



# The Joint Commission

Documentation required by the Hospital Accreditation program Life Safety (LS) and selected Environment of Care (EC) standards is presented in the following pages. These documents will be reviewed by the Life Safety surveyor upon their arrival for the on-site survey.

Other EC and LS documents may be requested by surveyors there, as needed, throughout the survey.

This tool is provided to organizations for use in their continuous compliance and survey readiness efforts.

Legend: C=Compliant; NC=Not compliant; NA=Not applicable; IOU=Surveyor awaiting documentation

STANDARD - EPs	See Legend				Document / Requirement	Yes	No
	C	NC	NA	IOU			
<b>LS.01.01.01</b>					<b>Buildings serving patients comply with NFPA 101 (2012 edition)</b>		
EP 1					Individual assigned to assess Life Safety Code® compliance		
EP 2					Building Assessment to determine compliance with Life Safety Code®		
EP 3					Current and accurate drawings w/ fire safety features & related square footage <ul style="list-style-type: none"> <li>• <u>Areas of building fully sprinklered (if building only partially sprinklered)</u></li> <li>• <u>Locations of all hazardous storage areas</u></li> <li>• <u>Locations of all fire-rated barriers</u></li> <li>• <u>Locations of all smoke-rated barriers</u></li> <li>• <u>Sleeping and non-sleeping suite boundaries, including size of identified suites</u></li> <li>• <u>Locations of designated smoke compartments</u></li> <li>• <u>Locations of chutes and shafts</u></li> <li>• <u>Any approved equivalencies or waivers</u></li> </ul>		
EP 4					Timely completion of <u>Survey-Related PFIs (SPFI)</u>		
EP 5					<u>Deemed Hospitals:</u> Documentation of inspections and approvals made by state or local AHJs		
EP 6					Removal/maintenance of life safety features		
<b>COMMENTS:</b>							

STANDARD - EPs	See Legend				Document / Requirement	Addressed in policy?		Implemented as required?	
	C	NC	NA	IOU		Yes	No	Yes	No
<b>LS.01.02.01</b>					<b>Interim Life Safety Measures (ILSM)</b>				
EP 1					ILSM policy identifying when and to what extent ILSM implemented				
EP 2					Alarms out of service 4 or more hours in 24 hours <u>or sprinklers out of service more than 10 hours in 24 hours in an occupied building</u> - Fire watch / Fire Dept. notification				
EP 3					Signs for alternate exits posted				
EP 4					Daily inspection of routes of egress (See also 19.7.9.2 RE: daily inspections)				
EP 5					Temporary but equivalent systems while system is impaired				
EP 6					Additional firefighting equipment provided				
EP 7					Smoke tight non-combustible temporary barriers				
EP 8					Increased surveillance implemented				

STANDARD - EPs	See Legend				Document / Requirement	Addressed in policy?		Implemented as required?	
	C	NC	NA	IOU		Yes	No	Yes	No
<b>LS.01.02.01</b>					<b>Interim Life Safety Measures (ILSM)</b>				
EP 9					Storage and debris removal				
EP 10					Additional training on firefighting equipment				
EP 11					Additional fire drill per shift per quarter				
EP 12					Temporary systems tested and inspected monthly				
EP 13					Additional training on building deficiencies, construction hazards, temp measures				
EP 14					Training for impaired structural or impaired compartment fire safety features				
EP 15					Other ILSMs				
<b>COMMENTS:</b>									

STANDARD - EPs	See Legend				Document / Requirement	Yes	No
	C	NC	NA	IOU			
<b>EC.02.03.01</b>					<b>Hospital Manages Fire Risk – Fire Response Plan</b>		
EP 9					The <u>written fire response plan</u> describes the specific roles of staff and LIPs at and away from fire including		
					• When and how to sound and report fire alarms		
					• How to contain smoke and fire		
					• How to use a fire extinguisher		
					• <u>How to assist and relocate patients</u>		
					• How to evacuate to areas of refuge		
<b>COMMENTS:</b>							

STANDARD - EPs	See Legend				Document / Requirement	Frequency	Q 1	Q 2	Q 3	Q 4/ Annual
	C	NC	NA	IOU						
<b>EC.02.03.03</b>					<b>Fire Drills</b>					
EP 1					Fire drills once per shift per quarter: Health Care and Ambulatory Health Care (If available, please provide five quarters of fire drill data)	Quarterly				

