

EMERGENCY MANAGEMENT HEALTHCARE ENVIRONMENT CHECKLIST

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All items initialed (to the left of the item) are fully functional and able to support patient care delivery at this organization. Systems and Processes that are not applicable are marked N/A in the left column. Any additional items not included in this document, but crucial to the welfare of patients, are identified on the last page.

Site Name/Location _____

Type of facility (Hospital, Federally Qualified Health Center, etc.)

Reviewer(s)

Date _____ Current patient census _____

I REQUIRED TO SUSTAIN THE HEALTHCARE ENVIRONMENT:	
	A. MANAGEMENT
	Management staff on site to ensure the health and safety of patients and staff
	Continuity of operations strategy in place (with replacement succession plan and delegation of authority plan)
	Adequate resources and supplies onsite to meet the needs of patients (inpatient, outpatient, and/or ambulatory care) for the services offered
	Adequate arrangements for care and services of individuals whose condition exceeds the organization have been established
	Plan for surge to support special patient populations (home vent dependent, dialysis, and nebulizer patients)
	All initial services and each expansion of services is approved by organization leadership and applicable authorities having jurisdiction prior to location being used and initiation of services
	Completed 1135 waiver in a timely manner and as required.
	Insurance and FEMA notices provided
	B. EVALUATE BUILDING INTEGRITY
	Buildings cleared for occupancy by local authority having jurisdiction (AHJ)
	Environmental Issues:
	Water quality
	Air quality
	Mold abatement
	Temperature (Hot/Cold) & Humidity
	Life Safety Code
	Utility Systems Condition (Confirm by completing the detailed assessment below before responding)

	Physical structure (i.e. Building infrastructure, Roof drains, etc.)
	Medical gasses
	Vacuum
	HVAC
	Elevators
	Generators
	Gas for cooking
	Steam for sterilization, heating, etc.
	Building automation systems
	Sprinklers
	Fire alarm system
	Hood systems (kitchen, laboratory, etc.)
	Isolation capabilities
	Fuel (diesel)
	Restoration of power
	POTW/sewage
	Building envelope (Walls, Roofs, Windows, Parapets, etc.)
	Safe access assured to buildings for people and supplies
	Community firefighting, EMS, and police services available
	Adequate staffing and resources to maintain facilities in use
	C. SAFETY MANAGEMENT
	Risk assessment completed
	Employee Health and vaccinations as appropriate available
	Adequate PPE
	Patient equipment and supplies
	Adequate equipment and supplies on site for planned services
	Mechanism in place to replenish supplies
	D. FOOD MANAGEMENT
	Adequate inventories on site and available for planned services
	E. MORGUE
	Adequate arrangements for identification, storage and management of deceased individuals
	Adequate arrangements for family notification of location/disposition of deceased
	DMORT deployment
	F. SECURITY
	Building security features
	Secure sensitive areas
	Access control
	Identification
	Protection of staff and property from crowds, etc.
	Ability to summon outside law enforcement personnel
	Security services is staffed and available
	System to track location of on-duty staff
	System to track location of patients sheltered on-site during emergency

	(if applicable)
G. HAZARDOUS MATERIALS & WASTE	
	Waste Management
	System in place for general trash removal
	System in place for medical and biohazardous waste storage, removal
	Storage, inventory and disposal systems for
	Radioactive source & waste
	Pharmaceuticals
	Chemicals
	Other
H. RODENT AND PEST CONTROLS	
	Management process
	Pest control and/or containment
	Mosquito control, PPE and repellent
I. EMERGENCY MANAGEMENT	
	Enabled Emergency Operations Plan (EOP) to address subsequent emergency situations and coordination and communication with any existing community command structure
	Trained staff (annual) deployed to Emergency Operations Center
	All hazards command structure functional
	Communication with other health care organizations sustained
	Communication channels with authorities (local, governor's office, military, regional, federal) sustained for recovery needs and information
	Adequate medical resources and supplies onsite to meet the needs of patients (inpatient, outpatient, and/or ambulatory care) for the services offered
	Adequate non-medical resources and supplies onsite to meet the needs of patients (inpatient, outpatient, and/or ambulatory care) for the services offered, including personal protective equipment
	Community involvement evident and sustained
	Evacuation assessment
	Respite areas for staff identified as well as plans to address staff family, pets, elders, and children
	DMAT deployment
	Volunteer management (both LIP and non-LIP)
	Donation management
	Reoccupation / repatriation of facility
	Mechanisms in place assuring safe patient evacuation possible
J. FIRE PROTECTION FEATURES	
	ILSM in place as required
	Suppression systems
	Sprinklers and Pumps
	Fire Alarm Systems
	Detection and notification
	Building features (i.e. rated assemblies & components) compliant

