

**Documents**

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**HOSPITAL FIRE ACTION PLAN COMPONENTS AND CHECKLIST IN SELANGOR, MALAYSIA**  
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**Abstract**

Hospital fire safety is a major concern when designing them, therefore they are considered a critical facility. Hospitals contain various people with different conditions, which requires a special focus on fire safety. Many fire accidents have happened in Malaysian hospitals, which led to the investigation of why it happens and how to act when it occurs. The research aims to study the hospital's fire action plan and determine the major elements of this topic while providing a fire action plan checklist. The methodology used for this research is qualitative research using semi-structured interviews with four participants. The qualitative analysis, thematic analysis was used to present the themes of the fire action plan using NVIVO software. The findings of this study provided 6 themes for the fire action plan such as communication, firefighting systems and design, immediate actions and activation, monitoring and control planning, and roles training and awareness and 5 themes for the fire action plan checklist such as complying with hospital design and regulation standards, continuity of operation, defined roles and responsibilities, fire training, inspection and maintenance of the hospital. A clear plan must be taught to all staff so that the casualties are minimum. © 2024 by MIP.

**Author Keywords**

Checklist; Fire Action Plan; Fire Safety; Hospital; NVIVO Software; Thematic Analysis

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