

**GOVERNMENT OF ASSAM**

ASSAM STATE DISASTER MANAGEMENT AUTHORITY  
Ancillary Block, Janata Bhawan, Dispur, Guwahati-781006  
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**ORDER**

No. ASDMA/40/2021/20

Dated 7<sup>th</sup> June, 2021

Considering surge in COVID 19 cases and related demand of hospital resources, safety of hospital facilities needs to be assessed. In the context of fire and oxygen leakage in some COVID Hospitals in different states, it is critical that COVID Hospitals do not overlook the safety aspects with respect to natural as well as anthropogenic hazards. A Rapid Safety Audit (RSA) appears necessary in all the COVID Hospitals (Government and Private) in the State to ascertain gaps, if any, so that the respective institutions can further take necessary steps to better hospital safety and meet safety standards.

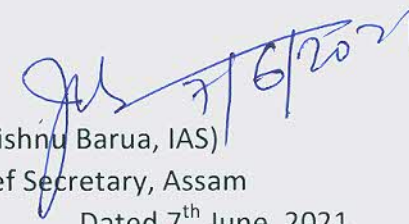
Therefore, in exercise of the powers conferred under section 20 read with sections 24 and 65 of the Disaster Management Act, 2005, the undersigned, in the capacity as the Chairman, State Executive Committee of the State Disaster Management Authority, Assam, hereby issue the following order with immediate effect:

1. A Rapid Safety Audit (RSA) of COVID Hospitals (Private and Government, including Co-operative and ESI COVID Hospitals) across Assam shall be conducted to identify gaps, if any, in hospital safety. The respective institutions, shall thereafter, take necessary steps to bridge the gaps for better hospital safety and meet other safety standards.
2. The RSA shall be conducted based on the formats developed for this purpose [User's Manual, Rapid Safety Audit Formats (part I and part II)] appended to this order.
3. Audit Teams shall be constituted by the respective District Disaster Management Authorities (DDMAs) in the following manner so as to complete the RSA of all COVID Hospitals in the district in a week's time:
  - I. Representative from District Disaster Management Authority (Team Leader)
  - II. Representative from PWD (Building)
  - III. Representative from Fire and Emergency Services
  - IV. Representative from Health Department
  - V. A competent official of the Power Department in the District
  - VI. Representative of the concerned hospital (preferably Maintenance Officer)
4. The checklist has broadly two sections:
  - a) Basic information related to the hospital (truthful and 'as is') which can be filled by the staff of the hospital prior to the audit
  - b) Safety Information which have to be filled by the audit team themselves after physical verification
5. Audit Teams shall submit duly filled check lists to the Chairperson, DDMA within 7 days of audit, highlighting the immediate steps and suggested medium/long term steps to be undertaken to



prevent a hazardous situation within the COVID hospital, with a copy to the respective DMO (Health).

6. Based on the findings of the RSA and associated inputs, the Department of Health and Family Welfare in the case of Government COVID Hospitals of the State, ESI in the case of ESI Hospitals and the respective managements in the case of Co-operative and Private Hospitals shall take steps (immediate, medium term and long term) to bridge the gaps so that hospital safety is improved to meet safety standards within a reasonable time limit.
7. RSA exercise is exempted from lockdown restrictions. COVID19 Protocol should be strictly followed during the audit exercise. Patient care shall not be hindered during the audit process.
8. ASDMA may arrange online discussion session on RSA with Audit Team in coordination with DDMAAs
9. The above RSA pertains to COVID Hospital settings. In the case of adhoc COVID Second Line Treatment Centers (CSLTCs) and some COVID First Line Treatment Centers (CFLTCs), especially where Oxygen beds are being arranged, the DDMAAs shall locally assess the adhoc arrangements and ensure patient safety in such centers. Taking basic fire & electrical safety precautions and ensuring adequate ventilation and air exchanges are of primary importance, inter alia.

  
(Jishnu Barua, IAS)  
Chief Secretary, Assam  
Dated 7<sup>th</sup> June, 2021

Memo No. ASDMA/40/2021/20-A

Copy forwarded to:

1. All Additional Chief Secretaries to the Govt. of Assam, Dispur, Guwahati-6
2. The Director General of Police, Assam
3. All Principal Secretaries/Commissioner & Secretaries to the Govt. of Assam, Dispur, Guwahati-6
4. Commissioner of Police, Guwahati-6
5. The Principal Secretaries of BTC, NCHAC, KAAC.
6. All Deputy Commissioners
7. The Director, Directorate of Information and Public Relations, Assam
8. All Superintendent of Police
9. S.O to the Chief Secretary, Assam, Guwahati-6
10. PPS to Hon'ble Chief Minister, Assam
11. All P.S to Hon'ble Minister, Assam, Dispur, Guwahati-6
12. All P.S to Advisor to Hon'ble Chief Minister, Assam

  
(Gyanendra Tripathi, IAS)  
Chief Executive Officer, ASDMA

**User's Manual**  
of  
Checklist for  
**Rapid Safety Audit (RSA) of Covid-19 Specific Facilities In Hospitals**

**A. Aim:**

The checklist aims to assess the safety of COVID-19-specific facilities in COVID-19 hospitals across the State.

