RAHBAR MEDICAL & DENTAL COLLEGE

SOP - FIRE SAFETY AND EVACUATION PLAN

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Rahbar Medical & Dental College

SOP - FIRE SAFETY AND EVACUATION PLAN

1. **General**. The possibility of outbreak of fire in Rahbar Medical & Dental College (RMDC) cannot be ruled out; however, with well executed planning, training and awareness, the hazards of fire can be minimized. In the event of fires, suppression equipment needs to be readily accessible to combat these fires. Staff members need to have working knowledge of how to use the equipment and to avoid panic. The last resort, failing the ability to completely suppress the fire, is to evacuate the facility. Moving all staff members and students out of danger safely as soon as possible.

2. **Aim.** To avoid occurrence of fire and in case of fire outbreak to ensure the students / staff safety and minimize damage through a well-coordinated plan.

3. **Key Principles**. It is important to recognize that staff attention to detail and processes will not be optimal in an evacuation scenario. To that end, understanding following key principles will help staff members make good decisions during a chaotic event:-

   a. Full evacuation of a College should generally be considered as a last resort when mitigation or other emergency response efforts are not expected to maintain a safe care environment.

   b. Safety is always the primary concern.

   c. Simplicity is key; the staff will need a simple plan to follow in an emergency.

   d. Flexibility is vital because the procedures must be adaptable to a variety of situations.

   e. Self-sufficiency at the all level is important and staff at every level must know immediately what to do in their area.

   f. It may be necessary to evacuate students/staff to the designated assembly area located away from the main building.

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g. Inform the firefighting team to contain the fire.

i. The staff/students will stay in the assembly area until the situation become normal.

4. **Execution**

a. **Outline Plan**

(1) Firefighting parties will be detailed on monthly basis and duties of different parties to be reflected in the College part one order in first week of every month.

(2) The members of each party to be made conversant with their responsibilities, and the specific task they have to perform in case of outbreak of fire. The awareness to be inculcated through an organized program of lectures.

(3) Fire Safety Officer will maintain the inventory of firefighting equipment and ensure its functional status through a schedule program of periodic checks.

(4) Staff/students will be evacuated to a safe designated place if necessary.

(5) The Fire Safety and Evacuation Plan will be reviewed every year to cater for the additional requirement.

b. **Fire Fighting Equipment**

(1) **Inventory**. Inventory list of firefighting equipment is at **Anx A.**

(2) **Distribution**. Distribution of fire extinguisher is at **Anx B.**

c. **Firefighting Points**. Firefighting points have been located at under mentioned location for optimal coverage of entire College premises in general and high risk areas in particular:-

Place

(1) Main gate

(2) Main generators area

(3) Cook house boys hostel

(4) Cook house girls hostels

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d. **High Risk / Fire Prone Areas**. Following areas are identified as high-risk areas at RMDC:-

(1) Main generators area

(2) Cook house boys hostel

(3) Cook house girls hostel

(4) IT Room

e. **Assembly Area**. ***'Polo Ground'*** in front of RMDC.

f. **Firefighting Teams and their Responsibilities**

(1) **Cordon Party**

(a) **Composition**

i. Inspr - 1

ii. NCO - 1

iii. Sldr / Staff - 8

(b) **Responsibilities**

i. To isolate and protect the affected area by establishing cordon.

ii. To prevent from the entry of unauthorized persons in the affected area.

iii. Guard / QRF from Garrison Security will immediately join the cordon party.

iv. Dress – Camouflage Combat Dress (CCD) or any working dress wearing at the time of incident.

(c) **Notification**. Part-I order will be published on Weekly basis.

(2) **Fire Fighting Party**

(a) **Composition**

i. JCO - 1

ii. Staff - 9

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(b) **Responsibilities**

i. To combat the fire by using available firefighting equipment.

ii. To collect the firefighting equipment / fire extinguisher available at firefighting points / nearby location and rushed towards the place of fire.

iii. Adm JCO will coordinate and distribute the members of teams in different tasks

iv. Water will not be used on petrol fire

v. CO2 cylinders will be used for extinguishing the fire occurred due to electric short circuiting.

vi. Proper firefighting dress i.e Boots ankle, leather gloves and helmet etc to be used during firefighting.

