



Rancho Los Amigos National Rehabilitation Center INFORMATION MANAGEMENT SERVICES POLICY AND PROCEDURE

SUBJECT: WATER DETECTION SYSTEM ALARM

Policy No.: 516

Supersedes:

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I. PURPOSE

To establish guidelines for Information Management Services staff to follow in the event the *TraceTek Water Detection System* alarm is triggered.

II. BACKGROUND and PROCEDURE

The water detection system alarm is triggered when excessive moisture levels are detected beneath the computer room sub-floor. Because of the electrical and network cables that run under the sub-floor, this moisture or water is a safety hazard and detrimental to equipment. Staff safety is always the first priority. If the alarm sounds, the computer room supervisor or other staff present within the sound of the alarm should immediately perform the following steps:

1. Turn the alarm off by pressing the "Silence Alarm Buzzer" located on the front panel of the Water Detection System control unit.
2. Notify the Building Crafts department so that a technician can evaluate the severity of the alarm. If Building Crafts Department Crafts cannot resolve the problem, they will notify the contract vendor (whose telephone number appears on the front of the alarm box located outside the computer room: *California Suppression Systems, Inc. (213) 498-6444*). The vendor will inform the caller what the next steps are or dispatch a technician to RLANRC.