

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

NUMBER: 564
VERSION: 1

SUBJECT/TITLE: TRANSPORTING DISASTER SUPPLIES

POLICY: In the event of a disaster, the General Maintenance Shop shall transport the disaster supplies located in the store room adjacent to the hospital loading dock.

PURPOSE:

PROCEDURE:

DEM Staff

- Shall contact the BEAS Room and request to have the disaster barrels and carts transported to the emergency room.

BEAS Room Operator

- Shall contact the General Maintenance Worker on duty to transport the disaster supplies from the main loading dock to the Emergency Room.

General Maintenance Worker

1. Shall obtain a key to the storeroom on the hospital loading dock that houses the disaster supplies. The key is kept in the A.N.O. (Administrative Nursing Office) Room 2C195.
2. Shall transport the disaster supplies from the storeroom near the loading dock to the Emergency Room. Note: In the event that the elevators are not operating, the General Maintenance Worker shall use a truck to transport the supplies.
3. The General Maintenance Worker shall unload the disaster supplies as directed by the medical staff on duty.

DEPARTMENTS: FACILITIES

DEFINITIONS:

References:	
Approved by: Robert Ross (Director, Facilities)	Date: 08/12/2009
Review Date: 07/12/2015	Revision Date:
Distribution: Facilities	
Original Date: 08/12/2009	