(c) **Notification**. Part-I order will be published on Weekly basis.

(3) **Salvage Party**

(a) **Composition**

i. JCO - 1

ii. Sldr / Staff - 9

(b) **Responsibilities**

i. Immediately rush towards the place of fire and save persons and property from fire hazards.

ii. To rescue persons and material from the ravages of the fire.

iii. To carry stretchers and medical haversack if danger to life is involved.

iv. Unnecessary danger to lives to be avoided.

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(4) **Rescue Party**

(a) **Composition**

i. JCO - 1

ii. Sldr / Staff - 9

(b) **Responsibilities**

i. Rescue party is responsible to provide first aid to the effected individuals.

ii. Rescue party is also responsible to provide first aid to the serious patients.

5. **Responsibilities**. Action to be taken at the outbreak of fire:-

a. **By the Person Discovering the Fire**. Will shout "AAG AAG" and keep on shouting "AAG AAG" until assistance arrives. He will also blow the whistle attached with fire extinguisher already placed in all departments and at the same time will attempt to put the fire out with the available equipment. Anyone else who listens to him will also shout "AAG AAG" so that the message is propagated without any delay.

b. **By the Persons Arriving Next at the Place**. He will inform safety officer immediately to sound the alarm and help to put the fire out.

c. **Action by the Safety Officer**.

(1) Will immediately inform the Gar Control Room

(2) Will call the Fire Brigade and Rescue 1122.

(3) Will take over the charge of firefighting at the place of fire and assist Adm JCO in management to extinguish the fire.

d. **Action by the Rest of the Staff RMDC**.

(1) All staff gather in designated assembly area

(2) Head count will be made

(3) If any wounded person is rescued, will be shifted immediately to first aid/treatment

(4) All will be allowed to go to their respective areas if the situation declared normal.

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e. **Emergency Evacuation Plan (EEP)**. Emergency evacuation plan (EEP) includes the action to be taken by all staff in the event of fire and the arrangements for calling the fire brigade and evacuation of the staff and students from the RMDC to assembly area.

f. **Purpose of EEP**. To facilitate and to organize the staff evacuation during emergency and fire.

(1) **Layout of the EEP**. It is mandatory for all staff/student of RMDC to be familiar with the layout plan of the building. RMDC has multiple exits which averts the possibility of stampede or blockage.

(2) Evacuation plan for each floor has been displayed on the respective floor and it is the departmental responsibility to ensure that the staff /students working in their respective department is conversant with it. The evacuation plan has been organized to ensure move of the staff/student to safe area through the shortest possible route. Layout of the evacuation plan is as following:-

(a) Ground Floor - **Anx - C**

(b) First Floor - **Anx – D**

(3) Emergency fire exit signs and exit route indicators have been displayed for the convenience of visitors unfamiliar with Rahbar Medical & Dental College (RMDC) evacuation plan.

(4) Assembly area has been clearly demarcated and proper signage installed at the site. To avert chaos the location of the assembly area should be known to all staff/students.

6. **Fire Drills**. Fire drills are a critical tool to maintain the readiness of staff to respond to a fire emergency and to minimize the likelihood of injury to staff/students. Fire safety officer is responsible for the conduct of these drills. These drills will be conducted bi-annually. Preferably the drills will be conducted unannounced to ascertain the level of preparedness. Following will be ensured to accrue maximum benefit from this activity:-

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a. Each drill will be evaluated to assess fire response competency and identify opportunities for improvement.

b. Staff/students will be questioned about their role and activities during a fire emergency.

c. The acronym "**RACE**" is used to educate staff on the appropriate response to a fire. Details are as following:-

(1) **Rescue** the affectless immediately

(2) **Activate** the nearest alarm by pulling fire alarm

(3) **Contain** close all doors and windows to contain smoke and fire

(4) **Extinguish**, the fire

d. The acronym "**PASS**" is used to educate staff/students how to use the fire extinguisher on fire. Details are as following:-

(1) P - Pull the pin

(2) A – Aim at the base of fire

(3) S – Squeeze the liver

(4) S – Sweep the nozzle side by side to extinguish the fire

7. **Conclusion**. With efficient and timely response of all members, damages can be curtailed to bear minimum. A collaborated team works with systematic operation can achieve desired objectives through peace time rehearsals and awareness.

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Anx - A

INVENTORY OF FIRE FIGHTING EQUIPMENT

1.	Fire Extinguisher	-	75
2.	Fire Bucket	-	17
3.	Fire Salvage	-	06
4.	Alarm Bell	-	01
5.	Fire Hook 12' Wooden	-	06
6.	Fire Stand	-	04
7.	Axe	-	02
8.	Spades	-	04
9.	Grub-axe	-	04

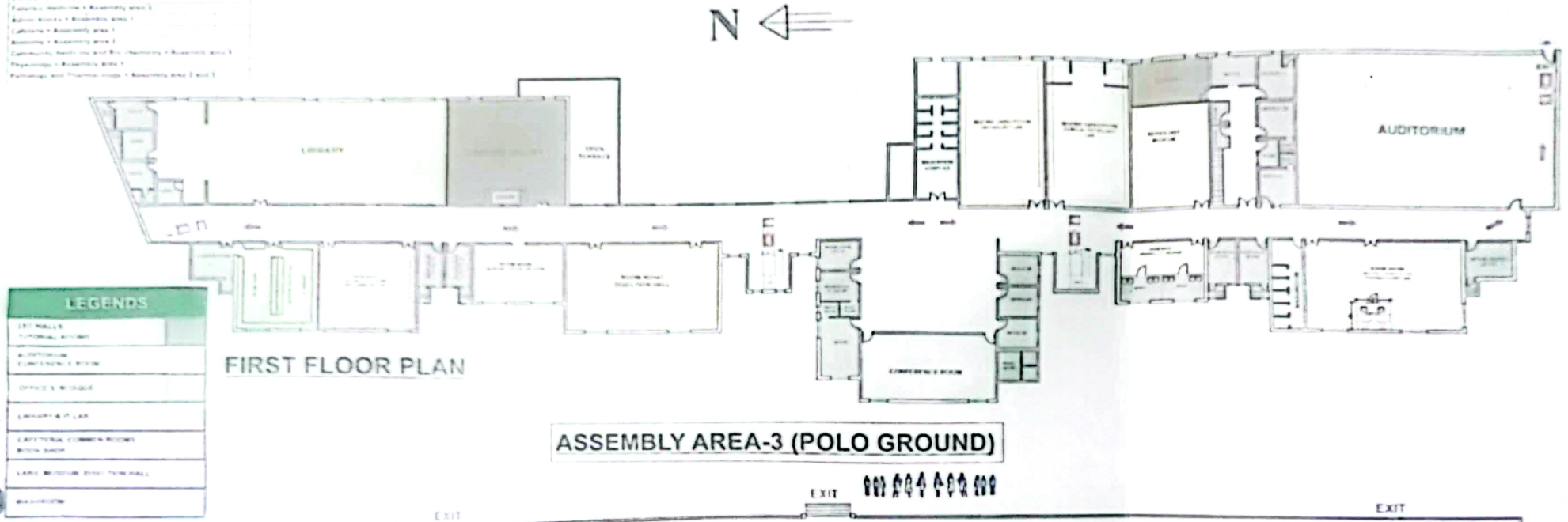
Anx - B

SUMMARY OF FIRE EXTINGUISHERS