STANDARD - EPs	See Legend				Document / Requirement	Frequency	Q 1	Q 2	Q 3	Q 4/ Annual
	C	NC	NA	IOU						
<b>EC.02.03.03</b>					<b>Fire Drills</b>					
EP 2					Fire drills every 12 months from date of last drill: Business Occupancies	Annually				
EP 3					When quarterly fire drills are required, at least 50% are unannounced <ul style="list-style-type: none"> <li>• <u>Drills held at unexpected times and under varying conditions</u></li> <li>• <u>Drills include transmission of fire alarm signal and simulation of emergency fire conditions</u></li> </ul>	Quarterly				
EP 4					Staff participate in the drills according to the hospital's fire response plan	<b>YES</b>	<b>NO</b>			
EP 5					Critiques include fire safety equipment and building features, and staff response	<b>YES</b>	<b>NO</b>			
<b>COMMENTS:</b>										

STANDARD - EPs	See Legend				Document / Requirement	Frequency	Q 1/ Semi	Q 2	Q 3/ Semi	Q 4/ Annual
	C	NC	NA	IOU						
<b>EC.02.03.05</b>					<b>Fire Protection and Suppression Testing and Inspection</b>					
EP 1					Supervisory Signals- <u>including</u> : fire pump running, fire pump failure trouble signals; <u>control valves</u> ; <u>pressure supervisory</u> ; <u>pressure tank</u> , <u>pressure supervisory for a dry pipe (both high and low conditions)</u> , <u>steam pressure</u> ; <u>water level supervisory signal initiating device</u> ; <u>water temperature supervisory</u> ; and <u>room temperature supervisory</u> .	Quarterly				
EP 2					Water flow devices	Semiannually				
					Tamper switches	Semiannually				
EP 3					Duct, heat, smoke detectors, pull boxes	Annually				
EP 4					Notification devices (audible & visual), and <u>door-releasing devices</u>	Annually				
EP 5					Emergency services notification transmission equipment	<u>Annually</u>				
EP 6					<u>Electric motor-driven fire pumps tested under no-flow conditions</u>	<u>Monthly</u>				
					<u>Diesel-engine-driven fire pumps tested under no-flow conditions</u>	<u>Weekly</u>				
EP 7					Water storage tank high and low level alarms	Semiannually				

STANDARD - EPs	See Legend				Document / Requirement	Frequency	Q 1/ Semi	Q 2	Q 3/ Semi	Q 4/ Annual
	C	NC	NA	IOU						
<b>EC.02.03.05</b>					<b>Fire Protection and Suppression Testing and Inspection</b>					
EP 8					Water storage tank low water temp alarms (cold weather only)	Monthly				
EP 9					Sprinkler systems main drain tests on all risers	Annually				
EP 10					Fire department connections inspected (Fire hose connections N/A)	Quarterly				
EP 11					Fire pump(s) tested – under flow	Annually				
EP 12					Standpipe flow test every 5 years	5 years				
EP 13					Kitchen suppression semi-annual testing	Semiannually				
EP 14					Gaseous extinguishing systems inspected (no discharge req.)	Annually				
EP 15					Portable fire extinguishers inspected monthly	Monthly				
EP 16					Portable fire extinguishers maintained annually	Annually				
EP 17					Fire hoses hydro tested 5 years after install; every 3 years thereafter	5 years / 3 years				
EP 18					Smoke and fire dampers tested <u>to verify full closure</u>	<u>1 year after install</u> <u>At least every 6 years thereafter</u>				
EP 19					Smoke detection shutdown devices for HVAC tested	Annually				
EP 20					All horizontal and vertical roller and slider doors tested	Annually				
EP 25					<u>Inspection and testing of door assemblies by qualified person</u>	Annually				
EP 27					<u>Documentation of maintenance testing and inspection activities for EPs 1-20 and 25 includes: activity name; date; inventory of devices, equipment or other items; frequency; contact info for person performing activity; NFPA standard; activity results</u>					
<b>COMMENTS:</b>										

