



**California Perinatal Transport System (CPeTS)**  
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[www.perinatal.org](http://www.perinatal.org)

## **SELF-REPORTING BED AVAILABILITY – DISASTER MANAGEMENT ASSISTANCE TRAINING MODULE –**

The following methodology is required for individual hospital units to self-report bed availability status and obtain assistance during bed availability crises.

### **HARDWARE NEEDED. Computer with internet access to Internet Explorer or Netscape WEBSITE INSTRUCTIONS ON THE USE OF THE UPDATE PROGRAM.**

Instructions on the use of web-based bed availability/crisis management programs are available on the Help Page of the website. They can be viewed by going to the Home Page ([www.perinatal.org](http://www.perinatal.org)) and clicking on Help in the column of pages noted on the upper left hand side of the page.

#### **INDIVIDUAL HOSPITAL PASSWORD FOR UPDATING BED AVAILABILITY**

To obtain or learn the password for your hospital, contact the Southern or Northern Divisions of the California Perinatal Transport System by phone or email and request one. **Please note:** A hospital's password is the responsibility of the individual hospital. If for any reason, you are concerned about its security, contact the NCPeTS or SCPeTS office, request a change, and obtain a new one.

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#### **UPDATING BED AVAILABILITY**

1. Turn on the computer and using Internet Explorer or Netscape, go to the Home Page of the California Perinatal Transport System, <http://www.perinatal.org/>
2. On the left hand side of the page, there are two boxes: Hospital and Password, place the cursor in the Hospital box, scroll down to the Individual Hospital Unit, and click on Login.
3. Place the cursor in the Password Box, enter the Password, and click on it, the Update Bed Availability Page will appear. If you do not know of have a Password for your Hospital, go the Security Section noted below.

7. Move the cursor to Bed Availability Boxes and enter the current information.
8. Move the cursor to the Update Information line and click on it. A message will appear indicating the information has been updated successfully.
9. Move the cursor to the Logout Box on the left hand side of the screen and click on it. You will return to the CPeTS Home Page. You have completed the updating of the bed availability.

- **VIEWING BED AVAILABILITY**

1. Go the CPeTS Home Page, <http://www.perinatal.org/>.
2. Move the cursor to Southern California, Northern California, or Kaiser Hospitals on the left hand side of the screen, and click on the one you wish to see. If you have chosen the Kaiser Hospitals page, you will view only the Kaiser bed availability. If you have chosen a Division page, you will view a page with a bed availability line for that Division.
1. Move the cursor to the Bed Availability Page line and click on it. The Division Bed Availability Page will appear.

- **AFTER HOURS AND DISASTER MANAGEMENT CONTACT**

The CPeTS staff will be available on a continuous basis to assist with transport triage and technical problems, and provide assistance when a situation arises necessitating rapid bed availability updates. The telephone numbers to be used under such circumstances are:

**Regular working hours:**

SCPeTS	858-467-4990
NCPeTS	650-723-7342, 208-720-1233

**After hours and weekends:** 650-723-7342, 208-720-1233

**In case of a countywide or regional emergency, contact your county Emergency Medical System and/or follow Hospital Disaster Prep Protocols.**