		Means of Egress
		Exit access: Clear and unobstructed
		Exit fully functional
		Exit discharge to safe location
		K. MEDICAL EQUIPMENT
		Equipment located inside flooded or damaged buildings, whether submerged or not, are approved for re-use by appropriate authority prior to use
		Ability to maintain patient equipment that is in use
		Inspected
		Tested
		Maintained to include cleaning and disinfection where appropriate
		L. UTILITIES MANAGEMENT
		1) HEATING, VENTILATION & AIR CONDITIONING
		Cooling Plant
		Chiller/DX/Absorption Unit
		Pumps
		Valves & controls
		Cooling Towers
		Fan coil units
		Heating Plant
		Boiler System
		Support Systems (feedwater pumps; DA tank; etc.)
		Heating system (converters, valves, etc.)
		Process steam (Sterilizers; general building systems, etc.)
		Distribution System
		Ductwork
		Piping
		Valves & controls
		Risers
		Treatment Chemicals
		Water treatment
		Boiler treatment
		2) ELECTRICAL SYSTEMS
		Vaults
		Main switchboard
		Utilities Transfer Switches
		Distribution Panels
		Fuses
		Breakers
		Transformers
		Emergency Power Supply System
		Prime mover/ generator and support systems
		Automatic Transfer Switches
		Fuel Supply: day tank

		Fuel Supply: bulk storage & pumps
		Test equipment for confirming voltage & amperage
		3) WATER SYSTEMS
		Potable and non-potable water sources
		Distribution pumps
		Water towers/tanks
		Sewer Systems
		Sanitary
		Storm
		4) WASTE STREAM
		Solid
		Liquid
		Ejector pumps
		Lift stations
		5) MEDICAL GAS SYSTEM
		Compressors/driers
		Piping system
		Vacuum piping & pumps
		Anesthetizing gases (including liquid anesthetizing)
		Controls (main panel, zone valves, etc.)
		6) EXTERNAL/INTERNAL COMMUNICATIONS
		Components
		Antenna, satellite dish
		Operational cell towers in range
		PBX, Radios, Telemetry, etc.
		Satellite phones, ham radio, cable
		Emergency (overhead) call system functional to summon assistance to a specific area (i.e. Code Blue)
		Functional system in place for internal communication with all operational areas of the hospital
		Adequate call system enabling patients to summon staff assistance
		7) STERILE PROCEDURES SUPPORT SYSTEMS
		Steam (including water source that meets requirements)
		Gas (i.e. EtO)
		Cold (i.e. Glutaraldehyde)
		8) DIALYSIS
		Water supply meets requirements
		Other system components functional
		9) Access and Transportation to the Organization
		Suppliers are able to reach the facility to replenish supplies when needed
		Staff are able to reach the facility for work when needed
		Patients are able to reach the facility for care when needed
		Vendor agreements are in place and operational

