit 1	Basement	CT Scan	Combo	Zoll R Series
Unit 1	Basement	GMC Clinic B (PCDC)	Combo	Zoll R Series
Unit 1	Basement	Nuclear Medicine (Rm B112/157)	Combo	Zoll R Series
Unit 1	1 st Floor	CT Scan (Old ED) 1-H6	Combo	Zoll R Series
Unit 1	1st Floor	ER Adult-RME North Hallway (Exam Rm 3) 1B08	Combo	Zoll R Series
Unit 1	1st Floor	ER Adult-Core/Gold East Hallway (Exam Rm 32) 1F14	Combo	Zoll R Series
Unit 1	1st Floor	ER Adult-Core/Gold North Hallway (Rm SE-1F25)	Combo	Zoll R Series
Unit 1	1st Floor	ER Adult-Critical Care North Hallway (Exam Rm 16) SE-1J15	Combo	Zoll R Series
Unit 1	1st Floor	ER Adult-Critical Care East Hallway (Exam Rm 9) SE-1J27	Combo	Zoll R Series
Unit 1	1st Floor	ER Pediatric – East Hallway (Exam Rm 15) 1H12	Combo	Zoll R Series
Unit 1	1st Floor	ER Pediatric – West Hallway (Exam Rm 1) 1G04	Combo	Zoll R Series
Unit 1	1 st Floor	ER Trauma South Hallway (Trauma 6) 1K08	Combo	Zoll R Series
Unit 1	1st Floor	Emergency Psychiatric, Adult	Combo	Zoll R Series
Unit 1	1 st Floor	Emergency Psychiatric, Adolescent	Combo	Zoll R Series
Unit 1	1 st Floor	Heart Station (Rm. 1G-9)	Combo	Zoll R Series
Unit 1	1st Floor	GYN Clinic	Combo	Zoll R Series
Unit 1	1st Floor	Oral/Maxillofacial Clinic	Combo	Zoll R Series
Unit 1	1st Floor	Orthopedic Clinic	Combo	Zoll R Series
Unit 1	1st Floor	Urgent Care Clinic	Combo	Zoll R Series
Unit 1	2nd Floor	Pulmonary Function Lab (PCDC 204-4)	Combo	Zoll R Series
Unit 1	2nd Floor	Cath Lab A (South Side)	Combo	Zoll R Series
Unit 1	2 nd Floor	Cath Lab B (North Side)	Combo	Zoll R Series
Unit 1	2nd Floor	Endoscopy Suite	Combo	Zoll R Series
Unit 1	2nd Floor	OPA	Combo	Zoll R Series
Unit 1	2nd Floor	Pre-op	Combo	Zoll R Series
Unit 1	2nd Floor	PACU	Combo	Zoll R Series
Unit 1	2nd Floor	Operating Room Core South Hallway	Combo	Zoll R Series
Unit 1	2nd Floor	Operating Room Core North Hallway	Combo	Zoll R Series
Unit 1	2nd Floor	Radiology 2W Rm K1	Combo	Zoll R Series
Unit 1	2nd Floor	Radiology 2W Rm 10 (IR)	Combo	Zoll R Series
Unit 1	2nd Floor	Radiology 2W Rm 41 (IR)	Combo	Zoll R Series
Unit 1	2nd Floor	Pediatric Clinic	Combo	Zoll R Series



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Unit 1	2nd Floor	Urology/Eye/H&N Clinics	Combo	Zoll R Series
Unit 1	3rd Floor	3 East Nursing Station	Combo	Zoll R Series
Unit 1	3rd Floor	3 West TTCU Nursing Station	Combo	Zoll R Series
Unit 1	3rd Floor	3 West TTCU (Room 19)	Combo	Zoll R Series
Unit 1	3rd Floor	3 West ICU C Bay	Combo	Zoll R Series
Unit 1	3rd Floor	3 West ICU D Bay	Combo	Zoll R Series
Unit 1	3rd Floor	3 West CTU	Combo	Zoll R Series
Unit 1	4th Floor	4 East Nursing Station	Combo	Zoll R Series
Unit 1	4th Floor	4 West Nursing Station	Combo	Zoll R Series
Unit 1	4th Floor	4 West PCU (Room 12)	Combo	Zoll R Series
Unit 1	4th Floor	4 West CCU	Combo	Zoll R Series
Unit 1	5th Floor	5 East Ward	Combo	Zoll R Series
Unit 1	5th Floor	5 East PCU (Room 11)	Combo	Zoll R Series
Unit 1	5th Floor	5 West ICU	Combo	Zoll R Series
Unit 1	5th Floor	5 West HDU	Combo	Zoll R Series
Unit 1	5th Floor	5 West RTU	Combo	Zoll R Series
Unit 1	6th Floor	6 East Nursing Station	Combo	Zoll R Series
Unit 1	6th Floor	6 East PCU (Room 20)	Combo	Zoll R Series
Unit 1	6th Floor	6 East ICU	Combo	Zoll R Series
Unit 1	6th Floor	6 East NICU	Neonatal	Zoll R Series
Unit 1	6th Floor	6 West Nursing Station	Combo	Zoll R Series
Unit 1	6th Floor	6 West ICU	Combo	Zoll R Series
Unit 1	7th Floor	7 East L&D (Recovery Room)	Combo	Zoll R Series
Unit 1	7th Floor	7 East L&D Utility Room (Delivery Room #2)	Combo	Zoll R Series
Unit 1	7th Floor	7 East Nursery Level II (Room 7N2)	Neonatal	Zoll R Series
Unit 1	7th Floor	7 West Ward	Combo	Zoll R Series
Unit 1	8th Floor	8 West Ward (Room 12)	Combo	Zoll R Series
Professional Building /MFI		Pediatric Clinic (MFI)	Emergency Airway	AED
Professional Building /MFI		OB Clinic (MFI)	Emergency Airway	AED
N-24		N24-Hallway Near Nursing Station A	Emergency Airway	AED
Professional Building /MFI		Kids Hub clinic	Emergency Airway	AED
1 South		CRU (Room 57)	Combo	Zoll R Series
FMC (Lomita)		FMC - Near Nursing Station A	Emergency Airway	AED



