

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

NUMBER: 567
VERSION: 1

SUBJECT/TITLE: EMERGENCY PROCEDURES FOR ELEVATOR ENTRAPMENTS

POLICY:

PURPOSE: To establish guidelines that should be implemented in the event of elevator entrapment at any ValleyCare facility when the Facilities' Elevator Mechanic is not available.

PROCEDURE:

1. Alert ValleyCare Safety Police x3409; give them the location and elevator number (hospital and grounds entrapments only).
2. Instruct General Maintenance Worker on duty to report to elevator (hospital entrapments only). They should remain on site to assist.
3. Contact Electrical Supervisor. Ask him to report to the elevator to assess the situation.
4. If unable to contact Electrical Supervisor, contact LAC-USC Medical Center Dispatch: (323) 226-6636.
5. If unable to contact Electrical Supervisor or LAC-USC Elevator Mechanic, contact the Los Angeles City Fire Department at (818) 785-2151.
-Provide the appropriate address and contact.
 - Olive View UCLA Medical Center
14445 Olive View Drive
Sylmar, CA 91342 (818) 364-4100 BEAS Room Operator
 - Mid Valley Comprehensive Health Center
7515 Van Nuys Blvd.
Van Nuys, CA 91405 (818) 946-4646 Safety Police Desk
 - San Fernando Health Center
1212 Pico Street
San Fernando, CA 91340 (818) 837-6969 Carmen Cordero

DEPARTMENTS: FACILITIES

DEFINITIONS:

SUBJECT/TITLE: EMERGENCY PROCEDURES FOR ELEVATOR ENTRAPMENTS

Policy Number: 567

Page Number: 2

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	