

Fire safety register - Content	yes	no
Fire service plan included therein		
<i>Layout of the hotel (location of stairwells, lifts, car park, kitchen, etc.) on each floor</i>		
<i>Locations of fire extinguishers and (where applicable) wall-mounted hydrants</i>		
<i>Gas shut-off valves</i>		
<i>Location of the fire alarm control panel</i>		
<i>Location of the assembly point</i>		
<i>Location of the electrical plant rooms</i>		
<i>Location of fire brigade access areas (if any)</i>		
Copy of the evacuation route plans for each floor		
List of all fire safety equipment and installations present in the hotel, e.g. fire alarm system, fire extinguishers, wall hydrants, smoke and heat extraction systems, fire doors, fire dampers		
List of routine maintenance, inspections and functional tests carried out on fire safety equipment and installations (maintenance logs or maintenance contracts) over the last 2 years		
Description of the measures taken to rectify any identified defects		
Written emergency plan		
<i>What to do in the event of a fire,</i>		
<i>List of persons and organisations to be alerted (fire brigade, police)</i>		
<i>Description of staff responsibilities in the event of a fire, in particular reception and kitchen staff</i>		
Evidence of staff fire safety training from the last 2 years		
<i>Certificates, lists of participants</i>		
<i>Evidence of training for fire safety assistants (if applicable)</i>		
Evidence of evacuation drills carried out		
List of false alarms		
Description of measures taken to prevent false alarms		
List of fire incidents and their assessment		
Report of the most recent fire prevention inspection by the local fire brigade /		