Established guidelines will be implemented in the event of a TransiTube failure.

**Purpose**

To maintain normal Hospital operations in the event of a system failure.

**Procedure**

TRANSITUBE PROCEDURES:

7:00 a.m. to 3:30 p.m., Monday through Friday:

1. Determine nature of problem.

2. Locate cause of problem and correct, if possible.

3. Return system to operating status.

4. If steps #1 through #3 are ineffective, notify the Manager, Electrical Maintenance.

5. Should a prolonged shut down prove likely, the Manager Electrical maintenance shall notify the Telephone Operator to page this information.

6. If major repairs seem inevitable, notification of this shall be given to the Directors of Nursing, Central Service, Pharmacy, Pathology and Emergency Department.

7. Telephone Operator shall be notified to announce that the TransiTube system is "not operating" at the beginning of each shift.

8. Above departments shall be notified when operation is restored.