STANDARD - EPs	See Legend				Document / Requirement	Frequency	YES	NO / Missing Date
	C	NC	NA	IOU				
<b>EC.02.05.07</b>					<b>Emergency Power Systems are Maintained and Tested</b>			
EP 1					Battery powered egress lights tested monthly – 30 seconds; <u>visual inspection of EXIT signs</u>	Monthly		
EP 2					Battery powered egress lights tested annually – 90 minutes; <u>or replace all batteries every 12 months and during replacement, perform random test of 10% of all batteries for 1 ½ hours</u>	Annually		
					Functional test of <u>Level 1 SEPSS, monthly; Level 2 SEPSS, quarterly, for 5 minutes or as specified for its class</u> Annual test at full load for 60% of full duration of its class	Monthly Quarterly Annually		

STANDARD - EPs	See Legend				Document / Requirement	Frequency	YES	NO / Missing Date
	C	NC	NA	IOU				
<b>EC.02.05.07</b>					<b>Emergency Power Systems are Maintained and Tested</b>			
EP 3					Note 1: Non-SEPSS tested per manufacturer's specifications	Per Mfr.		
					Note 2: Level 1 SEPSS defined for critical areas and equipment			
					Note 3: Class defines minimum time which SEPSS is designed to operate at rated load without recharging			
EP 4					Emergency power supply system (EPSS) inspected weekly, including all associated components and batteries	Weekly		
EP 5					Emergency generators tested monthly for 30 continuous minutes under load (plus cool-down)	Monthly		
EP 6					Monthly load test for diesel-powered emergency generators conducted with dynamic load at least 30% of nameplate rating or meets mfr. recommended prime movers' exhaust gas temperature;	Monthly		
					<b>OR</b> Emergency generators tested once every 12 months using supplemental loads of 50% of nameplate rating for 30 minutes, followed by 75% of nameplate rating for 60 minutes for total of 1 ½ continuous hours	Annually		
EP 7					All transfer switches monthly/12 times per year	Monthly		
EP 8					Fuel quality test to ASTM standards	Annually		
EP 9					Generator load test once every 36 months for 4 hours	36 Months		
EP 10					Generator 4 hour test performed at, at least 30% nameplate	36 Months		
<b>COMMENTS:</b>								

STANDARD - EPs	See Legend				Document / Requirement	THIS MAY BE SCORED AS CONDITIONAL OR STANDARD		
	C	NC	NA	IOU			YES	NO
<b>EC.02.05.09</b>					<b>Medical Gas and Vacuum Systems are Inspected and Tested</b>			
EP 1					<b>Test, inspect and</b> maintain critical components of piped medical gas systems: Source, distribution, master panels, area alarms, automatic pressure switches, shut-off valves, flexible connectors and outlets	Per policy		
					No prescribed frequency; recommend risk assessment if < annual			
EP 2					Location of and signage for bulk oxygen systems	On Bldg. Tour		
EP 3					Emergency oxygen supply connection	On Bldg. Tour		
EP 4					Review medical gas installation/modification/breech certification results for cross connection, purity, correct gas, and pressure	As applicable		

STANDARD - EPs	See Legend				Document / Requirement	THIS MAY BE SCORED AS CONDITIONAL OR STANDARD		
	C	NC	NA	IOU			YES	NO
<b>EC.02.05.09</b>					<b>Medical Gas and Vacuum Systems are Inspected and Tested</b>			
EP <u>5</u>					Medical gas supply and zone valves are accessible and clearly labeled	On Bldg. Tour		
EP <u>6</u>					<u>Handling, transfer, storage, labeling, transfilling of cylinders</u>	<u>Per policy</u>		
<b>COMMENTS:</b>								

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**Guidelines for Conducting Environment of Care (EC) and Emergency Management (EM) Activities**

- For Critical Access Hospitals (CAH), always survey EC and EM
- For all Psychiatric Hospitals, always survey EC
- For other Hospitals, only survey EC and EM **if time permits**

<b>Two Day Life Safety Survey (0 to 1.5 million square feet)</b>			
	Life Safety	Environment of Care	Emergency Management
< 200,000 sq. ft.	X	X	X
200,001 to 500,000 sq. ft.	X	X	
>500,000 sq. ft.	X		

<b>Three Day Life Safety Survey (&gt; 1.5 million square feet)</b>			
	Life Safety	Environment of Care	Emergency Management
1.5 to 1.7 million sq. ft.	X	X	
>1.7 million sq. ft.	X		

<b>Four Day Life Safety Survey</b>		
Life Safety	Environment of Care	Emergency Management
X	X	

<b>Five Day and Greater Life Safety Survey</b>		
Life Safety	Environment of Care	Emergency Management
X	X	X