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ATTACHMENT 2

Crash Cart Contents: COMBO (Adult/Pediatric) – 04/29/2019

Locations: 3E, 3W, 3WCTU, 3WICU (C Bay), 3WICU (D Bay), 3WTTU, 4E, 4W, 4WCCU, 4WPCU RM-11, 5E, 5ECTRC, 5EPCU RM-11, 5WHDU, 5WICU, 5WRTU, 6E Nursing Station, 6E RM-20, 6EICU, 6W, 6WICU, 7EL/D DR4, 7EL/D Recovery, 7W, 8W, CATH, CHP (MFI), CRU, CT SCAN, ENDOSCOPY, ENDOVASCULAR LAB, ER - Hallway Med Rec & Obs, ER - AAC Bed 1, ER - Bed 3, ER - AAC Middle Rm, FMC, HEART STN (8E-20), GMC, N24, NUCLEAR MED (RM B112/157), OB/GYN, OMFS CLN, OR (South Hall), OR (North Hall), ORTCLN, OSSA, PACU, PEDCLN, PED ER RM-4, PED ER RM-5, PULM FUNCTION LAB (PCDC 204-4), PSYER, RADIOLOGY (2W-1), RADIOLOGY (2W-10), RADIOLOGY (2W-41), UCC, URO/EYE/H&N

Top of Cart
Defibrillator
Defibrillator paddles (as applicable)
Hands free patches (as applicable)
Zoll Pediatric/Adult Airway Adapter for Capnography
ECG cable/lead wires
ECG paper: 1 roll
Crash cart binder / CPR Record (HH340)
Top Center of Cart (Locked by Pharmacy)
Medications; see current Pharmacy list on outside of cart
First Drawer (Locked by Pharmacy)
IVF and Medications; see current Pharmacy list on outside of cart
Second Drawer
Adult Intubation Tray with Zoll Pediatric/Adult Airway Adapter for Capnography
Third Drawer
Third drawer left side
1 ea - Paper Tape 1"
1 - Transparent Tape
1 ea - Adhesive Tape (Cloth) 1"2"
2 - Adult Blood Gas Kit [with needle]
2 - Pediatric blood gas syringe [no needle] (Arterial Blood Sample Syringe)
1 - Hemostat
Third drawer center
2 ea - IV Catheters 14, 16, 18, 20, 22, 24 gauge
5 ea - Needles 20, 23 gauge
2 ea -Butterfly needle (SAF-T Winged Infusion Set) 23, 25 gauge
4 - Lancets
1 -stopcock (3-way or 4-way)
2 - IV Extension Sets (double)
3 - Smartip cannulas
2 - 35 ml Syringes
3 ea - Syringes 10 mL, 6 mL, 3 mL, 1 mL without needle
1 ea - Armboard: Pediatric, Neonatal
Third drawer right side