II. REQUIRED TO PROVIDE CLINICAL SERVICES

A. CLINICAL MANAGEMENT	
	Adequate licensed independent practitioner coverage onsite to meet the needs of patients (inpatient, outpatient, and/or ambulatory care) for the services offered
	Adequate nursing coverage onsite to meet the needs of patients (inpatient, outpatient, and/or ambulatory care) for the services offered
	Adequate ancillary personnel onsite to meet the needs of patients (inpatient, outpatient, and/or ambulatory care) for the services offered
	Adequate arrangements for mental health and support services for patients and staff (stress, PTSD, child/elder support, etc.)
	Adequate coordination with the community for patient care services (with other providers, public health, shelters, disaster response/recovery teams, etc.)
B. COMMUNICATIONS	
	Primary and back up communication methods for coordinating patient care services with other providers/community partners (transfers, consultations, etc.)
	Emergency call system functional to summon assistance to a specific area (i.e. Code Blue) of the hospital
	Adequate call system enabling patients to summon hospital staff assistance
C. DIETARY	
	Adequate facilities, personnel, and supplies onsite or arrangements made to meet the nutritional needs of patients (and personnel as needed)
	Adequate equipment and facilities, including refrigeration, for preparation of meals, storage of foods and dietary supplies
	Adequate storage for all prepared food to ensure appropriate temperature and sanitation
D. PHARMACY	
	Adequate facilities, equipment, supplies, and appropriate staff to meet the pharmaceutical needs of patients (including sterile preparation)
	Adequate equipment and facilities, including refrigeration, for storage of drugs and biologicals
E. LABORATORY	
	Capability to perform emergency laboratory tests onsite
	Laboratory services available onsite or by arrangements to meet the needs of patients
F. RADIOLOGY	
	Radiology services available onsite or by arrangements to meet the needs of patients
G. EMERGENCY SERVICES	
	Hospital must have onsite functional and staffed inpatient services (inpatient nursing care units, laboratory services, x-ray services), appropriate and adequate supplies and staff prior to opening a hospital emergency department
	Urgent Care or Clinic services may be offered as outpatient services (i.e., no inpatient services available)
H. SURGICAL SERVICES	
	Preoperative assessment / diagnosis capability
	Laboratory and radiology support

		Cleaning and sterilization; instrument supply
		High-level disinfection capability
		Licensed independent practitioners onsite – anesthesia and surgery
		Pain management
		I. INFECTION CONTROL
		Procedures in place to prevent, identify, and contain infections and communicable diseases
		Procedures and mechanisms in place to isolate and prevent contamination from any unused areas of organization
		Adequate personnel and resources to maintain a sanitary environment
		Process in place to discard previously contaminated supplies, medications, etc. prior to reopening the service
		J. MEDICAL RECORDS
		System in place to maintain a medical record for each patient served
		Storage space to ensure security and maintain integrity of medical records (i.e., protection from fire, environmental hazards, unauthorized access)
		System in place to ensure medical records are readily accessible and promptly retrievable when needed
		K. ALLOCATION OF SCARCE MEDICAL RESOURCES
		Triage process for identifying patient needs
		Coordination of care or transfer to alternate provider or care site
		Processes for diversion, closing services, partial or complete evacuation
		Processes for maximizing medical resources (substitution, adaptation, conservation, reuse)

IV. ADDITIONAL INFORMATION, TOPICAL
SUMMARY FOR DEBRIEFING:

ORGANIZATION NAME:	
	Management:
	Building Integrity:
	Safety Management:
	Food Management:
	Security Management:
	Hazardous Materials & Waste:
	Pest/Vermin/Mosquito Control:
	Emergency Management:
	Fire Protection: Suppression:
	Fire Protection: Means of Egress:
	Fire Protection: Other
	Medical Equipment Management
	Emergency Call Systems: Nurse Call & Code Blue
	Utility Management:
	HVAC
	Electrical
	Water
	Fuel
	Medical Gases
	Other
	Services:
	Primary Care
	Pediatrics
	Infectious/Communicable Diseases
	Mental Health /Social Services
	Pharmacy
	Medical Records
	Radiology
	Laboratory
	Surgical
	ICU / NICU
	OB / GYN
	Dialysis
	Other
CLINICAL REVIEW BY NURSE SURVEYOR, RN	
AREAS FOR IMPROVEMENT	
LABORATORY BY LAB SURVEYOR, MT(ASCP) SURVEYOR	