



CLINICAL POLICY

Elevator Emergency Use

A. EFFECTIVE DATE :

September 21, 2021

B. PURPOSE :

To define how and by whom emergency elevator use is allowed within John Dempsey Hospital.

C. POLICY :

Emergency use of elevators for clinical purposes is only allowed for authorized hospital employees as delineated in the Procedure.

D. SCOPE :

This policy will apply to all UConn Health employees within John Dempsey Hospital.

E. DEFINITIONS :

None

F. MATERIAL(S) NEEDED :

None

G. PROCEDURE :

Connecticut Tower: An emergency key or "blue key" is available to a limited number of hospital employees/department: The key shall only be utilized to command the patient service elevator for patient emergencies, to quickly acquire an elevator. The key switch is located on the wall in the elevator lobby of each floor between elevators 17 and 18.

PROCEDURE:

Follow the steps below for emergency elevator operation:

1. Insert key in the key switch located between elevators 17 and 18 (Connecticut Tower 3 bank service elevators)
2. Turn the key until the car arrives
3. When the car arrives, return the key switch to the center position, remove the key before entering the car and take key with you.
4. Upon entering the car, insert the key in the emergency operation "PRIORITYSERVICE" switch (near the door closure button, turn key to the "ON" position and leave the key in this position.
5. Push the floor selector button for the floor number desired

6. Push the close button to close the doors, hold until the car starts to move
7. Arrive at designated floor
8. Return the key to the center ("OFF") position and remove the key. Car is now available for normal operation.
9. Exit the elevator.

University Tower: Medical Response function is activated by the card reader at the entrance of the patient service elevators and is available to a limited number of hospital employees/departments: Emergency Department, Post Anesthesia Care Unit, and Operating Room/Anesthesiology Department. Follow the steps below for emergency elevator operation:

PROCEDURE:

1. "Swipe" the authorized employee security badge in close proximity to the security card reader located between patient service elevator numbers 33 and 34. The security card reader Indicator light will flash briefly and the car will arrive at the floor. Upon arriving at the floor, the elevator doors will open and "park" in place.
2. Enter the elevator. The "hospital service" indicator light located on the elevator control panel will be illuminated.
3. Push the floor selector button for the floor number desired. The doors will close and the elevator will proceed to the floor selected.
4. Arrive at the designated floor.
5. Exit the elevator. After a short period, the "hospital service" light will extinguish and the car will revert to normal operation.

H. ATTACHMENTS :

None

I. REFERENCES :

None

J. SEARCH WORDS :

Elevator, Key, Medical Response

K. ENFORCEMENT:

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

L. STAKEHOLDER APPROVALS :

On File

M. COMMITTEE APPROVALS :

None

N. FINAL APPROVAL :

- | | |
|---|-----------------------------------|
| <p>1. <u>Andrew Agwunobi, MD (Signed)</u>
Andrew Agwunobi, MD, MBA
UConn Health Chief Executive Officer</p> | <p><u>10/28/2021</u>
Date</p> |
| <p>2. <u>Anne D. Horbatuck, (Signed)</u>
Anne D. Horbatuck, RN, BSN, MBA
Clinical Policy Committee Co-Chair</p> | <p><u>10/28/2021</u>
Date</p> |
| <p>3. <u>Scott Allen, MD (Signed)</u>
Scott Allen, MD
Clinical Policy Committee Co-Chair</p> | <p><u>10/28/2021</u>
Date</p> |
| <p>4. <u>Caryl Ryan (Signed)</u>
Caryl Ryan, MS, BSN, RN
Interim Chief Operating Officer, JDH
VP Quality and Patient Services & Chief Nursing Officer</p> | <p><u>10/27/2021</u>
Date</p> |

O. REVISION HISTORY :

New Policy Approved: 05/86

Revised: 10/88, 04/16, 07/17, 09/21

Reviewed: 11/91, 12/94, 5/97, 9/00, 9/03, 3/05, 8/09, 8/13, 4/17, 4/21