

Facility Orientation and Document Review – Life Safety Surveyor

Joint Commission Participants

Life Safety Surveyor

Organization Participants

Suggested participants include the individual who manages your organization's facility(ies) and other staff at the discretion of your organization. **Due to the limited amount of time the Life Safety surveyor is onsite, please be prepared to facilitate this activity upon his/her arrival.**

Logistical Needs

- Upon arrival of the surveyor, an escort will be needed to take him/her to the **main** fire alarm panel to verify that it is functional.
- The surveyor will meet with an organization staff member(s) to become oriented to the layout of the building. This activity is greatly facilitated if the organization has plans and drawings available that display the building fire safety features.
- Other documents needed for the Orientation activity include:
 - Policies and procedures for Interim Life Safety Measures (ILSMs)
 - Written fire response plans
 - Evaluations of fire drills conducted for the past 12 months
 - Maintenance records for fire protection and suppression equipment
 - Maintenance records for emergency power systems
 - Maintenance records for piped medical gas and vacuum systems
- A detailed list of documents along with related standards and elements of performance appears in the ***Life Safety and Environment of Care Document List and Review Tool*** found later in this guide.

Objectives

The surveyor will:

- Become familiar with the building, including specific systems (for example, generator, fire pump) and plan an efficient survey of Life Safety Code® (NFPA 101-2012) and selected Environment of Care standards (NFPA 99-2012 Health Care Facilities Code)
- Review identified building systems, life safety drawings, and select policies to support the building tour activities.
- Review documentation related to other Environment of Care standards per the Life Safety and Environment of Care Document List and Review Tool

Overview

The surveyor will:

- Assess the **main** fire alarm panel
- Become familiar with the building layout (including arrangement of smoke compartments, location of any suites, age of building additions, areas with sprinklers, areas under construction, and any equivalencies granted by the Joint Commission).

- Evaluate the effectiveness of processes for identifying and resolving *Life Safety Code*[®] (NFPA 101-2012) or environment of care risks
- Evaluate the effectiveness of processes for activities developed and implemented to protect occupants during periods when a building does not meet the applicable provisions of the *Life Safety Code*[®] (NFPA 101-2012) or during periods of construction
- Evaluate the effectiveness of processes for maintaining fire safety equipment and fire safety building features
- Evaluate the effectiveness of processes for maintaining and testing any emergency power systems
- Evaluate the effectiveness of processes for maintaining and testing any medical gas and vacuum systems
- Educate attendees on potential actions to take to address any identified *Life Safety Code*[®] (NFPA 101-2012) or environment of care risks

Immediately following the Orientation activities, the surveyor will continue to review documentation required by the Environment of Care standards using the ***Life Safety and Environment of Care Document List and Review Tool***.

Life Safety Code® Building Assessment

Applicability

This activity applies to Critical Access Hospitals and Hospitals including all CMS certified hospital outpatient surgical departments, regardless of the number of patients served, and other outpatient services locations.

Joint Commission Participants

Life Safety Surveyor, Clinical Surveyor in outpatient locations

Organization Participants

Suggested participants include the individual who manages organization facility(ies) and other staff at the discretion of your organization.

Logistical Needs

The surveyor will need a ladder and flashlight for this activity and the escort needs to have keys or tools necessary to open locked rooms, closets, or compartments to allow the surveyor access to and observation of space above the ceilings.

Objectives

The surveyor will:

- Evaluate the effectiveness of processes for maintaining fire safety equipment and fire safety building features (*NFPA 99-2012*)
- Evaluate the effectiveness of processes for maintaining and testing any emergency power systems (*NFPA 99-2012*)
- Evaluate the effectiveness of processes for maintaining and testing any medical gas and vacuum systems (*NFPA 99-2012*)
- Determine the degree of compliance with relevant *Life Safety Code*® (*NFPA 101-2012*) requirements
- Educate attendees on potential actions to take to address any identified *Life Safety Code*® (*NFPA 101-2012*) problems

Overview of Building Tour

Surveyors will:

- Assess Operating Room(s) for proper pressure relationships
- Assess required fire separations
- Assess required smoke separations (at least two)
- Assess hazardous areas, such as soiled linen rooms, trash collection rooms, and oxygen storage rooms
- Conduct an "above the ceiling" survey at each location identified above by observing the space above the ceiling to identify:
 - penetrations of smoke, fire, or corridor walls
 - smoke or fire walls that are not continuous from slab-to-slab and outside wall to outside wall
 - penetrations or discontinuities of rated enclosures including hazardous areas, stairwells, chutes, shafts, and floor or roof slabs
 - corridor walls that are not slab-to-slab or do not terminate at a monolithic ceiling (if the building is fully sprinkled and the ceiling is smoke tight, the walls may terminate at the ceiling line)
 - the presence or absence of required smoke detectors or fire dampers

- the presence or absence of required fire proofing on structural members such as columns, beams, and trusses
- Verify that fire exits per building and verify that they are continuous from the highest level they serve to the outside of the building
- Assess any kitchen grease producing cooking devices
- Assess any laundry and trash chutes (including the bottoms of any laundry and trash chutes)
- Assess the condition of all emergency power systems and equipment
- Verify that there is a reliable emergency power system that supplies electricity when normal electricity is interrupted to the following areas: exit route illumination, emergency/urgent care areas, areas where electrically powered life-support equipment is used, operating rooms, and postoperative recover rooms
- Assess any medical gas and vacuum system components including master signal panels, area alarms, automatic pressure switches, shutoff valves, flexible connectors, and outlets

Documentation of Findings

If a LSC deficiency will be recorded as a finding in the Summary of Survey Findings Report. Any “below-the-ceiling” LSC deficiencies identified by other survey team members will also be documented as a finding in the Summary of Survey Findings Report.