

REQUIREMENTS FOR HOSPITAL FIRE EVACUATION PLAN

1. PURPOSE

The purpose of this requirement is to engage a qualified Contractor to develop, implement, and validate a hospital fire evacuation and emergency preparedness system in alignment with hospital accreditation standards and local Civil Defense regulations. The scope prioritizes patient safety, continuity of care, staff preparedness, and controlled evacuation in a healthcare environment.

2. ACCREDITATION & REGULATORY ALIGNMENT

The Contractor's services shall comply with, and be mapped to, the following standards or requirements (as applicable):

- JCI (Joint Commission International)
 - FMS.3 – Fire safety management
 - FMS.5 – Emergency preparedness and response
 - FMS.6 – Staff knowledge of emergency procedures
- NABH
 - FMS – Fire and Non-Fire Emergencies
- Local Civil Defense / Fire Authority
- Ministry of Health / Health Authority regulations

All deliverables shall be suitable for accreditation audits and regulatory inspections.

3. SCOPE OF SERVICES

The Contractor shall provide hospital-specific fire evacuation preparedness services, including:

1. Development of a Hospital Fire Evacuation Plan
2. Orientation of the Fire Evacuation Plan to AEH staff
3. Execution of a hospital fire evacuation drill as per the plan
4. Design, printing, and installation of hospital evacuation layouts

4. HOSPITAL FIRE EVACUATION PLAN DEVELOPMENT

4.1 General Requirements

The Contractor shall:

- Conduct detailed risk and occupancy assessments of all hospital areas, including:
 - Inpatient wards
 - ICUs, NICUs, HDUs
 - Operating theatres
 - Emergency departments
 - Diagnostic, pharmacy, and support areas
- Identify critical clinical services requiring defend-in-place strategies.
- Develop a hospital-specific Fire Evacuation Plan consistent with accreditation requirements.

4.2 Fire Evacuation Plan Content (Accreditation-Compliant)

a) Facility Risk & Occupancy Profile

- Bed capacity and patient dependency classification
- Identification of high-risk clinical and support areas
- Fire load and hazard analysis

b) Hospital Fire Emergency Organization

- Formation of a Hospital Fire Squad, including:
 - Incident Controller
 - Firefighting & First Response Team
 - Patient Evacuation & Movement Team
 - Critical Utilities & Support Team
- Training Recommendations (Advisory)

The Contractor shall provide documented recommendations for:

- Firefighting equipment familiarization
- Patient evacuation techniques
- Use of evacuation aids
- Interfacing with Civil Defense
- Clear definition of authority, reporting, and communication lines (*Aligned with JCI FMS leadership & staff responsibility requirements*)

c) Emergency Response & Communication

- Fire detection, alarm activation, and escalation procedures
- Internal communication during emergencies
- External coordination with fire station and other relevant emergency services

d) Evacuation & Patient Safety Procedures

- Progressive horizontal evacuation
- Vertical evacuation (only when unavoidable)

- Refuge area utilization
- Evacuation protocols for:
 - Non-ambulatory patients
 - Life-support and critical care patients
 - Neonatal, pediatric, and special-needs patients
- Visitor and outpatient management

(Aligned with JCI patient safety and continuity of care standards)

e) Accountability & Continuity of Care

- Patient tracking and accountability
- Staff assembly and reporting procedures
- Continuation of essential medical services during emergencies

f) Fire Protection & Building Safety Systems

- Fire alarm, suppression, smoke control, and emergency power systems
- Medical gas isolation and safety considerations

g) Special & High-Risk Scenarios

- Fire during surgery or invasive procedures
- Fire during power failure
- Night shift and reduced staffing response
- Partial evacuation and defend-in-place scenarios

5. ORIENTATION OF FIRE EVACUATION PLAN FOR AEH STAFF

(Accreditation Requirement: Staff Awareness & Competency)

5.1 Objective

To ensure hospital staff demonstrate awareness and understanding of the Fire Evacuation Plan as required by accreditation standards.

5.2 Orientation Scope

The Contractor shall conduct Fire Plan Orientation Sessions covering:

- Fire alarm signals and response expectations
- Evacuation routes, refuge areas, and department-specific actions
- Patient movement priorities
- Role of the Hospital Fire Squad

- Staff responsibilities during emergencies

5.3 Documentation

- Orientation materials
- Attendance records
- Orientation summary reports
(*Audit-ready evidence for accreditation surveys*)

6. HOSPITAL FIRE EVACUATION DRILLS

(Accreditation Requirement: Emergency Preparedness Testing)

6.1 Drill Planning

- Develop hospital-specific fire drill scenarios
- Coordinate with clinical leadership to protect patient safety
- Conduct risk assessments prior to drills

6.2 Drill Execution

- Scenario-based drills (e.g., ward fire, ICU fire, OPD fire)
- Observation of staff response, communication, and coordination
- Participation of Hospital Fire Squad

6.3 Post-Drill Evaluation

- Performance analysis
- Identification of non-conformities
- Corrective and preventive action recommendations

6.4 Drill Documentation

- Fire drill reports compliant with accreditation audit requirements

7. FIRE EVACUATION LAYOUT DESIGN, PRINTING & INSTALLATION

7.1 Design Requirements

Evacuation layouts shall:

- Be floor-specific and hospital-specific

- Include “You Are Here” indicators
- Show evacuation routes, refuge areas, and firefighting equipment
- Support staff and visitor understanding during emergencies

7.2 Accreditation & Code Compliance

- Civil Defense requirements
- NFPA Life Safety Code (Healthcare)
- ISO safety signage standards
- Healthcare infection control requirements

7.3 Printing & Installation

- Durable, cleanable, and fade-resistant materials
- Installed in wards, corridors, nurse stations, OPD areas, and public spaces

8. DELIVERABLES (ACCREDITATION-READY)

1. Hospital Fire Evacuation Plan
2. Fire Plan Orientation materials and attendance records
3. Fire drill plans and evaluation reports
4. Evacuation layout designs (soft copy)
5. Printed and installed evacuation layouts
6. Final accreditation compliance report

9. CONTRACTOR QUALIFICATIONS

- Licensed fire safety / healthcare safety consultant
- Proven hospital fire safety experience

10. PATIENT SAFETY & OPERATIONAL CONTINUITY

- No compromise to patient care
- Compliance with infection control and clinical safety protocols
- All activities coordinated with hospital leadership

11. CONFIDENTIALITY

All hospital safety plans, layouts, and patient movement strategies shall remain confidential.