

RAPID SAFETY AUDIT OF HOSPITALS DISASTER PREPAREDNESS CHECKLIST			
Name of Hospital, Taluk and District:			
Distance to nearby fire station:		Distance to nearby hospital:	
<b>FIRE SAFETY</b>			
1	Does the hospitals have a dedicated department for managing fire and safety?	Yes	No
	Remarks:		
2	Is an Environment, Health & Safety (EHS) officer available at the hospital?	Yes	No
	Remarks: Name & Contact details:		
3	Is Fire Emergency Plan (Code Red) available and communicated?	Yes	No
	Remarks:		
4	Has the Rapid Response Team (RRT) been formed?	Yes	No
	Remarks:		
5	Have the RRT been regularly trained?	Yes	No
	Remarks: Check training records		
6	Is the nodal officer for handling emergencies available 24 hours?	Yes	No
	Remarks: Designations in each shift:		
7	Is Fire sprinkler system available in all areas and is inspected (internally/externally) periodically?	Yes	No
	Remarks: Date of last inspection:		
8	Are manual call points (MCP) available in all floors and operational?	Yes	No
	Remarks:		
9	Are adequate number and types of fire extinguishers available in all floors?	Yes	No
	Remarks:		

10	Is adequate firefighting system available- hydrant valves, hoses, monitors, etc.?	Yes	No
	Remarks:		
11	Are periodical fire trainings (fire drills) and mock drills conducted?	Yes	No
	Remarks: Last date of mock drill:		
12	Is fire NOC available?	Yes	No
	Remarks: Date of expiry:		
13	Is adequate pressure maintained in fire hydrant and sprinkler pipelines (min of 5 Bar)?	Yes	No
	Remarks:		
14	Is adequate water level maintained in fire water reservoir? Mention level	Yes	No
	Remarks: Level:		
15	Are inspections tag/stickers available for fire extinguishers (mention frequency of inspection)?	Yes	No
	Remarks:		
16	Is adequate training given on usage of fire extinguishers to all staffs?	Yes	No
	Remarks: Check training records		
17	Availability of Automatic fire detection system (smoke detectors) and alarm system (MCP's, Annunciator panel, siren), and is in working condition?	Yes	No
	Remarks:		
18	Is accessibility of all firefighting equipment (fire extinguisher, hydrant valves, hose reels, etc.) ensured?	Yes	No
	Remarks:		
19	Are all combustible materials segregated and stored away from ignition sources?	Yes	No
	Remarks:		
20	Does the basement have automatic sprinkler systems?	Yes	No
	Remarks:		

21	Are the basements free from combustible materials (check for any unauthorized storages, position of DG, etc.)?	Yes	No
	Remarks:		
22	Are the Emergency Exits and Evacuation route accessible?	Yes	No
	Remarks:		
23	Are access roads available throughout the hospital building to facilitate the fire tender?	Yes	No
	Remarks: Width of road:		
24	Is the width of the main entrance gate not less than 4.5m? (min 4.5m)	Yes	No
	Remarks: Mention width:		
25	Are emergency evacuation route plans displayed prominently?	Yes	No
	Remarks:		
26	Are every exits and access to every exits free from all obstructions?	Yes	No
	Remarks:		
27	Are the emergency exit signs clearly visible (preferably illuminated) in each floors ?	Yes	No
	Remarks:		
28	Does the staircase have a width of at least 2m?	Yes	No
	Remarks:		
29	Is width of the corridor and passage greater than or equal to 2.4m?	Yes	No
	Remarks:		
<b>MULTI-HAZARD PREPARDNESS</b>			
30	Is the building located in Flood Prone area ?	Yes	No
	Remarks:		

31	Is High Flood Level (HFL) marked and visible ?				Yes	No
	Remarks:					
32	Is the building located in a Hilly Terrain ?				Yes	No
	Remarks:					
33	Do you have designated Assembly points marked?				Yes	No
	Remarks:					
34	Are Critical facilities (OT, ICU, etc.), chemical storage and Essential Supplies being stored on an elevated platform or above the HFL ?				Yes	No
	Remarks:					
35	How many individual buildings are there in the hospital campus					
	How many of these buildings have fitness certificate					
36	Is procedure for movement of patients from critical facilities, in case of an emergency (fire, flood, landslide, oxygen leak/shortage) available ?				Yes	No
	Remarks:					
<b>UTILITIES- ELECTRICITY</b>						
36	Is Diesel Generator (DG) facility available?				Yes	No
	Remarks: No of DG's present:					
37	Capacity of each generator:	1	2	3	4	
	Remarks:					
38	Is local diesel storage tank (for Diesel Generator) properly protected, and appropriate fire extinguisher provided?				Yes	No
	Remarks:					
39	Are all generators kept above HFL (High Flood Level)?				Yes	No
	Remarks:					
40	Does the fuel storage facility for generators ensure a back-up for 3 days?				Yes	No
	Remarks: Capacity of the storage tank:					

