

## 2010 Tracer Form - EOC Document Review

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

	2010 Requirements (Check those not compliant)	Observations and Comments
Every 5 or 6 years	<p>Every 6 years - Test and maintain all fire and smoke dampers (1 yr after install, then q6) <i>EC.02.03.05-18</i></p> <p>Every 5 years after install - Conduct water flow test of standpipe systems (then Q3yr) <i>EC.02.03.05-12</i></p>	
Every 3 yrs	<p>Every 3 years - Test each emergency generator for a minimum of four continuous hours. <i>EC.02.05.07-7</i></p> <p>Every 3 years - <i>Test</i> occupant fire hoses <i>EC.02.03.05-17</i></p>	
Annually	<p>Annually - Automatic sprinkler system: Conduct main drain tests at all system risers <i>EC.02.03.05-9</i></p> <p>Annually - Conduct environmental tours where patients are not served <i>EC.04.01.01-13</i></p> <p>Annually - Conduct one community-wide practice emergency management drill <i>EM.03.01.03-3</i></p> <p>Annually - Conduct proactive risks assessment to evaluate the potential impact of buildings, grounds, equipment, occupants, and internal <i>physical</i> systems on the safety and health of patients, staff, and others <i>EC.02.01.01-1</i></p> <p>Annually - Evaluate the objectives, scope, performance and effectiveness of the seven EOC plans (investigate problems, staff injury, damage to property) <i>EC.04.01.01-15</i></p> <p>Annually - Fire drills conducted in all free-standing business occupancies <i>EC.02.03.03-2</i></p> <p>Annually - For automatic sprinkler systems: Test fire pump under flow conditions <i>EC.02.03.05-11</i></p> <p>Annually - Preparation / review / update of Statement of Conditions to ensure currency <i>EC.5.20 (EP 2)</i></p> <p>Annually - Recommend EC improvement (based on data analysis) activity to organization leaders <i>EC.04.01.03-2</i></p> <p>Annually - Review SOC Part 4 Plan for improvement to ensure appropriate progress is being made relative to identified corrective actions <i>EC.5.20 (EP 5)</i></p> <p>Annually - Test all duct detectors, electromechanical releasing devices, heat detectors, manual fire alarm boxes and smoke detectors <i>EC.02.03.05-3</i></p> <p>Annually - Test gas automatic fire-extinguishing systems (no discharge) <i>EC.02.03.05-14</i></p> <p>Annually - Test horizontal and vertical sliding and rolling fire doors <i>EC.02.03.05-20</i></p> <p>Annually - Test smoke detection heating, ventilation, and air-conditioning (HVAC) shut-down devices <i>EC.02.03.05-19</i></p> <p>Annually - Test visual and audible fire alarms, including speakers <i>EC.02.03.05-4</i></p> <p>Annually - the hospital performs maintenance on portable fire extinguishers <i>EC.02.03.05-16</i></p>	

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	<b>2010 Requirements</b> (Check those not compliant)	<b>Observations and Comments</b>
<b>Semi-Annually</b>	<p>Semi-Annually - At least one drill (at each site that offers emergency services) includes influx of patients <i>EM.03.01.03-2</i></p> <p>Semi-Annually - Conduct environmental tours where patients are served <i>EC.04.01.01-12</i></p> <p>"Semi-Annually - Inspects any automatic fire-extinguishing systems in a kitchen" <i>EC.02.03.05-13</i></p> <p>Semi-Annually - Test response phase of emergency management plan at each site of plan <i>EM.03.01.03-1</i></p> <p>Semi-Annually - Test sprinkler valve tamper switches and water flow devices <i>EC.02.03.05-2</i></p>	
<b>Quarterly</b>	<p>Quarterly - automatic sprinkler systems Inspect all fire department water supply connections <i>EC.02.03.05-10</i></p> <p>Quarterly - Perform fire drills on all shifts; critique to identify deficiencies and improvement opportunities - healthcare occupancy <i>EC.02.03.03-1</i></p> <p>"Quarterly - Test fire alarm "off site" fire responders" <i>EC.02.03.05-5</i></p> <p>Quarterly - Test fire alarm supervisory signal devices <i>EC.02.03.05-1</i></p>	
<b>Monthly</b>	<p>Monthly - Automatic sprinkler systems: test water-storage tank temperature alarms during cold weather <i>EC.02.03.05-8</i></p> <p>Monthly - Automatic transfer switches (not less than 20 days; no more than 40 days) <i>EC.02.05.07-2</i></p> <p>Monthly - Battery powered lights for egress (min. 30 seconds per month &amp; 90 minutes per year) <i>EC.02.05.07-1</i></p> <p>Monthly - Generator for 30 minutes(not less than 20 days; no more than 40 days) <i>EC.02.05.07-1</i></p> <p>Monthly - the hospital inspects portable fire extinguishers <i>EC.02.03.05-15</i></p>	
<b>Weekly</b>	<p>Weekly - Test fire pump under no-flow conditions <i>EC.02.03.05-6</i></p>	
<b>Other EOC Standards</b>	<p>The building is safe and suited to patient care old ec.8.10 (lighting, ventilation, furniture, etc) <i>EC.02.06.01-1</i></p> <p>The hospital conducts performance testing of and maintains all sterilizers <i>EC.02.04.03-4</i></p> <p>The hospital critiques fire drills <i>EC.02.03.03-5</i></p> <p>The hospital has written procedures to follow in the event of a security incident ie infant abduction <i>EC.02.01.01-9</i></p> <p>The hospital inspects, tests, and maintains all life support equipment on inventory <i>EC.02.04.03-2</i></p> <p>The hospital inspects, tests, and maintains non-life support equipment <i>EC.02.04.03-3</i></p> <p>The hospital inspects, tests, before initial use all medical equipment on the medical equipment inventory <i>EC.02.04.03-1</i></p> <p>The hospital performs equipment maintenance and chemical and biological testing of water used in dialysis. <i>EC.02.04.03-5</i></p> <p>Maintain and test medical gas. Main supply valves and area shut-off valves are clearly labeled <i>EC.02.05.09- 1&amp;3</i></p>	

Source: Kurt Patton Consulting.