
Diagnostic Services – Department of Radiology – Diagnostic Division

SUBJECT/TITLE: PROCEDURE FOR POWER OUTAGE

PROCEDURE:

- I. Normal Working Hours (8:00 a.m. - 5:00 p.m. Weekdays)
 - A. One person from Radiology Engineering will be designated central dispatcher. Their responsibility will be to handle incoming calls and coordinate personnel.
 - B. This dispatch person will be the only one to have contact by phone with the electrician and will be responsible for relaying any pertinent information on to all others involved.
 - C. At least one person from Radiology Engineering will be assigned to the area affected by the outage to assist clinical personnel during the outage.
 - D. Radiology Engineers will assist clinic personnel with switch off, of all equipment effected by the power outage, so as not to incur damage to equipment when power surges back on.
 - E. Emergency flash lights and power extension cords will be available and distributed as necessary by Radiology Engineering staff.
 - F. When power has been restored to the area, the Radiology Engineer will assist clinic personnel with the turn-on of the equipment to assure all is operational.
- II. After Normal Working Hours (5:00 p.m. - 11:30 p.m. Weekdays)
 - A. When a Radiology engineer receives a page, or takes a phone call, he/she is then responsible for complete follow-up of the power outage situation.
 - B. The Radiology engineer who takes the initial call shall notify, and request assistance from appropriate Radiology Engineering staff either on the job, or from home, as deemed necessary.

- C. Radiology Engineering staff will then go to the affected area to assist technologists, staff, and doctors during the outage.
- D. Radiology Engineering will assure that Safety and Security has been notified of the outage, and remains in reasonable contact for the duration of the power outage for updates.
- E. Radiology engineers will assist clinic personnel with switch off, of all equipment affected by the power outage, so as not to incur damage to equipment when power surges back on.
- F. Emergency flash lights and power extension cords will be available and distributed as necessary by Radiology Engineering staff.
- G. When power has been restored to the area, the Radiology engineer will assist clinic personnel with the turn-on of the equipment, to assure all is operational.

II. Late Night Hours (11:30 p.m. - 8:00 a.m.)

- A. If a Radiology engineer is contacted at home, he/she will then notify and request assistance from appropriate Radiology Engineering staff, as deemed necessary.
- B. It is the responsibility of the contacted engineer to be sure that either he/she will follow through the problem of the power outage, or contact the appropriate person to do so.
- C. Radiology Engineering will assure that Safety and Security has been notified of the outage and remain in reasonable contact for updates.
- D. Radiology engineers will assist clinic personnel with the duration of the power outage for switch off of all equipment affected by the power outage, so as not to incur damage to equipment when power surges back on.
- E. Emergency flash lights and power extension cords will be available and distributed as necessary by Radiology Engineering staff.
- F. When power has been restored to the area, the Radiology engineer will assist clinic staff with the turn-on of the equipment to assure all is operational.

III. Weekend and holiday Call

- A. The Radiology Engineering staff on call when notified of a power outage can notify and request assistance from other appropriate Radiology Engineering staff as deemed necessary.
- B. It is the responsibility of the contacted engineer to be sure that either he/she will follow through the problem of the power outage, or contact the appropriate person to do so.
- C. Radiology engineering will assure that Safety and Security has been notified of the outage, and remains in reasonable contact for the duration of the power outage for updates.
- D. Radiology engineers will assist, as necessary, clinic personnel, with switch off of all equipment effected by the power outage, so as not to incur damage to equipment when power surges back on.
- E. Emergency flash lights, and power extension cords will be available and distributed as necessary, by Radiology Engineering staff.
- F. When power has been restored to the area, the Radiology engineer will assist, as necessary, staff with the turn-on of the equipment, to assure all is operational.