

Hospital/Critical Access Hospital Entrance Conference Checklist



- 1. Building blueprints
 - a. Date of initial facility construction
 - b. Date of all subsequent additions
 - c. Building construction type (i.e. type V(111), I(222) II(111))
- 2. Provide a floor plan with location of smoke/fire barriers for facility tour
- 3. Provide a copy of the current facility census by room number
- 4. Required policies for Life Safety
 - a. Fire response and evacuation plan/written fire safety plan
 - b. Fire watch policy and procedure
 - c. Smoking policy for staff and residents
 - d. Portable space heater policy
 - e. Oxygen transfilling policy with staff training
- 5. Fire drills with fire alarm system activation and participation (once per shift per quarter)
- 6. Inspection, testing, and maintenance of the Fire Sprinkler System
 - a. Annual, Semi-Annual, and two Quarterly Sprinkler System inspections (total of four)
 - b. Weekly (dry) and/or monthly (wet) inspections of the system gauges and valves
 - c. Annual Sprinkler Backflow Preventer test, if applicable
 - d. Five-year Internal Pipe inspection for metallic Sprinkler Piping
 - e. Three-Year Dry System Trip Test and Air Leak Test, if applicable
 - f. Results of Annual Antifreeze Test, if applicable
 - g. Annual Private Hydrant Test and Inspection, if applicable
 - h. Annual Fire Pump Inspection, if applicable
 - (i.) Weekly (diesel) Fire Pump testing
 - (ii.) Monthly (electric) Fire Pump testing
 - i. Semi-Annual Clean Agent Suppression Inspection, if applicable
 - j. Water Storage Inspections, if applicable
 - (i.) Weekly water level checks if not monitored or Quarterly if monitored

- ___ (ii.) Water Tank Inspection three years without or five years with corrosion protection
 - ___ (iii.) Tank temperature checks Weekly not monitored or Monthly monitored
- ___ 7. Sprinkler Head Sampling or Replacement
 - ___ a. Five years harsh environments
 - ___ b. 10 years for dry barrel pendent sprinklers
 - ___ c. 20 years for quick response sprinklers
 - ___ d. 50 years for standard response sprinklers
- ___ 8. Annual and Monthly Fire Extinguisher Inspection and six-year Maintenance
- ___ 9. Inspection, Testing, and Maintenance of Fire Alarm System
 - ___ a. Annual testing and inspection
 - ___ b. Visual Semi-Annual inspection
 - ___ c. Sensitivity Testing once every other year with factory range and results
 - ___ d. Documentation if System is addressable and self-diagnostic (smart system)
- ___ 10. Preventative Maintenance of Battery Operated or Hard-Wired Smoke Alarms
 - ___ a. Weekly or Monthly Testing according to Manufacturer's Instructions
 - ___ b. Monthly, Quarterly, or Annually Cleaning according to Manufacturer's Instructions
 - ___ c. Manufacturer's date of the Smoke Alarms (cannot exceed 10 years)
 - ___ d. Battery replacement date 9-volt batteries
- ___ 11. Kitchen Extinguishing System Semi-Annual Inspections
- ___ 12. Kitchen Range Hood Exhaust Cleaning and Inspections
- ___ 13. Fire/Smoke Damper Inspection (every six years)
- ___ 14. Annual NFPA 80 Fire Door Inspection
 - ___ a. Rolling Fire Door Assembly
 - ___ b. Occupancy Separation two-hour Fire Barriers Doors
 - ___ c. Horizontal Exit Fire Doors
 - ___ d. Stairwell Fire Doors
 - ___ e. Oxygen Storage Room Fire Door
 - ___ f. Hazardous Areas Fire Door Inspections for New Construction (built after 2016)



- ___ g. Linen and Trash Chute Fire Doors
- ___ 15. Annual Patient Room Receptacle Testing or Initial Testing for Hospital Grade Outlets
- ___ 16. Patient Care-Related Electrical Equipment (PCREE) testing
- ___ 17. Annual Elevator Inspection and Monthly Firefighter Service Testing, if applicable
- ___ 18. Two-year Boiler and/or Water Heater Inspection/Certificate
- ___ 19. 90-Minute Annual and 30-Second Monthly Testing of all Battery Powered Emergency Lighting, if applicable
- ___ 20. Inspection, Testing and Maintenance of Generators
 - ___ a. Weekly Inspection (no-load)
 - ___ b. Monthly Testing (under-load)
 - ___ c. Level 1 and Level 2 Inspection Service including Battery Testing
 - ___ d. Fuel Testing (diesel) or Reliability of Service (natural gas) Documentation
 - ___ e. 1.5 Hour Annual Load Bank for Diesel Generators if load in less than 30%
 - ___ f. Four-Hour run Under Load once every three years
- ___ 21. Flame Spread Documentation
 - ___ a. Wall Finishes, including wallpaper and paneling
 - ___ b. Flooring
 - ___ c. Flame Retardancy Documentation Drapery for Curtains, hanging fabrics
- ___ 22. Documentation of all Firestop products/systems applied in, on, or through fire and smoke barriers
- ___ 23. Annual Piped Medical Gas Inspection
- ___ 24 Annual Oxygen Storage Tank Inspection
- ___ 25. Operating Room Temperatures and Humidity Log
- ___ 26 Operating Room Electrical Annual Line Isolation and/or GFCI Receptacle Testing
- ___ 27. Operating Room Emergency Battery Operated 30-mMinute Annual Test
- ___ 28. Operating Room Emergency Fire Safety Timeout Policy
- ___ 29. Annual Medical/Chemical Hood Inspections
- ___ 30 The Laboratory Fire Safety Plan
- ___ 31 Laboratory Assessment of Hazardous Material and Storage Plan



- 32. Provide all Documentation of Deficiency Repairs of any Failed Items of all Testing
- 33. NFPA 99 Chapter 4 Risk Assessments

Emergency Preparedness Program (EPP) - Please See State Operation Manual Appendix Z for Complete EPP Requirements

- 1. Provided a Complete Copy of the EPP
 - a. Documentation Date of Annual (12 months) Review of the EPP Program
- 2. Hazardous Vulnerability Assessment (HVA)/Risk Assessment
- 3. Policies and Procedures Identified by the HVA
 - a. Substances Needs policies (i.e. emergency food, water, sewer outage)
- 4. All Components of Evacuations and Sheltering in Place
 - a. Including Tracking of Residents/Staff, Medical Documentation, Volunteers, and Roles Under the 1135 Waver
- 5. All components of Communication Plan
 - a. Emergency Contact numbers
 - b Primary and Alternate Means of Communication
 - c. Methods for Sharing Information and Occupancy Needs
 - d. Sharing EPP Information with Family/Representatives
- 6. Training and Testing Program
 - a. EPP Training for all New and Existing Staff Annually with Demonstration of Knowledge
 - b. Annual Community EPP Exercise, Facility-Based Exercise or Actual Emergency Event
 - After Action Report
 - c. Second EPP Drill of Choice
 - After Action Report

