

# Emergency Management Healthcare Environment Checklist



## EMERGENCY MANAGEMENT HEALTHCARE ENVIRONMENT CHECKLIST

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. In using this checklist, place initials to the left of the items that are fully functional and able to support patient care delivery at this organization. Mark Systems and Processes that are not applicable as N/A.

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:	
<b>A. MANAGEMENT</b>	
	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>B. EVALUATE BUILDING INTEGRITY</b>	
	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
		<b>C. SAFETY MANAGEMENT</b>
		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
		<b>D. FOOD MANAGEMENT</b>
		Adequate inventories on site and available for planned services
		<b>E. MORGUE</b>
		Adequate arrangements for identification, storage and management of deceased individuals
		Adequate arrangements for family notification of location/disposition of deceased
		DMORT deployment
		<b>F. SECURITY</b>
		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)



<b>G. HAZARDOUS MATERIALS &amp; WASTE</b>	
	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
<b>H. RODENT AND PEST CONTROLS</b>	
	Management process
	Pest control and/or containment
	Mosquito control, PPE and repellent
<b>I. EMERGENCY MANAGEMENT</b>	
	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
<b>J. FIRE PROTECTION FEATURES</b>	
	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
<b>K. MEDICAL EQUIPMENT</b>	
	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
<b>L. UTILITIES MANAGEMENT</b>	
<b>1) HEATING, VENTILATION &amp; AIR CONDITIONING</b>	
	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
<b>2) ELECTRICAL SYSTEMS</b>	
	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
		<b>3) WATER SYSTEMS</b>
		Potable and non-potable water sources
		Distribution pumps
		Water towers/tanks
		Sewer Systems
		Sanitary
		Storm
		<b>4) WASTE STREAM</b>
		Solid
		Liquid
		Ejector pumps
		Lift stations
		<b>5) MEDICAL GAS SYSTEM</b>
		Compressors/driers
		Piping system
		Vacuum piping & pumps
		Anesthetizing gases (including liquid anesthetizing)
		Controls (main panel, zone valves, etc.)
		<b>6) EXTERNAL/INTERNAL COMMUNICATIONS</b>
		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
		<b>7) STERILE PROCEDURES SUPPORT SYSTEMS</b>
		Steam (including water source that meets requirements)
		Gas (i.e. EtO)
		Cold (i.e. Glutaraldehyde)
		<b>8) DIALYSIS</b>
		Water supply meets requirements
		Other system components functional
		<b>9) Access and Transportation to the Organization</b>
		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

<b>A. CLINICAL MANAGEMENT</b>	
	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>B. COMMUNICATIONS</b>	
	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
<b>C. DIETARY</b>	
	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
<b>D. PHARMACY</b>	
	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
<b>E. LABORATORY</b>	
	Capability to perform emergency laboratory tests onsite
	Laboratory services available onsite or by arrangements to meet the needs of patients
<b>F. RADIOLOGY</b>	
	Radiology services available onsite or by arrangements to meet the needs of patients
<b>G. EMERGENCY SERVICES</b>	
	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)

<b>H. SURGICAL SERVICES</b>	
	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
<b>I. INFECTION CONTROL</b>	
	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
<b>J. MEDICAL RECORDS</b>	
	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
<b>K. ALLOCATION OF SCARCE MEDICAL RESOURCES</b>	
	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:

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