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2 – IV Start Kits
1 - Tegaderm
1 - Tourniquet
15 - Alcohol Pads
2 - IV Extension Tubing
4 - Chloraprep Applicators
2 - Povidone-Iodine Swabs
2 - Benzoin Tincture
1 - Tongue Blade
5 - 4x4 Sterile Gauze
2 ea -Blood tubes: pink, gold, purple, blue, green
2 ea – Microtainer blood tubes: yellow, purple
Fourth Drawer
<i>Fourth drawer left side</i>
1 – SmartSite Gravity Set (10gtt/ml) REF: 10802688
3 - BD Alaris Pump Infusion Set REF: 2426-0007
1 - SmartSite Infusion Burette Set REF: 2441-0007
1 - SmartSite Gravity Blood Set with Pressure Pump REF: 10010903
<i>Fourth drawer center</i>
2 ea - Sterile Gloves 6 ½, 7 ½, 8
1 ea - Salem Sump NG Tubes 18,14,12 Fr
2 - ea Suction Catheters: 14,10,8,6 Fr
1 - Yankauer Tip Suction
<i>Fourth drawer right side</i>
1 - Oxygen Flow Meter
1 - Oxygen Tubing
1 – Oxygen ‘Y’ Connector
1 - ea Nonrebreather Masks: Adult & Pediatric
1 ea - Nasogastric (Feeding) Tube 8Fr 15”, 8Fr 42”, 5Fr15”
Fifth Drawer/Bottom of Cart
1 – Multi-lumen CVC Kit
1 – Pediatric Intubation Tray with Zoll Pediatric/Adult Airway Adapter for Capnography
Right Side of Cart
1 - Oxygen Tank and Du-o-vac suction device with canister
1 ea - Ventilation bag with masks (Adult, Pediatric)
Left Side of Cart
<i>Left side of cart first bin</i>
EKG Electrode Pads: Adult – 5 pkgs (3 ea/pkg), Pediatric – 2pkg (3 ea/pkg)
1 – Electrode gel
Broselow Tape (2017): 1 tape
<i>Left side of cart second bin</i>
PPE: Goggles: 1 pair
PPE: Disposable Gloves: 1 box medium
<i>Left side of cart third bin</i>



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PPE: Face Shields: 4
Front of Cart
CPR Back Board
Back of Cart
1 - Extension Cord (wrapped around bracket)



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**ATTACHMENT 3
Crash Cart Contents: NEONATAL – 04/29/19**

Locations: 6ENICU, 7EL2N 7N-2

Top of Cart
Defibrillator
Hands free patches (as applicable)
ECG cable/lead wires
EKG paper: 1 roll
Crash Cart Binder / Neonatal CPR Record (M11035)
Top Center of Cart (Locked by Pharmacy)
Medications; see current Pharmacy list on outside of cart
PPE: Disposable Gloves: 1 box medium
PPE: Goggles: 1 pair
PPE: Face Shields: 2
First drawer
1 - Transparent tape
1 - Cloth tape 1"
1 - Elastoplast tape
4 - Benzoin tincture
2 sets - Neonatal EKG electrodes/leads
2 - Pediatric EKG electrode pads (3/pkg)
1 - Electrode Gel
1 - Bulb syringe
Second Drawer
Second drawer left side
3 ea - IV catheters: 20, 22, 24 gauge
10 - Alcohol pads
2 ea - Butterfly needle (SAF-T Winged Infusion Set) 23, 25 gauge
5 - Needles 18 ga
3 - Needles 25 ga
2 - IV Extension Sets (double)
4 - Stopcock (3-way or 4-way)
3- Smartip cannula
Second drawer center
10 - Syringes 1 ml (no needle)
5 ea - Syringes 3, 6, 10ml
3 - Syringes 35 ml
Second drawer right side
2 - IV start kits
2 - Pediatric blood gas syringe [no needle] (Arterial Blood Sample Syringe)
2 - IV arm board, neonatal
Third Drawer



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<i>Third drawer left side</i>
6 - Providone-Iodine swabs
1 - Clamp
2 ea - Chest tubes: 8, 10 French
1 - IV extension tubing
1 - Suction tubing
<i>Third drawer center</i>
1 - T-connector
1 - Stopcock (3-way or 4-way)
3 - 3-0 Sutures (Silk C-13 cutting needle)
2 ea - Connectors: 6 in 1 Y-shaped, 5 in 1 straight
2 ea - IV catheter 18, 20 gauge
4 - Vaseline gauze
4 - Gauze 4x4s
2 - 35 ml syringe
<i>Third drawer right side</i>
2 - Catheter introducers
2 - Cord clamps
1 - Cord cutter
2 ea - Sterile Gloves 6½, 7½, 8
2 ea - Umbilical catheters: 3.5, 5 French
Fourth Drawer
2 - Neonatal Intubation Tray with Zoll Pediatric/Adult Airway Adapter for Capnography
1 - Umbilical vessel kit
1 - Neonatal chest tube tray
1 - Chest drainage system
Right Side of Cart
1 - Oxygen tank (with wrench) and Du-o-Vac suction device with canister
1 - Ventilation bag (Neonatal) with masks
Left Side of Cart
<i>Left side of cart first bin</i>
1 - Flow inflating bag (anesthesia bag) (Neonatal)
1 - Oxygen tubing
1 - Oxygen flow meter
<i>Left side of cart second bin</i>
2 ea - Suction catheters: 6, 8, 10 French
<i>Left side of cart third bin</i>
2 ea - Feeding tubes: 5, 8 French 15 inches
1 - Suture removal kit
Front of Cart
1 - CPR Back Board
Back of Cart
1 - Extension Cord (wrapped around bracket)