

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

NUMBER: 752
VERSION: 1

SUBJECT/TITLE: CATASTROPHIC EMERGENCY UTILITY SHUTDOWN

POLICY: If a catastrophic emergency affects any utility such that the continued operation of that utility endangers the safety of patients, employees, visitors, and others within the hospital, that utility shall be shut down pursuant to the procedures of this policy.

PURPOSE: To establish procedures for shutting down utility systems in the event of a catastrophic emergency.

PROCEDURE: During Normal Working Hours

1. Upon determining that a catastrophic emergency requires the shutdown of one or more utilities, the Director of Facilities, or his designee, shall inform the Hospital Administrator and the Nursing Administrator of the expected duration and extent of the loss of utilities so that the necessary actions may be taken to prepare patients for the shutdown.
2. Before the complete shutdown of one or more hospital utilities takes place, general notification of hospital staff should be performed (e.g., Using the Public Address System, runners, etc.).
3. The Director of Facilities, or his designee, shall direct the appropriate craftsperson to shut down the affected utility.
4. Necessary emergency repairs shall be performed pursuant to the procedures of the hospital-wide “emergency repair” policy.

During Off Hours, Weekends, and Holidays

1. Upon receiving information of a catastrophic emergency requiring the shutdown of utilities, the BEAS Room operator will immediately notify the Facilities Manager On Duty (MOD) on call of the emergency.
2. The BEAS Room operator will put the Nursing Administration in contact with the Facilities Manager On Duty to help him/her assess the severity of the situation.
3. Based upon all available information, the duty manager will decide if a

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shutdown will be initiated.

4. In the event that the Facilities Manager On Duty cannot be reached, the Nursing Administrator may issue an order to the Co-Generational Plant operator to shut off affected utilities.
5. If the Facilities Manager On Duty makes the decision to shut down the utility, he/she shall relate the expected duration and extent of the loss of utilities to the Nursing Administrator so that the Nursing Administrator may take the necessary steps to prepare patients for the shutdown.
6. Before the complete shutdown of one or more hospital utilities takes place, general notification of hospital staff should be performed (e.g., Using the Public Address System, runners, etc.).
7. The General Maintenance person on duty or the Co-Generational Plant operator (whoever is more appropriate for the job) shall perform the necessary shutdown of utilities as instructed to by the Facilities Manager On Duty.
8. Necessary emergency repairs shall be performed pursuant to the procedures of the hospital-wide "Emergency Repair" policy.

DEPARTMENTS: FACILITIES

DEFINITIONS:

References:	
Approved by: Robert Ross (Director, Facilities)	Date: 08/12/2009
Review Date: 07/16/2015	Revision Date:
Distribution: Facilities	
Original Date: 08/12/2009	