

ValleyCare Olive View – UCLA Medical Center Facilities Division

Electrical Safety Check Stickers

ELECTRICAL SAFETY CHECK
NON-PATIENT EQUIPMENT- INITIAL SAFETY CHECK
TESTED BY _____
DATE TESTED _____
NO SCHEDULED P.M. REQUIRED
OLIVE VIEW-UCLA MEDICAL CENTER

This safety check is a one-time check for non-patient equipment. An example is office computers, desk lights, or pencil sharpeners.

ELECTRICAL SAFETY CHECK
E.M.S. # _____
SERIAL # _____
TESTED BY _____
DUE DATE _____
OLIVE VIEW-UCLA MEDICAL CENTER

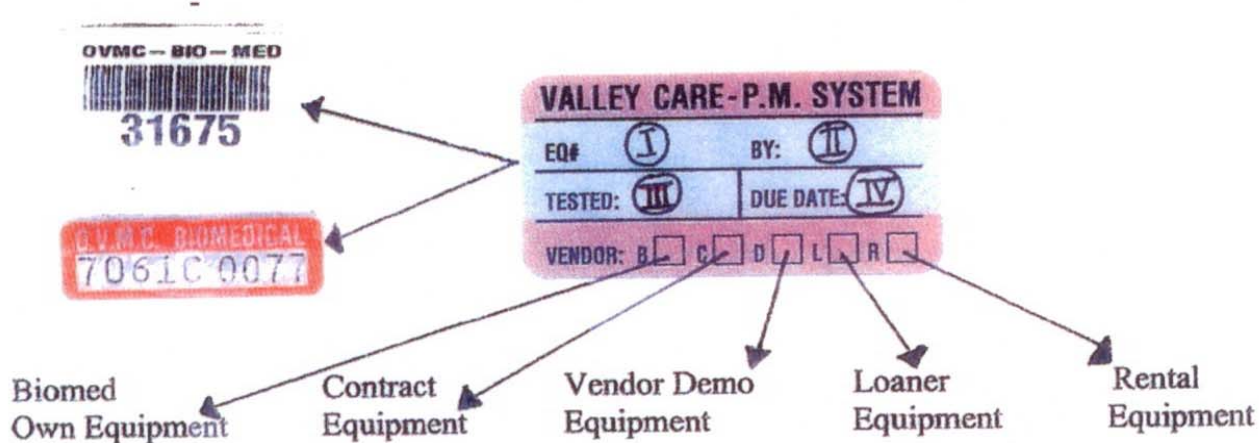
This safety check is performed in stages. It can range from two months, 6 months or yearly depending on the type of equipment. An example of this type of equipment is exam lights, refrigerators, or view boxes.

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Medical Equipment – Quality Assurance

The following procedure should be used to identify medical electronic equipment that is overdue for preventive maintenance.

- Each piece of biomedical equipment should have a biomedical equipment P.M. sticker on it. This is a silver and red color tag as shown below:



- I. The sticker has the Biomedical Equipment Control Number written on it Use this number to reference the equipment for service.
 - II. BY identifies the technician performing the check.
 - III. TESTED represents the month/year this equipment has been tested.
 - IV. DUE DATE represents the month/year of the next required check. This date should be current and not past due. This date should be checked before the equipment is placed into service. If the equipment is overdue for inspection, please notify the Facilities Service Center at (818) 364-4900.
- We need your cooperation to make our facility a safe environment for both patients and employees. Our goal is for 99% of the equipment, which is due in any give month, to be located and tested during that month.

THANKS FOR YOUR HELP

Please have the following information available before calling ext. 4900.

Your phone #: _____

Your name: _____

Equipment Location: _____

Biomed Equipment Control Number: _____

Description of Problem: _____

Utility Systems Failure – Basic Staff Response

Failure of:	What to Expect:	Who to Contact:	Responsibility of User:
Computer Systems	System down.	Information Systems x4522	Proceed with Departmental System Downtime Procedures.
Electrical Power Failure Emergency Generators On	- Limited lighting - Limited elevator service - Only RED electrical outlets work - Air Conditioning System is off	Facilities Division x4900 or x4100	- Ensure that Life Support Systems are on Emergency Power (Red Outlets). - Reset ventilators as needed and be prepared to ventilate patients. - Operating Room: finish cases, don't start new cases.
Total Electrical Power Failure – Emergency Generators Off	Failure of all electrical systems.	Facilities Division x4900 or x4100.	- Utilize flashlights. - Hand ventilate patients. - Manually regulate IV's. - Operating room: finish cases, don't start new cases. - Psych Wards: secure psych ward exits.
Elevators Out of Service	All vertical movement will be by stairwell.	Facilities Division x4900 or x4100.	Review Fire and Evacuation Plans.
Elevators Stopped Between Floors	Use elevator telephone to contact BEAS Operator.	BEAS Operator x4100	Keep verbal contact with personnel still in elevator and let them know help is on the way.
Fire Alarm System	No fire alarms or fire alarm system is on battery backup.	Facilities Division x4900 or x4100.	- If directed to do so, institute fire watch. - Minimize fire hazards. - Report any smoke or fire, dial x113.
Medical Gases	Gas alarms, no Oxygen (O2), medical air or Nitrous Oxide (NO2).	Facilities Division x4900 or x4100. Central Processing X4209 Respiratory Therapy X4422	- Hand ventilate patients. - Transfer patients, if necessary. - Use portable oxygen cylinders and other gases. - Call for additional portable cylinders.

Utility Systems Failure – Basic Staff Response

Failure of:	What to Expect:	Who to Contact:	Responsibility of User:
Medical Vacuum	Vacuum system fails and will alarm.	Facilities Division x4900 or x4100. Central Processing X4209 Respiratory Therapy X4422	- Obtain portable vacuum, contact Central Processing x5946, or - Utilize portable vacuum on crash cart. - Operating Room: finish cases, don't start new cases.
Medical Equipment	Medical equipment does not function properly.	Facilities Division x4900 or x4100.	- Remove from service and tag defective equipment. - Fill out Event Notification Form and send to Risk Management.
Sewer Stoppage	Drains are backing up.	Facilities Division x4900 or x4100.	Do not flush toilets. Do not use water.
Steam Failure	- Sterilizers are inoperative. - No hot water in kitchen. - Limited cooking.	Facilities Division x4900 or x4100. OR x4364 Dietary x5938 Central Processing x4209.	- Conserve sterile materials. - Dietary: prepare cold meals.
Telephones	Limited or no phone service.	Communications or Facilities	- Use Power Failure Transfer (PFT) phones (listed in hospital directory). - Use pay phones or cell phones. - Use runners.
Water	Sinks, toilets, ice machines etc. inoperative. No sprinkler system.	Facilities Division x4900 or x4100.	- Conserve water. - Use bottled water for drinking. - Be sure to turn off water in sinks. - If directed to do so, institute fire watch.
Nurse Call System	No call lights.	Facilities Division x4900 or x4100.	- Move patient(s), if possible. - Increase patient rounds.
Ventilation	No ventilation; no heating or cooling.	Facilities Division x4900 or x4100.	- If possible open windows, obtain fans (only if needed). - Obtain blankets. - Restrict use of odorous or hazardous materials.