

Ambulatory EOC Audit Tool 2020

Item #	Question	Met	Not Met	N/A	Comments
1	No Weapons/No Smoking Sign available.				
2	Photo ID badges worn between the shoulders and the waist.				
3	Weather alert device present and on.				
4	Panic Buttons Present with Monthly Documentation.				
5	Emergency Response Guides posted.				
6	Fire Extinguishers 4" off the floor and no higher than 5' above the floor.				
7	Fire Extinguishers and Pull Stations are not blocked.				
8	Items are 18" inches from the ceiling in sprinkled areas and 24" from the ceiling in non-sprinkled areas.				
9	Unblocked corridors and exit doors.				
10	Escutcheon plates present on sprinkler heads.				
11	Precautionary oxygen sign present and readable from 5' away on each door of a cylinder storage room. Work order.				
12	Oxygen cylinders properly secured. Full and Empty are physically separated.				
13	At least one oxygen tank is labeled as "Emergency Use Only". Black valve must be on.				
14	There is 36" clearance in all planes in front of electrical panels. Includes LIM panels.				
15	Electrical panels are closed/locked if located in a public area.				
16	Medications are secured.				
17	Multidose vials have expiration date on (28 days after opening).				
18	Blue Bins have appropriate contents, poster and log available. Proper pick up documents available.				
19	Biohazard stickers located on equipment/storage containers that store blood or other potentially infectious material (OPIM).				
20	Sharps containers are mounted or placed on a stabilizing tray.				
21	Supplies are located 12" from the sink/outside the splashguard. Nothing is stored under the sinks.				
22	Clinical equipment have current and readable PM stickers. Broken equipment labeled "not in use"/Clinical Engineering contacted for pickup.				
23	Supply rooms free of clutter: no corrugated cardboard, no supplies on the floor, impervious bottom present.				
24	N95 masks present (if applicable).				
25	Emergency pull cords are 6-8" off the floor, not looped around grab bars, and knot free.				
26	Any fans located in the clinics are cleaned appropriately.				
27	Clinic is in good condition, no repairs required.				
28	Ceiling tiles intact. No holes or water stains.				
29	No trips or hazards in the hallways or exam rooms.				
30	Food and drinks not found around chemicals, blood, and other potentially infectious material (OPIM).				
31	PPE available at the point of use, including face protection for high level disinfection (HLD).				
32	HLD room: neutralizers present for aldehyde based disinfectants (Formago and HydeOut).				
33	Eyewash station not blocked, height is appropriate, adequate head space is present. Asset tags present if maintained by E&O.				
34	Eyewash maintenance is performed and documented weekly and annually (temperature check). Date and Initials every week, do not document in advance, T 60-100F.				
35	Housekeeping closets/rooms are locked if located in a public area.				
36	Current SDS forms available in housekeeping closets. EPA registered, DUHS approved disinfectant for blood spills present.				
37	Secondary chemical containers have OSHA compliant labels (product name and hazards).				
38	Staff can locate their emergency (red) and life and fire safety (purple) binders.				
39	All EOC items present in the RED and PURPLE books.				
40	Regulated Medical Waste paperwork available (Stericycle pick up and certificates of destruction). Trained staff need to have certificates available.				
41	Staff know how to report a security emergency. Panic buttons/911.				
42	Staff can articulate RACE and PASS. Remove, Activate, Contain, Extinguish. Pull, Aim, Squeeze, Sweep.				
43	Staff know how to report a safety concern (SRS or OESO email). SRS for better tracking.				
44	Staff know how to report a blood or body fluid exposure. 684-8115, number found on emergency response guides and badge buddies.				
45	Staff is able to unlock bathroom door in under 2 minutes. Must be able to locate key, if applicable.				
46	Staff can explain TB protocol: first step when TB is suspected in a patient. Apply a mask on the patient before isolating them.				