

SELF-ASSESSMENT CHECKLIST

HOSPITAL FIRE SAFETY PREPAREDNESS INSPECTION

No.	Inspection Item	Status Yes / No / N/A	Remarks, if any	Deadline for corrective measures
A. FIRE DETECTION AND ALARM SYSTEMS				
1	Smoke and/or heat detectors are installed in critical-care and other required areas.	☐ Yes ☐ No ☐ N/A		
2	Fire alarms and detectors are functional and have been physically tested.	☐ Yes ☐ No ☐ N/A		
3	Audible and visual alarm coverage is adequate throughout the facility.	☐ Yes ☐ No ☐ N/A		
4	Alarm testing, inspection and maintenance records are available and current.	☐ Yes ☐ No ☐ N/A		
5	Clear staff instructions for action upon alarm activation are prominently displayed.	☐ Yes ☐ No ☐ N/A		
B. FIREFIGHTING EQUIPMENT				
6	Appropriate fire extinguishers and other firefighting equipment are available at designated locations.	☐ Yes ☐ No ☐ N/A		
7	Firefighting equipment is accessible, clearly identified and unobstructed.	☐ Yes ☐ No ☐ N/A		
8	Extinguishers and equipment are within validity, inspected and serviceable.	☐ Yes ☐ No ☐ N/A		
9	Inspection and servicing records are available and current.	☐ Yes ☐ No ☐ N/A		
10	Designated staff have been identified and trained in the use of firefighting equipment.	☐ Yes ☐ No ☐ N/A		
C. ELECTRICAL SAFETY				
11	Electrical wiring, distribution boards, sockets, generators and UPS systems have been inspected.	☐ Yes ☐ No ☐ N/A		
12	There are no overloaded sockets, unsafe temporary connections, or exposed/damaged wiring.	☐ Yes ☐ No ☐ N/A		
13	Generators, UPS systems and associated electrical installations are safely maintained.	☐ Yes ☐ No ☐ N/A		
14	Air-conditioning units and other high-load equipment receive preventive maintenance.	☐ Yes ☐ No ☐ N/A		
15	Installations presenting an immediate fire or safety hazard have been isolated and rectified.	☐ Yes ☐ No ☐ N/A		
D. OXYGEN AND MEDICAL-GAS SAFETY				
16	Oxygen and medical-gas pipelines, valves, regulators and connections have been inspected.	☐ Yes ☐ No ☐ N/A		
17	Oxygen cylinders are properly secured and stored in a safe, ventilated location.	☐ Yes ☐ No ☐ N/A		

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18	Emergency medical-gas shut-off valves are clearly identified and readily accessible.	☐ Yes ☐ No ☐ N/A		
19	Designated staff know the location and operation of emergency shut-off systems.	☐ Yes ☐ No ☐ N/A		
E. EMERGENCY EXITS AND EVACUATION ROUTES				
20	Primary and alternative evacuation routes are clearly marked.	☐ Yes ☐ No ☐ N/A		
21	Emergency exits, corridors, stairways and access routes are unobstructed.	☐ Yes ☐ No ☐ N/A		
22	Emergency exits remain readily accessible and can be opened without delay.	☐ Yes ☐ No ☐ N/A		
23	Emergency lighting and clearly visible exit signage are functional.	☐ Yes ☐ No ☐ N/A		
24	Evacuation maps are displayed at appropriate locations.	☐ Yes ☐ No ☐ N/A		
F. NICU, ICU AND OTHER CRITICAL-CARE AREAS				
25	A specific and practicable evacuation plan is available for each NICU, ICU and critical-care unit.	☐ Yes ☐ No ☐ N/A		
26	An alternative safe location for temporary patient relocation has been identified.	☐ Yes ☐ No ☐ N/A		
27	Suitable equipment is available for evacuation of neonates and dependent patients.	☐ Yes ☐ No ☐ N/A		
28	Staff responsibilities for evacuation, medical gases, communication and receiving arrangements are documented.	☐ Yes ☐ No ☐ N/A		
29	Receiving, handover and internal/external communication arrangements have been documented.	☐ Yes ☐ No ☐ N/A		
G. EMERGENCY RESPONSE AND COMMUNICATION				
30	A clearly identified hospital emergency/fire-response team has been constituted.	☐ Yes ☐ No ☐ N/A		
31	The emergency chain of command and individual responsibilities are defined.	☐ Yes ☐ No ☐ N/A		
32	Emergency contact numbers are prominently displayed and current.	☐ Yes ☐ No ☐ N/A		
33	Coordination arrangements with Rescue 1122, Civil Defence, Police and other agencies are functional.	☐ Yes ☐ No ☐ N/A		
34	Reliable internal communication arrangements are available during an emergency.	☐ Yes ☐ No ☐ N/A		
H. TRAINING AND MOCK DRILLS				
35	Hospital staff receive regular training in fire prevention, firefighting and evacuation.	☐ Yes ☐ No ☐ N/A		
36	Practical fire and evacuation drills are conducted periodically.	☐ Yes ☐ No ☐ N/A		
37	Drills include NICU, ICU and other critical-care areas.	☐ Yes ☐ No ☐ N/A		

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38	An after-action review is conducted and documented after each drill.	☐ Yes ☐ No ☐ N/A		
39	Deficiencies identified during training or drills are assigned and followed to closure.	☐ Yes ☐ No ☐ N/A		
I. EMERGENCY POWER AND ESSENTIAL SERVICES				
40	Generators, UPS systems and other emergency-power arrangements are regularly tested.	☐ Yes ☐ No ☐ N/A		
41	Preventive-maintenance and testing records for emergency power are available.	☐ Yes ☐ No ☐ N/A		
42	Reliable backup power is provided to NICU, ICU, operation theatres and other critical areas.	☐ Yes ☐ No ☐ N/A		
43	Fuel, automatic/manual starting and continuity arrangements are adequate.	☐ Yes ☐ No ☐ N/A		
44	Emergency lighting is connected to a functional backup source.	☐ Yes ☐ No ☐ N/A		
J. HOUSEKEEPING AND HAZARD CONTROL				
45	Combustible materials, cartons, waste and flammable items have been removed from hazardous locations.	☐ Yes ☐ No ☐ N/A		
46	Corridors, stairways, electrical rooms and plant areas are clean and clear.	☐ Yes ☐ No ☐ N/A		
Assessment conducted by				
Name: _____ Designation: _____ Signature: _____ Date: _____				