

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

NUMBER: 558
VERSION: 1

SUBJECT/TITLE: FIREMAN'S PHONES

POLICY: The BEAS Room operator is responsible for issuing "Fireman's Phones" to the Fire Department in the event of a fire or other internal disaster in the hospital.

PURPOSE:

- PROCEDURE:**
1. Upon arrival of the Fire Department, the BEAS Room operator shall unlock the "Fireman's Phones" cabinet and issue the phones, building plans, and keys to the fire captain.
 2. At the end of the fire/disaster, the BEAS Room operator shall collect the issued items, inventory them, replace them in the cabinet, and lock the cabinet.
 3. Any missing items shall be reported (in writing) to the BEAS Room supervisor. The report shall be written before the end of the operator's shift and place in the "Time Slip" box.

DEPARTMENTS: FACILITIES

DEFINITIONS:

References:	
Approved by: Robert Ross (Director, Facilities)	Date: 02/15/2011
Review Date: 01/16/2017	Revision Date:
Distribution: Facilities	
Original Date: 02/15/2011	