41	Do the ICUs and OTs have inverter back-up?		Yes	No
	Remarks:			
42	Are statutory electrical inspection certificates available (Earth certificates, power quality etc.)?		Yes	No
	Remarks:			
43	Ensure all electrical equipment are capable for continuous duty (Continuous duty, Short time duty and Intermittent duty)?		Yes	No
	Remarks:			
44	Has an energy audit been conducted?		Yes	No
	Remarks:			
<b>UTILITIES- WATER</b>				
45	Source of water supply.	Internal:	External:	
	Remarks:			
46	Is alternate water supply available?		Yes	No
	Remarks: Source:			
47	Water reserves for hospital services and functions (minimum 3 days)		Yes	No
	Remarks: If not, how many days?			
48	Is adequately safe and potable water available in times of emergency?		Yes	No
	Remarks: Source:			
<b>UTILITIES- OXYGEN</b>				
49	Is the location of storage area for medical gases adequately ventilated?		Yes	No
	Remarks:			
50	Type of oxygen storage and its capacity	Bulk storage:	Bottled oxygen:	
	Remarks:			

51	Are trolleys available for movement of oxygen cylinders?			Yes	No
	Remarks:				
52	Are caps available for oxygen cylinders in storage areas?			Yes	No
	Remarks:				
53	Is the staff adequately trained in handling of oxygen cylinders?			Yes	No
	Remarks:				
54	Are all oxygen cylinders stored upright?			Yes	No
	Remarks:				
55	For how many hours will the oxygen reserve last?	24 hours	48 hours	72 hours	72 and more
	Remarks:				
56	Does the oxygen plant have a competent operator who can handle emergencies such as leakage?			Yes	No
	Remarks:				
57	Is automatic gas monitoring system available?			Yes	No
	Remarks:				
58	Any open ignition sources (e.g.: kitchen) and inflammable material storage (e.g. diesel for DG) nearby the oxygen storage area?			Yes	No
	Remarks:				
59	Are identification valves for different gases available and colour coding of pipelines been followed and displayed?			Yes	No
	Remarks:				
60	Has leakage audit been conducted for gas pipelines?			Yes	No
	Remarks:				

61	Has newly laid oxygen pipelines undergone inspection?	Yes	No
	Remarks: Certificate:		
62	Is a bio-medical engineer available at the hospital?	Yes	No
	Remarks:		
<b>COMMUNICATION SYSTEMS</b>			
63	Is a Public Addressing System (PAS) available?	Yes	No
	Remarks:		
64	Does the PAS have a power back-up?	Yes	No
	Remarks:		
65	Are all employees aware of the in-house emergency contact number of the nodal officer?	Yes	No
	Remarks:		
66	Are all external emergency contact numbers displayed prominently?	Yes	No
	Remarks:		
67	Is an alternative mode of communication available in case of the failure of existing communication system?	Yes	No
	Remarks:		
68	Are the solid waste management systems operational as per the waste management protocols for hospitals	Yes	No
	Remarks:		
69	Are the elevators of the hospital checked by the service technician in the last 6 months and safety batteries with full charge?	Yes	No
	Remarks:		
70	Is the sewerage systems of the hospital working and checked in the last 6 months by a plumber	Yes	No
	Remarks:		

ABBREVIATIONS			
HFL	High Flood Level		
OT	Operation Theatre		
ICU	Intensive Care Unit		
RRT	Rapid Response Team		
MCP	Manual Call Point		
NOC	No Objection Certificate		
DG	Diesel Generator		
PAS	Public Addressing system		
EHS	Environment, Health & Safety		
Overall Remarks by the auditing team / Include any critical concerns to be addressed immediately			
Any other recommendations (if any)			
Auditing Team			
Name of Auditor	Department	Contact Number	Signature



Please tick where applicable (V)

Date of the Audit	
Audit Report Submitted on:	