


<b>Name of Policy:</b>	<u>Utility shutdown</u>	
<b>Policy Number:</b>	3364-139-3-12	
<b>Department:</b>	Sterile Processing	
<b>Approving Officer:</b>	Chief Nursing Officer	
<b>Responsible Agent:</b>	Operations Manager, Sterile Processing	
<b>Scope:</b>	The University of Toledo Medical Center Sterile Processing Department	
		Effective Date: August 1, 2023
		Initial Effective Date: 9/12/90
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

### (A) Policy Statement

The Sterile Processing Department will respond appropriately in the event of a planned or unplanned utility shutdown, utilities being electric, water, or communications

### (B) Purpose of Policy

To maintain departmental operations in the safest manner possible to provide safe patient care support to clinical areas of the hospital.

### (C) Procedure

#### 1. Planned Utility Interruption

- a. Facilities Maintenance will notify the Sterile Processing Department as early as possible of an impending, planned utility interruption.
- b. The department will recommend where possible a shutdown time which coincides with a department slow period, usually between the hours of midnight and 7 A.M. To the extent possible Sterile Processing Department will plan its workload accordingly.
- c. When a conflict becomes unavoidable, Sterile Processing Department will make arrangements with other local healthcare facilities and or vendors to provide help in sterilization, supplies or equipment.
- d. Arrangements will be made with facilities maintenance to obtain water and portable lighting if necessary.

#### 2. Unplanned Utility Failure

- a. The Manager or Shift Supervisor or designated person will:
  - 1) Determine extent of need and notify Facilities maintenance at ext. 383-5353.
  - 2) Steam: Arrange with other hospitals to sterilize goods.
  - 3) Water: Arrange with Facilities Maintenance to supply water if possible.
  - 4) Electric: Arrange with Facilities maintenance to supply electric power where possible.
- b. Personnel will remain at their stations to perform all duties possible and stand by for further instructions from management.

	<b>Approved by:</b>		<b>Review/Revision Date:</b>
	/s/	8/15/2023	1/14/2014 3/1/2017 2/20/2020 8/15/2023
	Christopher Lehnert Operations Supervisor, Sterile Processing  /s/	Date	
	Kurt Kless Chief Nursing Officer	Date	
	<i>Review/Revision Completed By: Operations Supervisor, Sterile Processing</i>		<b>Next Review Date: 8/1/2026</b>
<b>Policies Superseded by This Policy:</b>			

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