**B. Objectives:**

1. To take stock of the present safety status in the COVID-19 specific facilities of COVID-19 hospitals.
2. To identify gaps in the existing infrastructure and thereby facilitate decision making for augmenting the safety in hospitals.

**C. Scope and limitations:**

1. Checklist is intended to assess buildings and utilities involved in COVID-19 care only and not the entire hospital complex.
2. Checklist lays its focus on assessing the safety from the perspective of following hazards only:
  - I. Fire
  - II. Oxygen leakage and associated eventualities
  - III. Electrical malfunctioning and associated eventualities
  - IV. Floods
  - V. Earthquakes
  - VI. Landslides

**D. Description of checklist:**

The checklist consists of two parts:

Part I: General information of hospital

Part II: Safety Status of hospital

Part I consists of 40 questions about the location, contact details, emergency response team, staff details, COVID-19 specific facilities and their capacities etc. whereas Part II consists of 68 questions under the following sections:

- a. Fire safety
- b. Multi-hazard preparedness
- c. Utilities- Electricity, Water supply, Oxygen supply,
- d. Communication facilities



E. **Instructions to use the checklist:**

1. The purpose of this safety audit needs to be clearly communicated to the hospitals as well as to the audit team. The audit is being carried out in the context of multiple incidents of fire and oxygen leakage and subsequent loss of lives reported from COVID hospitals in across India. The checklist intends not to criticize or find faults but to recognize areas of improvement so as to strengthen the state's efforts in improving hospital safety and containment of COVID-19 by preparing for any eventuality.
2. Part I of the checklist may be filled by a representative of the hospital prior to the physical audit. This form may be administered via google forms prior to the Part II audit because the data from Part I are beneficial for the easy conduct of Part II audit.
3. Part II of the checklist is to be filled by a team of external auditors, comprising of the following officials:
  - I. Representative from District Disaster Management Authority (Team Leader)
  - II. Representative from PWD (Building)
  - III. Representative from Fire and Emergency Services
  - IV. Representative from Health Department
  - V. A competent official of the Power Department in the District
  - VI. Representative of the concerned hospital (preferably Maintenance Officer)

The form is to be filled after a rapid yet careful inspection at the hospital. As deemed necessary, data may be collected through

  - Interviews with medical, para-medical and non-medical staff,
  - Checking of hospital records, and
  - On-site inspection of various facilities
4. All the questions in the checklist are objective. Wherever applicable, tick mark ( ✓ ) is to be used for answers. Space has also been provided for adding remarks, if any.
5. It is mandatory for the auditing team to take COVID appropriate precautions during the inspection and follow COVID-19 protocols of the hospital without fail. The hospital management is expected to facilitate the smooth conduct of the audit. The audit exercise shall not hinder patient care at any time.



**RAPID SAFETY AUDIT OF COVID-19 SPECIFIC FACILITIES IN HOSPITALS**

<b>PART I</b> <b>GENERAL INFORMATION OF THE</b> <b>HOSPITAL CHECKLIST</b> (to be filled by the concerned hospital staff)					
<b>Name of the respondent:</b>			<b>Contact No.:</b>		
<b>Designation of the respondent:</b>					
1	Name of the hospital				
2	Address with PINCODE				
3	District				
4	Name of the Revenue Circle		Municipal Corporation	Municipality	Gram Panchayat
5	Phone number (Landline):		Phone number (Mobile):		
6	E-mail id		Website		
7	Month and year of establishment of the hospital				
8	Ownership of the hospital		Government	Cooperative/	Private
9	Type of healthcare		Primary	Secondary	Tertiary
10	Total no. of beds				
11	a. Name and designation of the Head of the hospital (CEO/ Director/ Superintendent etc.)				
	b. E-mail id		c. Office number		d. Mobile number
12	a. Name and designation of the Head of the Institutional Emergency Response Team (ERT)				
	b. E-mail id		c. Office number		d. Mobile number
13	Details of the Core Committee Members of the Institutional Emergency Response Team (ERT)				
	Name		Role		Mobile Number
14	Has the hospital building faced any disasters in the past? (e.g.: flood, landslide, fire, etc.)		Yes	No	If yes, type of disaster:
					Month and year of occurrence:



