

Hospital Fire and Life Safety Compliance and Preparedness Overview

1. Fire & Life Safety Framework

This section assesses the hospital's overall commitment to fire and life safety, including its policies, objectives, organizational structure, and risk management approach. A strong framework ensures a systematic and proactive approach to fire safety.

- Does the hospital have a documented Fire and Life Safety Policy that is regularly reviewed and updated (at least annually) to ensure it remains relevant and aligned with current regulations and best practices?
Evidence: Upload the Fire & Life Safety Policy document, clearly showing the date of the last revision.
- Are fire safety objectives clearly defined, measurable (e.g., reduction in fire incidents, improvement in evacuation times), and communicated to all staff through various channels (e.g., meetings, training, intranet)?
Evidence: Upload documented objectives or relevant excerpts from the policy, demonstrating how they are communicated to staff (e.g., through internal newsletters, meeting minutes, or training materials).
- Is there a dedicated Fire & Life Safety Department with qualified personnel (e.g., certified fire safety managers, fire safety engineers) or a designated fire safety officer with sufficient authority and expertise to lead the hospital's fire safety program?
Evidence: Upload the organizational chart showing the Fire & Life Safety Department or the job description of the designated fire safety officer, including their qualifications and certifications.
- Are roles and responsibilities for fire safety clearly defined for all staff, including specific duties for different departments and positions (e.g., nurses should know how to evacuate patients, maintenance staff should know how to maintain fire safety equipment)?
Evidence: Upload a document outlining the specific fire safety responsibilities for different roles within the hospital (e.g., nurses, doctors, maintenance staff, security personnel).
- Has the hospital conducted a comprehensive fire risk assessment that identifies potential fire hazards (e.g., flammable materials, electrical faults), assesses the likelihood and severity of fire incidents, and prioritizes vulnerable areas (e.g., operating rooms, intensive care units)?
Evidence: Upload the complete fire risk assessment report, including the methodology used, hazards identified, risk analysis, and prioritization of risks.
- Are control measures in place to mitigate identified fire risks, including engineering controls (e.g., fire-resistant construction, sprinkler systems, fire alarms), administrative controls (e.g., policies, procedures, permits, training), and personal protective equipment (PPE)?
Evidence: Upload documentation of control measures, such as inspection reports of fire safety systems, maintenance records, training materials, and PPE guidelines.
- Is fire safety regularly discussed in management review meetings, with documented evidence of discussions, identification of any fire safety deficiencies, and actions taken to address those issues?
Evidence: Upload minutes of management review meetings that include fire safety discussions and demonstrate follow-up actions.

- Is the hospital certified for ISO 45001:2018, demonstrating a commitment to a systematic approach to occupational health and safety management, including fire safety?

Evidence: Upload the ISO 45001:2018 certificate.

2. Training & Competency Initiatives

This section evaluates the hospital's efforts in providing comprehensive and effective training to staff on various aspects of fire and life safety. Well-trained staff are crucial for preventing fires, responding effectively to emergencies, and ensuring the safety of patients, visitors, and themselves.

➤ Training Coverage :

- ✓ What percentage of staff has received training in the following areas in the last year?
- ✓ Fire safety (use of extinguishers, evacuation procedures, understanding different fire types)
- ✓ Electrical safety (safe use of electrical equipment, identifying electrical hazards)
- ✓ Emergency response (including first aid and CPR)

Evidence: Upload training records or attendance sheets for each category, demonstrating the percentage of staff trained.

➤ Training Quality :

- ✓ Are training programs interactive and engaging, utilizing various methods such as simulations, videos, and practical exercises to enhance learning and retention?

Evidence: Upload examples of training materials (presentations, videos, interactive modules).

- ✓ Are training programs tailored to different roles and responsibilities within the hospital, ensuring that staff receive relevant and targeted training based on their specific duties and potential fire safety risks?

Evidence: Upload different training modules or materials designed for specific staff groups (e.g., nurses, doctors, maintenance staff).

➤ Fire Drills :

- ✓ How often does the hospital conduct fire drills to practice evacuation procedures and emergency response?

Evidence: Upload the fire drill schedule for the past year.

- ✓ Are fire drills realistic, simulating different fire scenarios (e.g., different locations within the hospital, different times of day, varying levels of severity, presence of smoke) and involving different evacuation routes and procedures to ensure preparedness for various situations?

Evidence: Upload drill scenarios and documentation showing the variety of scenarios practiced.

3. Innovative Measures & Technologies

This section encourages hospitals to showcase any innovative approaches or technologies they have implemented to enhance fire and life safety beyond the basic requirements. This could include advanced fire detection and suppression systems, real-time monitoring, or unique solutions tailored to the hospital's specific needs.

- Describe any innovative fire safety technology implemented by the hospital that goes beyond basic requirements, such as smart fire detection systems with automatic alarm triggering, real-time monitoring of fire safety equipment with automated alerts, advanced fire modeling software for more accurate risk assessment, wireless fire alarm systems for easier installation and maintenance, or integrated fire suppression systems that combine different suppression agents for greater effectiveness.

Evidence: Upload brochures, technical specifications, or photos of the technology in use.

- Explain how these technologies enhance fire and life safety preparedness, providing specific examples of their benefits, such as improved detection speed and accuracy, reduced response times, better risk assessment and mitigation, enhanced communication during emergencies, or improved staff and patient safety.

Evidence: Upload data or reports demonstrating the effectiveness of the technologies (e.g., reduced false alarms, faster evacuation times, improved compliance with safety procedures).

4. Budget Allocation & Projects

This section assesses the hospital's financial commitment to fire and life safety by examining budget allocation and completed projects. Adequate financial resources are essential for maintaining and improving fire safety infrastructure and programs.

- What percentage of the hospital's annual budget was allocated to fire and life safety in the last three years, including expenses for maintenance of fire safety systems, upgrades to fire protection equipment, and implementation of new fire safety initiatives?
Evidence: Upload budget documents or financial reports showing fire safety expenditure over the past three years.
- Briefly describe two fire safety projects implemented in the last financial year, including their objectives (e.g., upgrade the fire alarm system to a more advanced addressable system, install new fire doors with self-closing mechanisms, conduct a comprehensive fire safety audit to identify and mitigate risks), implementation process (e.g., how the project was planned, resources allocated, and staff involved), and outcomes (e.g., improved safety features, enhanced staff awareness, reduced fire hazards, improved compliance with regulations).
Evidence: Upload project proposals, completion reports, or photos documenting the projects and their impact on fire safety.

5. Emergency Communication Methods

This section evaluates the hospital's communication systems and procedures for effectively disseminating information during fire emergencies. Clear and reliable communication is crucial for a coordinated and safe evacuation.

- Describe the primary method for communicating fire emergencies within the hospital, including the type of system used (e.g., public address system, intercom), its coverage (e.g., hospital-wide or zone-specific), and its reliability (e.g., backup power supply).
Evidence: Upload communication protocols or system diagrams for the primary communication system.
- Describe the secondary method for communicating fire emergencies within the hospital, which serves as a backup in case the primary system fails. This could include a different type of system (e.g., mobile phones, two-way radios) or a manual method (e.g., runners, designated messengers).
Evidence: Upload communication protocols or system diagrams for the secondary communication system.
- Does the hospital have a mass notification system for emergencies, capable of sending alerts simultaneously through various channels (e.g., SMS, email, public address system, mobile app) to all relevant recipients, including staff, patients, and visitors?
Evidence: If yes, upload system specifications or documentation, including the types of alerts it can send and the communication channels it utilizes.
- Are communication procedures regularly tested and updated to ensure their effectiveness during real emergencies, and are staff trained on these procedures?
Evidence: Upload testing logs, updated procedures, or training materials related to emergency communication.

6. Fire Incidents Overview

This section aims to understand the hospital's experience with fire incidents and its ability to learn from them to prevent recurrence. Analyzing past incidents helps identify trends, weaknesses in fire safety measures, and areas for improvement.

- Have there been any fire incidents in the past three years, including small fires that were quickly extinguished, near misses where a fire almost occurred, or full-scale emergencies requiring evacuation and external assistance?

- If yes, how many fire incidents were recorded in the past three years, providing an indication of the frequency and potential trends?
- Were there any injuries or fatalities as a result of fire incidents in the past three years?
- Provide a brief description of the most serious fire incident that occurred in the past three years, including the date and time of the incident, the location within the hospital, the cause of the fire, the extent of damage caused, any injuries or fatalities, and any lessons learned or corrective actions taken to prevent similar incidents from happening again.
Evidence: Upload incident reports or investigation findings for the most serious incident.

7. Preventive Measures Overview

This section assesses the proactive measures taken by the hospital to prevent fires and maintain a safe environment for patients, staff, and visitors. A strong focus on prevention is crucial for minimizing the risk of fire incidents.

- Does the hospital have a documented schedule for regular inspection and maintenance of fire safety equipment, including testing of fire alarms and sprinkler systems, cleaning of fire extinguishers, and replacement of any faulty or expired equipment, all in accordance with manufacturer recommendations and national standards?
Evidence: Upload inspection and maintenance schedules for various fire safety equipment (e.g., extinguishers, sprinklers, alarms).
- Are fire safety inspections documented thoroughly, including the date and time of inspection, the name of the inspector, detailed findings of the inspection, and any recommendations for corrective actions, and are these reports reviewed by responsible personnel to ensure follow-up?
Evidence: Upload a sample of a completed fire safety inspection report.
- Is there a system for the safe storage and handling of flammable materials within the hospital, including proper labeling of flammable liquids, use of approved storage cabinets, adequate ventilation in storage areas, and segregation of incompatible materials to prevent accidental reactions?
Evidence: Upload relevant policies, procedures, or safety data sheets (SDS) for flammable materials.
- Does the hospital have a comprehensive electrical safety program to prevent electrical fires, including regular inspections of electrical wiring and equipment, overload protection devices, proper grounding of electrical systems, and staff training on electrical safety practices?
Evidence: Upload electrical safety program documentation, inspection reports, and training materials.
- Are escape routes clearly marked with illuminated signage to guide occupants towards safety during an evacuation, and are these routes kept free from obstructions at all times to ensure safe and efficient egress?
Evidence: Upload photos or floor plans showing clear escape routes and signage.
- Are fire doors regularly inspected and maintained to ensure proper function, including checking for proper operation of self-closing mechanisms, verifying fire resistance ratings, and ensuring clear signage indicating their importance in preventing fire spread?
Evidence: Upload fire door inspection and maintenance records.

8. Performance Indicators

This section evaluates the hospital's use of performance indicators (KPIs) to monitor and improve fire safety. KPIs provide measurable data that can be used to track progress, identify areas for improvement, and demonstrate the effectiveness of fire safety programs.

- Does the hospital track key performance indicators (KPIs) related to fire safety, such as the number of fire drills conducted, evacuation times achieved during drills, results of fire safety inspections, and staff training compliance rates?
- Provide two specific examples of KPIs used by the hospital to monitor fire safety performance, and explain how these KPIs are monitored, measured, and reported to management for review and action.
Evidence : Upload KPI reports or dashboards used by the hospital.
- Does the hospital track fire drill performance, including key metrics such as evacuation times, identification of bottlenecks or areas of congestion during evacuation, and staff familiarity with emergency procedures?
Evidence: Upload KPI reports or post-drill debriefing documents that analyze drill performance.

9. Inspection & Audits, Best Practices Implementation and Awards Won

This section assesses the hospital's engagement in inspections, audits, and best practices, as well as any recognition received for fire safety excellence. Regular inspections and audits, both internal and external, help to ensure ongoing compliance with fire safety standards and identify areas for improvement.

➤ Internal Inspections :

- ✓ How often does the hospital conduct internal fire safety inspections to proactively identify and address potential hazards?
Evidence: Upload inspection schedules and reports
- ✓ Are internal inspections conducted by qualified personnel with appropriate training and expertise in fire safety, such as certified fire safety managers or trained internal auditors?
Evidence: Upload qualifications or training records of the personnel conducting inspections.

