

Emergency, Fire & Safety Preparedness Checklist

Cloud Kitchens & Delivery Brands

CRITICAL ELECTRICAL & GAS SAFETY

All electrical panels and wiring are properly insulated and labeled.

Properly Insulated

Minor Issues

Hazardous Condition

Circuit breakers (MCBs/RCCBs) tested monthly for functionality.

Tested & Working

Tested Sometimes

Not Tested

No overloading of sockets or use of multiple extension boards.

No Overloading

Occasional Overload

Frequent Overload

LPG or PNG pipelines inspected daily for leaks or corrosion.

No Leaks

Minor Leak Observed

Leak Detected

LPG/PNG cylinders stored upright in ventilated area with chain support.

Stored Safely

Partially Safe

Unsafe Storage

Gas leak detectors and alarms functional and tested monthly.

Functional & Tested

Tested Sometimes

Not Working

Gas supply shut-off valves easily accessible and labeled.

Accessible & Labeled

Partially Accessible

Not Accessible

Earth resistance values checked annually (<1 ohm).

Within Limit

Slightly High

Not Compliant

All electrical appliances switched off after use or during non-operational hours.

Always Switched Off

Sometimes Left On

Frequently Left On

No water spillage or wet surfaces near electrical sockets.

Dry & Safe

Occasionally Wet

Wet & Unsafe

DOCUMENTATION & RECORDKEEPING

All fire, safety, and medical certificates stored systematically.

Well Organized

Partially Organized

Not Organized

Emergency preparedness file includes plans, contacts & drill reports.

Complete File

Partially Complete

Not Available

FIRE & EVACUATION DRILLS

Fire evacuation plan displayed at entry and key work zones.

Displayed Clearly

Displayed But Faded

Not Displayed

Mock fire and evacuation drills conducted quarterly.

Conducted Regularly

Conducted Sometimes

Not Conducted

Emergency assembly point marked and kept clear.

Clearly Marked

Partially Marked

Not Marked

Emergency contact numbers displayed prominently.

Displayed Properly

Incomplete Display

Not Displayed

Fire wardens and first responders identified and trained.

Trained & Active

Partially Trained

Not Trained

FIRST AID & MEDICAL PREPAREDNESS

Trained first aiders available every shift.

Available Every Shift

Available Sometimes

Not Available

All first aid materials within expiry & replenished regularly.

All Valid

Some Expired

Mostly Expired

Staff trained on basic first aid and CPR techniques.

Fully Trained

Partially Trained

Not Trained

Emergency medical tie-up with nearby hospital/clinic.

Tie-Up Available

Partially Available

No Tie-Up

Injury/accident logbook maintained for all incidents.

Well Maintained

Some Entries Missing

Not Maintained

INCIDENT REPORTING & INVESTIGATION

All accidents and near-miss incidents reported immediately.

Reported Immediately

Reported Late

Not Reported

Post-incident review & root cause analysis conducted.

Reviewed Properly

Partially Reviewed

Not Reviewed

Incident CAPA tracked for closure.

CAPA Closed

CAPA Pending

No CAPA

Monthly EHS performance report submitted to management.

Submitted Monthly

Submitted Sometimes

Not Submitted

MAINTENANCE SAFETY EQUIPMENT & INFRASTRUCTURE

Fire extinguishers and hydrants tagged with inspection dates.

Tags Updated

Some Tags Missing

No Tags

Fire hose reels, alarms, and emergency lights checked monthly.

Fully Functional

Minor Issues

Not Working

Emergency exit signs luminous and visible during power failure.

Visible & Working

Dim or Flickering

Not Visible

First aid boxes available at accessible points.

Fully Stocked

Partially Stocked

Empty/Expired

Stretcher and basic rescue equipment available for emergencies.

Available & Accessible

Partially Available

Not Available

SAFETY TRAINING & AWARENESS

Fire safety & emergency handling training conducted for all employees.

Training Completed

Partially Completed

Not Conducted

Gas safety awareness & emergency cut-off explained to kitchen staff.

Communicated Clearly

Partially Communicated

Not Communicated

Emergency simulation drills annually (fire, spill, power failure).

Completed

Partially Completed

Not Done

Visitors and contractors briefed on emergency safety procedures.

Briefed Always

Briefed Sometimes

Not Briefed

SUPER CRITICAL FIRE SAFETY & CONTROL SYSTEMS

Fire extinguishers of appropriate type (CO₂, DCP, Foam) are available at key points.

Available & Proper

Partially Available

Not Available

Fire extinguishers are serviced and refilled as per schedule.

Serviced On Time

Serviced Late

Not Serviced

Fire alarm and smoke detection systems are functional.

Functional

Occasional Faults

Not Functional

Automatic fire suppression systems installed near fryers and cooking ranges.

Fully Functional

Partially Functional

Not Functional

Fire exits are accessible, clearly marked, and illuminated.

Clear & Accessible

Partially Blocked

Blocked

