

**OLIVE VIEW-UCLA MEDICAL CENTER  
DEPARTMENT OF EMERGENCY MEDICINE  
POLICY & PROCEDURE**

**NUMBER: 3231  
VERSION: 2**

**SUBJECT/TITLE:** PHYSICAL PLAN

**POLICY:** Define physical plan for the Emergency Department.

**PURPOSE:** To delineate the layout of the Department of Emergency Medicine.

**DEPARTMENTS:** DEPARTMENT OF EMERGENCY MEDICINE (DEM)

**DEFINITIONS:** Emergency Department Physical Plan

**PROCEDURE:** The Emergency Department is designed and equipped to facilitate the safe and effective care of the patients. “The Emergency Department is clearly identified externally and is easily accessible to ambulance and pedestrian traffic. All emergency entrances are well lit and protected from weather. All entrances are wide enough to accommodate patients, attendants and equipment.” Wheelchairs are stored immediately adjacent to the Emergency Department/Service entrance but do not obstruct entry. The design of the Emergency Department facilitates the visual and auditory privacy of patients without compromising patient’s care.

1. The Department of Emergency Medicine is located on the second floor, northeast part of the main hospital. The department is 31,000 square feet and five distinct treatment areas: ED 1, ED 2, ED 3, ED 4, and ED 5.
2. The waiting room has the capacity for a volume of 75 persons and outside seating is also available in the courtyard next to the vending machines.
3. In the waiting room is the Router desk and the Registration area with 8 windows, the cashier, and two office spaces.
4. Across the waiting room are four Triage rooms.
5. Immediately located behind the Triage rooms is the ED STAT Lab for blood, chemistry and urine testing.
6. There are in total 51 rooms/bays to treat patients:  
ED 1: 13 rooms, 2 are isolation rooms and 2 trauma/procedure rooms  
ED 2: 7 treatment bays and 7 rooms  
ED 3: 8 rooms, 1 is an isolation room  
ED 4: 8 rooms, 1 is an isolation room

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ED 5: 8 rooms, 2 are isolation rooms

7. There are panic alarms in the registration cubicles, the Router desk, and the four Triage rooms from which additional personnel may be summoned in an emergency.
8. There are 5 Medication Rooms located in each treatment area.
9. There are 3 Clean Utility Rooms and 3 Dirty Utility rooms, one of each located in ED 1, ED 2, and ED 5.
10. 2 Nurses stations are located in ED 1. In addition a Charge nurse station is also located in ED 1, closest to the Ambulance Entrance. Two Nurse Stations in ED 2. One Nurse Station in each of the remaining areas, ED 3, ED 4, and ED 5.
11. There are three Physician Workrooms. One is located between ED 1 and 2, another in ED 3 and one between ED 4 and 5.
12. There is a Supervisor's work station next to the Ambulance Entrance which is where the Reddinet Station is located.
13. The Ambulance Entrance is able to accommodate more than one ambulance and allows for rapid entrance directly into the treatment area.
14. Adjacent to the Ambulance entrance is the Radiology Suite that has CT, x-ray and ultrasound systems for diagnostic testing.
15. Outside the Ambulance Entrance on the Southeast wall is the Decontamination Shower.
16. The lounge area and outside patio for the staff is located in the link between the ED and the 11,000 square foot Acute Care Unit. The Healing Garden for the Acute Care Unit is visible in this passageway.
17. The Female and Male locker rooms are located in the vestibule at the end of the linkage.
18. There are six emergency exits in the department.
19. There is one Pharmacist work room
20. 2 Physician Sleeping rooms
21. There are 3 internal waiting rooms located in ED1A, ED2B and ED3.

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22. There is one Utilization Review Room across from the CT Scanner Room.

References:	
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