

Sibley Memorial Hospital

5255 Loughboro Road, N.W.

Washington, D.C. 20016

M-2 1130

1130

JUN 23 AM 10 05

June 15, 1981

POSTAL SECTION

Patricia C. Vacca
Nuclear Regulatory Commission
Material Licensing Branch
Division of Fuel Cycle and Material Safety
Washington, D. C. 20555

Control # 07716

Dear Ms. Vacca:

Enclosed you will find our revised emergency procedures
which include sections a, b and c, as you recommended.

Respectfully,

Philip A. Vincent R.T.

Philip A. Vincent, R. T.
Administrative Manager
Department of Radiology

PAV/odw
Enc: 1

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REG1 LIC30
08-07398-01 PDR

COPIES SENT TO OFF. OF
INSPECTION AND ENFORCEMENT

INSTRUCTIONS TO RADIATION THERAPY PERSONNELA. ROUTINE PROCEDURES:

1. All planning for therapy patients will be performed by Jose L. Baselga, M.D.
2. All therapeutic procedures will be conducted only under the direct supervision of Dr. Baselga or his designate.
3.
 - a. During the course of a therapeutic procedure the controls and patient will be visually monitored to insure that the patient does not move during the procedure and that the controls are functioning properly.
 - b. If a patient moves significantly during the course of a procedure, or the controls fail to function properly, the treatment is to be interrupted by disconnecting the main switch (located on the North wall within the control area) and opening the door to the room. Dr. Baselga is to be notified immediately.
4. At no time will an employee remain in the room with a patient during the course of treatment. (NOTE: Lead aprons do not provide protection at the energy levels used.)
5. Beta Plaque applications are to be performed only by Dr. Baselga or his designate. Beta source quantity and location information may be obtained from Dr. Baselga, if necessary.
6. Film badges are to be worn only while on duty.

B. EMERGENCY PROCEDURES:

1. All new employees must be trained in the following emergency procedures as soon as they report for duty.
2. We will conduct "dry runs" on a semi-annual basis to insure that all staff members are thoroughly familiar with the following emergency procedures.
3. Deep Therapy Unit: If exposure fails to terminate at the prescribed time.
 - a. Disconnect main switch.
 - b. Enter room and remove patient.
 - c. Immediately notify Dr. Baselga.
 - d. Record all pertinent data.
 - e. Give film badge to Mr. Vincent for an immediate reading.
 - f. Complete incident report.
4. Cobalt-60 Unit: To be used when source fails to return after termination of treatment. (Indicated by loud "buzzing sound" arising from Cobalt-60 Unit control.)
 - a. Disconnect main switch.
 - b. Enter room and remove patient as quickly as possible.
 - c. AVOID EXPOSURE TO THE DIRECT BEAM & DO NOT RE-ENTER THE ROOM.
 - d. Lock treatment room door.
 - e. Immediately notify Dr. Baselga.
 - f. Record all pertinent data concerning the treatment given, time of failure and any characteristics unusual to the normal operation of unit.
 - g. Give film badge to Mr. Vincent for an immediate reading.
 - h. Complete incident report.

***** IN CASE OF EMERGENCY NOTIFY ONE OF THE FOLLOWING INDIVIDUALS *****

	<u>Home</u>	<u>Work</u>
J. L. Baselga, M. D.	977-0971	537-4787
A. J. Miele, M. D.	229-3939	537-4791
P. A. Vincent, R. T.	490-7845	537-4789

DATE 6/15/81

TELEPHONE OR VERBAL CONVERSATION RECORD

TIME 3:00 ☐ A.M. ☒ P.M.

☐ INCOMING CALL

☒ OUTGOING CALL

☐ VISIT

PERSON CALLING

OFFICE/ADDRESS

PHONE NUMBER

EXTENSION

PERSON CALLED

OFFICE/ADDRESS

PHONE NUMBER

EXTENSION

Mr Vincent

537 4000

CONVERSATION

SUBJECT

Emergency Procedures

SUMMARY

Mr Vincent was not in; secy took message for him to call back. Need to tell him that 6/4/81 ltr, Jerns says emergency procedures are enclosed. Not w/ ltr. Need copy of same.

Mr. Vincent called back & promised to send us the missing documents. 3:20 PM

6-15-81
PCV

REFERRED TO:

ACTION REQUESTED

ACTION TAKEN

☐ ADVISE ME OF ACTION TAKEN.

INITIALS

DATE

INITIALS

DATE