


<b>Name of Policy:</b>	<b>Contingency Plan: Loss of Electricity</b>	 <b>THE UNIVERSITY OF TOLEDO</b>  <b>Effective Date: 10/1/2017</b>  Initial Effective Date: 8/1/1980
<b>Policy Number:</b>	3364-134-08	
<b>Department:</b>	Radiation Oncology	
<b>Approving Officer:</b>	Chief Executive Officer - UTMC Professor & Chairman, Radiation Oncology	
<b>Responsible Agent:</b>	Technical Manager, Radiation Oncology	
<b>Scope:</b>	Radiation Oncology	
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy		
<input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy		

**(A) Policy Statement**

In the event of loss of electricity, patients in the Radiation Oncology Department will be relocated with the use of flashlights and escorted appropriately to designated safe areas.

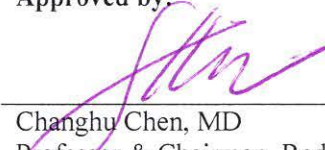
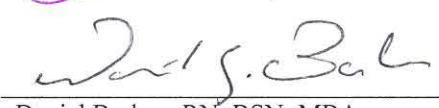
**(B) Purpose of Policy**

The purpose is to provide guidelines to assure that patients and staff are removed from the department to an appropriate safe area or maintained in the department in a safe manner.

**(C) Procedure**

1. In the event of loss of electrical power, immediately go into the treatment, simulator and examination rooms with a flashlight and stay with the patient(s). Flashlights are located in the:
  - a) Treatment Console Areas  
Treatment Rooms
  - b) Simulator Room  
Simulator Console Area
  - c) Examination Rooms
  - d) HDR room
  - e) Nurses' station
  
2. The linear accelerator/s simulator will automatically shut off with the loss of electricity. If a line power failure should occur while the systems are being used for patient treatment/simulation, the following steps should be followed by the Lead Therapist or designee:
  - a) Open the treatment room and enter the room.
  - b) Advise the patient to remain motionless.
  - c) Depending on the machine type, move table away from gantry and lower table. An uninterrupted power supply will allow lowering tables in both Edge and True Beam. If this is not possible, have additional personnel and patient assist with moving from the tabletop to the stretcher/floor.
  - d) Return to the console and record all pertinent information to be entered in the patient's digital chart in Aria later. That will include gantry, collimator positions, MU's delivered, table height, etc.
  - e) When power has been restored, perform the initial start-up and daily check out procedures to verify proper operation of the machine.
  - f) Return the patient to the treatment room and set up in accordance with the treatment plan.
  - g) Set the required remaining monitor units using the "complete partial treatment" in Aria.
  
3. If patients are in the examination rooms they are to move to the waiting room until electricity is restored.

4. The Lead Therapist or designee will notify Facilities Maintenance (Central Control) at ext. 5353.
5. If electricity is not restored within a reasonable length of time, the patients will be dismissed and they will be contacted and rescheduled when all systems are operational.
6. Personnel will remain with all stretcher and/or wheelchair patients until the appropriate transportation services arrive.

<p><b>Approved by:</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;">               _____              Changhu Chen, MD              Professor &amp; Chairman, Radiation Oncology         </div> <div style="text-align: center;"> <p style="font-size: 1.2em; color: purple;">9/29/2017</p>             _____              Date         </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;">               _____              Daniel Barbee, RN, BSN, MBA              Chief Executive Officer - UTMC         </div> <div style="text-align: center;"> <p style="font-size: 1.2em; color: purple;">4 Oct 2017</p>             _____              Date         </div> </div> <p style="margin-top: 20px; font-size: 0.8em;">Review/Revision Completed By: Michelle Giovanoli</p>	<p><b>Review/Revision Date:</b></p> <table style="width: 100%; border: none;"> <tr><td style="width: 50%;">8/1995</td><td>4/1999</td></tr> <tr><td>10/1986</td><td>3/2002</td></tr> <tr><td>1987</td><td>1/2007</td></tr> <tr><td>1988</td><td>10/15/2008</td></tr> <tr><td>1989</td><td>7/1/2011</td></tr> <tr><td>2/1990</td><td>12/1/2014</td></tr> <tr><td>10/1992</td><td>10/1/2017</td></tr> <tr><td>1/1994</td><td></td></tr> <tr><td>3/1994</td><td></td></tr> <tr><td>2/1995</td><td></td></tr> <tr><td>1996</td><td></td></tr> <tr><td>10/1996</td><td></td></tr> </table> <p style="margin-top: 20px;"><b>Next Review Date:</b> 10/1/2020</p>	8/1995	4/1999	10/1986	3/2002	1987	1/2007	1988	10/15/2008	1989	7/1/2011	2/1990	12/1/2014	10/1992	10/1/2017	1/1994		3/1994		2/1995		1996		10/1996	
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<p><b>Policies Superseded by This Policy:</b> 38-12A</p>																									

*It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.*