

**Statement of Work**  
**Safety and Emergency Management Service**  
**Joint Commission Readiness**  
**Veterans Affairs Palo Alto Health Care System**

1. Scope of Work (Provide a summary of the scope)

Contractor shall provide follow-up on previous recommendations of Life Safety, Emergency Management, Biomedical Engineering, Utilities Management, Hazardous Materials, and Security Management programs at the Veterans Affairs Palo Alto Health Care System (VAPAHCS). This includes review of:

- FY 2011 Environment of Care Committee (EOCC) Minutes
- FY 2011 Annual Reports provided to the EOCC
- FY 2012 Management Plans provided to the EOCC
- Statement of Conditions (SOC) binder from Engineering Service
- SOC policy
- Life Safety assessments
- Interim Life Safety Measures (ILSM) forms resulting from Plan for Improvements (PFI)
- Generator test logs and load test results
- Fuel oil quality results
- Battery light test logs
- Uninterruptible Power Supply quarterly tests
- Medical gas and vacuum system test results
- Certification for new installations/renovations
- Oxygen quality certificates
- Fire test results
  - Supervisory devices
  - Tamper/waterflows
  - Fire/smoke detection
  - Extinguishing systems
  - Smoke/fire dampers
  - Horizontal/vertical fire doors
- Life safety check of construction areas, buildings with inpatients and other high priority areas
- Safety risk assessment
- Surveillance rounds documentation
- Incident reports summaries
- Safety training program
- Security risk assessments
- Identification policy
- Security of sensitive areas
- Smoking policy/enforcement
- Hazardous materials inventory
- Material Safety Data Sheets (MSDS) management
- Hazardous energy policy
- Hazardous medication disposal procedure
- Toxic vapor test results

- Spill procedure policies
- Decontamination procedure
- Fire drill reports
- Decoration policy
- Open flame policy
- ILSM procedures
- Infection Control Risk Assessment (ICRA) evaluations
- Rating of interior finishes
- Medical Equipment
  - Inventory criteria
  - Inventory classification list
  - Testing policies, intervals
  - Product recall
  - Preventive maintenance completion rate data
  - Rentals, patient equipment
  - Vendor competency documents
- Utility management inventory
- Utility system as-built and valve charts
- Utility failure procedures for clinical and maintenance staff
- Airborne and waterborne pathogens policies
- Emergency operations plan
- Hazard vulnerabilities analysis
- Incident command chart
- Job action sheets for Integrated Campus Support (ICS)
- 96-hour timeline charts
- Policies for critical areas
- Disaster drill reports
- Tabletop simulation procedure

The Contractor shall continue reviewing previously mentioned programs and provide training to staff responsible for those programs. Training will cover the programs described above along with current regulations and changes to The Joint Commission standards.

## 2. General Information / Background Information

Contractor must be trained in current Joint Commission Standards and National Fire Protection Association (NFPA) 101 Life Safety Code.

The C&A requirements do not apply, and that a Security Accreditation Package is not required. At no time will the vendor be in contact or have access to VA sensitive information. VA sensitive information procedures will be followed per VA Handbook 6500.6.

The contractor, their personnel, and their subcontractors shall be subject to the Federal laws, regulations, standards, and VA Directives and Handbooks regarding information and information system security as delineated in this contract.

### 3. Performance Period

3.1 The contractor shall work from at least 8:00AM-4:30PM, Monday through Friday, exclude Federal Government and the ten national holidays observed by the Federal Government are:

New Years Day	1 January
Martin Luther King Jr Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

3.2 Any other day specifically declared by the President of the United States to be a national holiday. If a holiday falls on Sunday, the following Monday will be observed as the legal holiday. If a holiday falls on Saturday, the preceding Friday is observed as a legal holiday by U.S. Agencies

3.3 The on-site review and training will be conducted during the facility visit. A facility visit is carried out over two to three days.

3.4 The contractor is required to conduct an on-site review along with the training once or twice a fiscal year.

### 4. Contractor specific tasks

Provide follow-up on previous recommendations, on-site review, and training of Life Safety, Emergency Management, Biomedical Engineering, and Utilities Management programs at VAPAHCS as defined under the Scope of Work.