**Department:** Health Services-Radiology  **Policy Number:** HHS-HS-RAD 1406

**Policy Title:** Start-up, Shut-down and Emergency Shut-down Procedures

**Attachments:** CR Rad Room; DR Rad Room

**Revision History:** New policy  **Revised by/Date:** Lance Roeschlein/Holly Hunter 1/2022

| Approved by: | | Date: |
|---|---|---|
| Jenna Kuduk, Health Services Director | *Jenna K Kuduk RN* | 01/31/22 |
| Approved by: | | Date: |
| Nicole Anderson, Commissioner of HHS | | 2-4-22 |

**POLICY STATEMENT:** It is the policy of Mille Lacs Band Health Services Radiology department that if an emergency were to arise that all Radiology staff have the knowledge to turn off the DR Rad Room or CR Rad Room in a quick and timely manner.

**PURPOSE:** The purpose of this policy is to ensure that detailed start-up, shut-down procedures are defined, and to establish a plan to shut down the DR Rad Room or CR Rad Room if an emergency were to arise (ex: fire, smoke, stuck exposure etc.)

**PROCEDURE:**
- Start-up and shut-down procedures are posted in each Rad Room
- All Radiology staff are trained on proper start-up and shut-down procedures at orientation and upon changes to the procedures.
- Emergency shut-down procedures are defined and posted in each Rad Room
- All Radiology staff are trained on proper emergency shut-down procedures at orientation and upon changes to the procedure.

| Internal and/or External References | |
|---|---|
| | |
| Compliance - Posting Date | 2/4/2022 *HH* |
| Replaces – Policy Number | |
| Next Review - Due Date | |

**Health and Human Services**

CR RAD ROOM

1) Start-up Procedure
    a. Turn on all 3 lower breakers behind the control booth on the right side of the computers by the wall
    b. Turn on the Plate Reader right below the breakers by holding the Operation button down until it starts to turn on, then release
    c. Turn on the large computer on the left side of the counter by holding the power button that is located on the tower behind the monitor
    d. Turn on the control panel that is located in between the two computers by pressing the on button
2) Shut-Down Procedure
    a. Turn off the control panel by pushing the off button
    b. Turn off the computer by going to the lower left side of the screen and clicking on "System" then select "shutdown"
    c. Turn off the Plate Reader by holding down the "Operation" button for 3 seconds
    d. Turn off all 3 lower breakers (located on the wall)

3) **Emergency Shut-down Procedure**

If an emergency were to arise the first step is to push the **TOP BREAKER** labeled Emergency Power Off, this is located behind the Control Booth on the right side of the wall in the CR Rad Room. Once this has been done immediately bring you and your patient to safety, once safe inform the Radiation Safety Officer as soon as possible. The Safety Officer will contact whoever is needed to fix the problem.

DR RAD ROOM

1) Start-up Procedure
    a. Turn on switch behind the left side of the Wall Bucky (labeled #1) tablet on machine will display a battery wait until it has disappeared to move on to the next step
    b. Turn on Tablet that is connected to the X-Ray tube to do this push the silver toggle on top of the tablet back until Tablet displays a startup picture (labeled #2)
    c. Turn on Generator, this is on the back right side of the machine. Flip the switch up or to the "On" Position (labeled #3)
    d. Turn on the Computer in the control booth by pressing the power button (labeled #4) wait until computer opens up program before continuing to the next step
    e. Turn on the Exposure switch located to the left of the computer in the control booth this has two buttons an "on " and "off" (labeled #5) the "on" button is a vertical line and the "off" is a Circle
2) Shut-Down Procedure (This Procedure is simply the Start-up Procedure in reverse)
    a. Turn off the Exposure switch located to the left of the computer in the control booth this has two buttons an "on " and "off" (labeled #5) the "on" button is a vertical line and the "off" is a Circle
    b. Turn off the Computer in the control booth by going to the bottom left side of the screen and selecting "Shut-Down"
    c. Turn off Generator, this is on the back right side of the machine. Flip the switch down or to the "Off" Position (labeled #3)
    d. Turn off the Tablet that is connected to the X-Ray tube to do this push the silver toggle on top of the tablet back (labeled #2) until Tablet displays a pull down tab to power off the tablet. (simply pull down tab)
    e. Turn off the switch behind the left side of the Wall Bucky (labeled #1)

3) **Emergency Shut-down Procedure**

   If an emergency were to arise the first step is to lift up the clear plastic cover on the red button that is located behind the Control Booth on the right side of the wall in the DR Rad Room, push the **red button** labeled Emergency Power Off. Once this has been pushed immediately bring you and your patient to safety, once safe inform the Radiation Safety Officer as soon as possible. The Safety Officer will contact whoever is needed to fix the problem.