

General Reminders

- ✓ Ensure you are using the most up to date [Daily Checklists](#)
- ✓ All emergency equipment should be checked daily prior to the first patient appointment
- ✓ Write "Closed" or "NIU" on days when clinic is not open
- ✓ Rotate the clinical staff performing daily checks
- ✓ Maintain Emergency Equipment Checklists for 5 years

R Zoll Defibrill:

Unit/Cart Location: _____

Checklist documentation for **Inpatient areas**: completed once a day
 A notation an area/unit was "closed" is made next to correspond

✓ = present	1	2	3	4
CODE CART				
1. Blue lock intact				
2. Blue lock number matches number on MS/PS Code Cart Checklist (attached to cart)				
3. Earliest expiration date on MS/PS Code Cart Checklist NOT expired				
4. Cardiac board on back of cart				
5. IV pole is in place w/ 3 Ambu bags (adult, peds, infant) & Peds Carts : LMAs - 1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5, & 5				
6. ALL Carts : ACLS/PALS algorithm cards Adult /Peds : Adult/Peds Emergency Med Ref. Neonate : ICN Emergency Med Reference				
7. O2 tank checked and PSI at FULL				
8. Upper bins stocked as labeled				
9. Code Blue Report forms in binder (minimum 4)				
10. Pink STAT Laboratory requisitions in binder				
11. Blood Gas requisitions in binder				
12. Massive Transfusion Protocol and Emergency Release Protocol Instructions in binder (ED, Inpatient Nursing units & Procedural/PACU Areas ONLY)				
13. Rapid Response box present and lock intact (Parnassus Acute Care Units ONLY)				

Code Cart Checklist

- ✓ ALWAYS mark N/A for question 12 and 13
- ✓ If your clinic does not have a 12-lead EKG, mark N/A in this section
- ✓ If your clinic has an AED, you must also complete the AED checklist and mark N/A in defibrillator section

4. SUCTION WORKS ON ALL	1	2	3	4
12-LEAD ECG MACHINE (non-applicable in some areas)				
1. Lead wires and clips present and clean				
2. ECG paper in machine & recorder functions				
3. Extra ECG paper present				
4. Unopened ECG electrodes present				
INITIALS				

UCSF Health		Philips HeartStart FRx Defibrillator (AED) Daily Checklist				Ambulatory Services		
Practice: _____		Month/Year: _____						
Date	Initials	Wall Unit Alarm Operational	Green Ready Light	Pads Available and Not Expired	Batteries Available and Not Expired	Infant/Child Key	External Case	Remarks
Ex.	MC	✓	✓	2 sets of Smart Pads II present 1 connected to AED / 1 spare Write exp. date for each set of pads in cells below	2 batteries present 1 installed / 1 spare Write 4 year exp. date for installed battery and "Install Before" date for spare battery in cells below	Present and in external case	Clean with no signs of damage	problems, corrective actions
				Connected Spare	Installed Spare			
				04.30.21 02.28.22	07.22.22 08.31.24	✓	✓	N/A

UCSF Health		AED Plus® Zoll Defibrillator Daily Checklist				Ambulatory Services		
Practice: _____		Month/Year: _____						
Date	Initials	Wall Unit Alarm Operational	Status Indicator	Pads Available and Not Expired	Batteries Available and Not Expired	AED LID	Remarks	
Ex.	MC	✓	✓	All practices must stock: 2 sets of Adult CPR-D-Pads & 2 sets of Peds-Padz II The set of pads that you keep connected to the AED is dependent on the primary age group served in your clinic. Ensure 1 set of appropriate pads is connected to the AED. Write exp. date for each set of pads in cells below	2 sets of 10 DURACELL batteries present 1 installed / 1 spare Write 5 year exp. date for installed batteries. Manufacturer (Mfr) date for spare batteries, and Spare battery exp. date in cells below	Clean with no signs of damage	problems, corrective actions	
				Connected Spare Spare Spare	Installed Exp. (YY/MM) Spare Mfr (YY/MM) Spare Exp. (Mfr+10yrs)			
				04.30.21 02.28.22 03.31.23 09.31.22	07.22.22 2024/08 08.31.34	✓	N/A	

AED Checklists

- ✓ Expiration date of AED batteries is determined by install date
- ✓ Battery install and exp. date must be indicated on the AED & Checklist

Checklist: Ambulatory Emergency Equipment (Daily)

PRACTICE: _____ MONTH/YEAR: _____

Date	Initials	E-Kit Lock Intact & # matches # on E-Kit Label	E-Kit within Expiration Date	Suction Functioning/Supplies Available N/A if not applicable	Oxygen Tank Full (>1000 PSI)	Nasal Cannula Available	Ambu Bags Present (infant, ped, adult) & within Expiration Date	Two PPE Packs Available & within Expiration Date
1								
2								

Emergency Equipment

- For clinics w/o Code Cart
- ✓ Updated March 2021
 - ✓ Mark N/A if no suction available