➤ External Audits :

- ✓ Does the hospital engage external Type A inspection bodies for independent audits of its fire safety management system to provide an objective assessment and ensure compliance with national standards?
Evidence: If yes, upload audit reports and certificates from the external inspection body.
- ✓ If yes, provide details of the inspection body, including their name, accreditation, and qualifications, demonstrating their expertise and credibility in fire safety audits.
- ✓ If yes, provide details of the audit frequency, specifying how often these external audits are conducted (e.g., annually, biannually).

➤ Best Practices Implementation :

- ✓ Describe a best practice implemented by the hospital that goes beyond minimum fire safety requirements, such as the adoption of advanced fire suppression systems, the development of innovative training programs for staff, engagement in community outreach initiatives to promote fire safety awareness, or the use of technology for enhanced fire safety management and monitoring.
Evidence: Upload documentation of best practices (e.g., case studies, presentations).
- ✓ Has the hospital received any awards or recognition for fire safety excellence from government agencies, industry associations, or other organizations, demonstrating its commitment to maintaining high standards of fire safety?
Evidence: Upload award certificates or letters of recognition.

➤ **Awards Won :**

- ✓ Provide details of any award or recognition received for fire safety excellence, including the awarding organization and the specific criteria for selection, highlighting the hospital's achievements in fire safety.
Evidence: Upload award certificates or letters of recognition.

10. Passive Fire Protection

This section assesses the hospital's implementation of passive fire protection measures, which are essential for preventing the spread of fire and smoke. Passive fire protection includes fire-resistant walls, floors, doors, firestopping, and other built-in features that help to contain fires and protect escape routes.

➤ **Fire Compartmentation :**

- ✓ Describe the fire compartmentation strategy used in the hospital, including the number and size of fire compartments designed to contain the spread of fire and smoke, limiting the damage and providing time for evacuation.

Evidence: Upload floor plans with fire compartmentation clearly marked, showing the boundaries of each compartment

- ✓ Are fire-rated walls and floors used to prevent fire spread between compartments, and do they meet the required fire-resistance rating as specified in building codes and standards?

Evidence: Upload fire resistance test reports for walls and floors, demonstrating compliance with building codes and standards.

- ✓ Are fire-resistant doors and windows installed to protect openings in fire-rated walls and prevent the spread of fire and smoke between compartments, maintaining the integrity of fire barriers?

Evidence: Upload fire resistance test reports for doors and windows, specifying their fire-resistance rating.

➤ **Structural Fire Protection :**

- ✓ What is the fire resistance rating of the building structure, indicating the duration it can withstand fire exposure before losing its structural integrity (e.g., 2 hours)?

Evidence: Upload structural drawings or fire engineering reports specifying the fire resistance rating of structural elements.

- ✓ Are structural steel members adequately fireproofed to prevent them from losing their structural integrity during a fire, ensuring the stability of the building?

Evidence: Upload fireproofing certificates or inspection reports for structural steel members.

- ✓ Are fire-resistant building materials used in the construction of the hospital to minimize the risk of fire spread and structural collapse, contributing to the overall fire safety of the building?

Evidence: Upload material specifications or test reports for building materials used in the hospital's construction.

➤ **Firestopping and Penetration seals :**

- ✓ Describe the types of firestopping materials used in the hospital to seal openings and penetrations in fire-rated walls and floors, preventing the passage of fire and smoke through gaps and service penetrations.

Evidence: Upload photos or material safety data sheets (MSDS) for firestopping materials used in the hospital.

- ✓ Are firestopping and penetration seals regularly inspected and maintained to ensure their integrity and effectiveness in preventing fire spread, as they can deteriorate over time or become damaged?

Evidence: Upload inspection and maintenance records for firestopping and penetration seals.

➤ ***Passive Fire Protection Maintenance :***

- ✓ Describe the procedures for inspecting and maintaining passive fire protection systems in the hospital, including the frequency of inspections, the qualifications of inspectors (e.g., are they certified fire safety professionals?), and the methods used to ensure proper maintenance and repair of passive fire protection elements.

Evidence: Upload maintenance schedule, inspection checklists, and documentation of any corrective actions taken