

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
DEPARTMENT: FACILITIES
POLICY & PROCEDURE

NUMBER: 551
VERSION: 3

SUBJECT/TITLE: FIRE SPRINKLER/DETECTION SYSTEM FAILURE

PURPOSE:

POLICY: In the event of a loss of any component of the fire sprinkler/detection system in the hospital, the BEAS Room Operator shall take immediate action to set up a fire watch and restore the system.

PROCEDURE:

1. Make an entry into the BEAS Room "Fire Log" Book as to the time and extent of the failure.
2. Call the Facilities M.O.D. and request that a fire watch be set for areas of the hospital where the fire system is not working.
3. Log the time at which the fire watch was started.
4. During normal working hours:
 - a. Call the Facilities Office (ext. 3325)
 - b. Call Hospital Administration (ext. 3001) and report that the fire system is not working and that a fire watch is being performed in the compromised areas.
 - c. Log the time and name of the Hospital Administrator.
 - d. Call the L.A.F.D. (818) 756-8691, and inform the fire captain that the hospital has a compromised fire system and that we are on "Fire Watch".
5. During off hours:
 - a. Call the Facilities MOD to set a fire watch and to get permission to call-back an electrician/plumber to repair the problem.
 - b. Call the Nurse Administrator to report that the fire system is not working and that a fire watch has been set in the compromised areas.
 - c. Call County Sheriff to report that the hospital is on fire watch.
 - d. Log the time of arrival and name of the electrician/plumber.
 - e. Call the Facilities MOD to report, either that the repairs have been made or that repairs were not completed, prior to the electrician/plumber leaving the hospital.
 - f. Call the Sheriff and report that the fire system has either been repaired or that the system has not been repaired and that the fire watch control must continue.
 - g. Call the Nurse Administrator to report the status of the fire system.

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- h. Call the L.A.F.D. (818) 756-8691, and inform the fire captain that the hospital has a compromised fire system and that we are on “Fire Watch”.
- i. Log the time of all of the above calls and the name of the person you talked to.

DEPARTMENTS: FACILITIES

DEFINITIONS:

References:	
Approved by: Robert Ross (Director, Facilities)	Date: 10/29/2013
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