3 Kg	-	28
4 Kg	-	23
5 Kg	-	06
6 Kg	-	12
25 Kg	-	06
	Total:	**75**

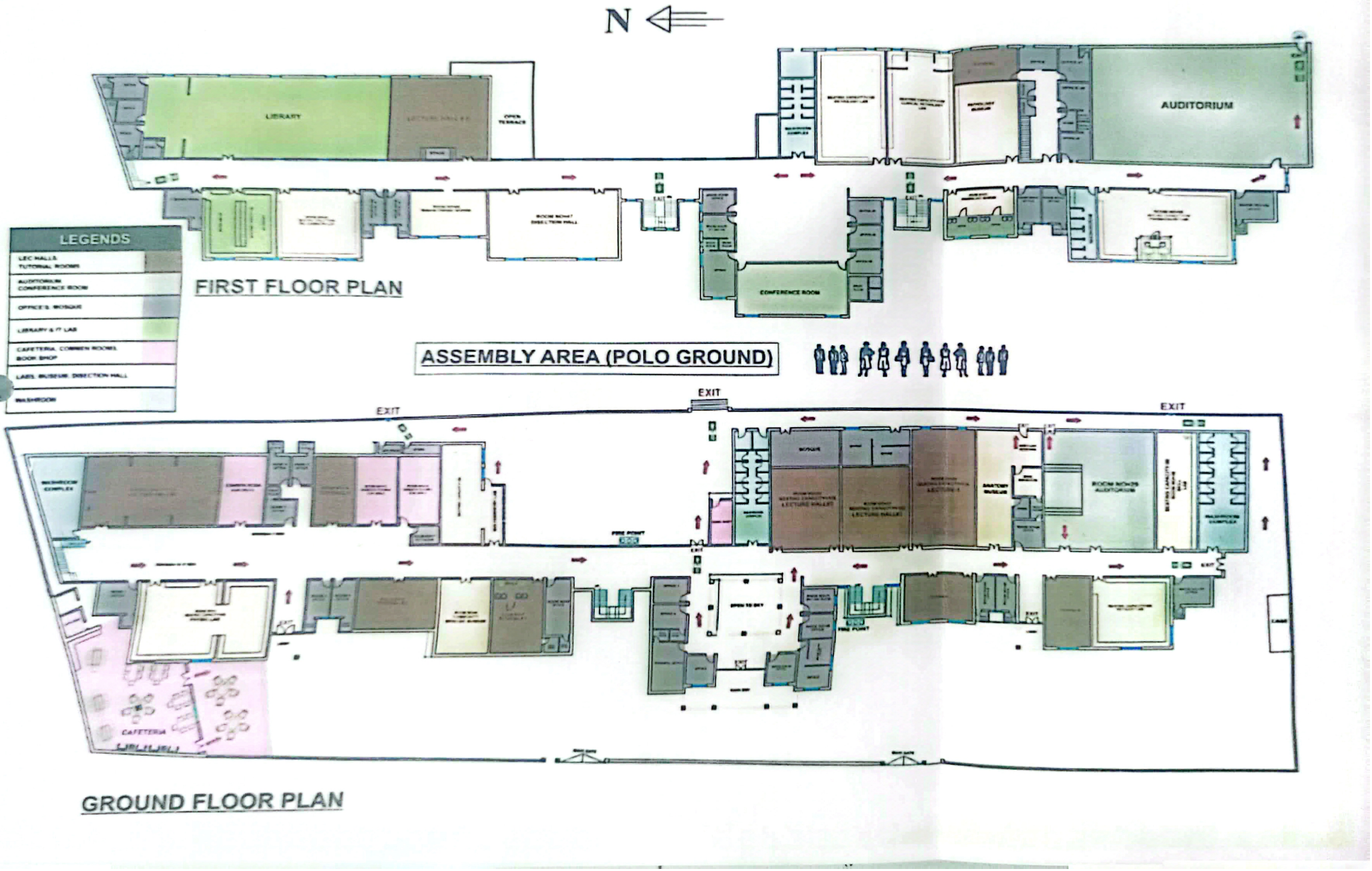
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EVACUATION PLAN INCASE OF FIRE - RMDC LAHORE



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EVACUATION PLAN IN CASE OF EMERGENCY - RMDC LAHORE



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