



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 475
VERSION: 2

SUBJECT: EMERGENCY UTILITY SHUTDOWN

POLICY:

If a catastrophic emergency affects any utility such that the continued operation of that utility endangers the safety of patients, employees, visitors, and others within the facility, that utility shall be shut down pursuant to the procedures of this policy.

PURPOSE:

To establish procedures for shutting down utility systems in the event of a catastrophic emergency.

PROCEDURE:

If there is ANY immediate threat of harm to the building or the occupants, CALL 911.

During Business Hours:

1. Upon determining that a catastrophic emergency requires the shutdown of one or more utilities, the Director of Facilities or his designee, shall inform the Administrator on Duty and the ASC supervisor, of the expected duration and extent of the loss of utilities.

This is done so that the necessary actions may be taken to prepare the facility for the expected shutdown.

2. Before the complete shutdown of one or more the utilities takes place, general notification of High Desert Health System (HDHS) staff should be performed using the Public Address System.
3. The Director of Facilities, or his/her designee, shall direct the appropriate craftsperson to shut down the affected utility.
4. Necessary emergency repairs shall be performed as efficiently and safe as possible.

During Non-Business Hours:

1. Upon receiving information of a catastrophic emergency requiring the shutdown of utilities, the Operator will immediately notify the Administrator On Duty (AOD), of the emergency.
2. The operator will put the Administrator in contact with the Facilities member on call, to help him/her assess the severity of the situation.
3. Based upon all available information and recommendation of the Facilities staff, the AOD will decide if a shutdown will be initiated.
4. In the event that Administrator On Duty cannot be reached, Facilities may issue an order to shut down affected utilities.
5. If Facilities makes the decision to shut down the utility, he/she shall relate the expected duration and extent of the loss of utilities to the Administrator on Duty.
6. Before the complete shutdown of one or more utility systems takes place, security staff will be notified.

7. The Facilities personnel on duty shall perform the necessary shutdown of utilities as instructed by the Administrator On Duty.
8. Necessary emergency repairs shall be performed safe and as efficiently as possible.

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