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1.0 PURPOSE

- 1.1 To ensure that all occupants are safe from fire, smoke, and other emergencies in the facility.
- 1.2 To educate staff on fire safe practices through training programs.
- 1.3 To ensure emergency preparedness by holding mock drills.

2.0 SCOPE


- 2.1 The aim of Fire Safety Program is the protection of life and property in RMI and RMC facility spread by identifying and minimizing those conditions/actions that may encourage fire to start and

3.0 RESPONSIBILITY

- 3.1 FMS Committee
- 3.2 Department Head
- 3.3 Unit Supervisor / Section Head
- 3.4 Safety Engineer
- 3.5 Safety Representative
- 3.6 Chief Executive Officer
- 3.7 Quality and Patient Safety Team

4.0 DEFINITIONS AND ABBREVIATIONS

- 4.1 Fire Fighting Equipment consists of fire hoses located in built-in cabinets and portable fire extinguishers that are hanged throughout the RMI and RMC in visible areas. Additional extinguishers, such as the red, carbon dioxide (CO₂) fire extinguishers, are placed in cabinets with fire hoses. These carbon dioxide extinguishers are also placed in areas where there is a substantial amount of electrical or electronic equipment.
- 4.2 RACE is the acronym to help staff focus on initial response and evacuation procedures in the event of an actual fire or during a fire drill.
 - 4.2.1 Rescue those in danger
 - 4.2.2 Activate fire alarm or call 1888
 - 4.2.3 Confine fire by closing doors and windows
 - 4.2.4 Extinguish if it is safe to do so or evacuate the area.
- 4.3 Extinguish: Bring appropriate fire extinguisher to the area outside the room containing the fire and use PASS to extinguish the fire.
 - 4.3.1 Pull the pin.
 - 4.3.2 Aim at the base of the fire.
 - 4.3.3 Squeeze the handles together.
 - 4.3.4 Sweep from side to side.

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4.4 Manual Call Point & Sounder are used to alert occupants of an alarm situation. They sound very loud and is alarming continuously when activated. In many cases, sounder will sound in the initiating fire zone where the fire was detected and in the surrounding zones.

4.5 RMI and RMC Fire Drill Plan is a pre-arranged method for handling fire drills throughout RMI and RMC.

4.6 Fire Drills:

Simulated Fire Drill is carried out without activating the fire alarm, discharging fire extinguishers. The simulated fire drill will be practiced at unit, class and department level in all areas of RMI and RMC in accordance with the simulated schedules to be organized by Safety representative in coordination with Safety Engineer.

4.7 Full Fire Drill is a complete massive fire drill for the whole facility. All necessary arrangements and contacts must be made before the commencement of the scheduled drill with the approval and presence of Civil Defense Fire Brigade, Rescue 1122 while conducting such fire drill.

4.8 **Code Red** is the professional way to raise the alarm to avoid people around from panicking

4.9 **High Risk Areas** are the places which are most vulnerable to fire hazard these areas include; Kitchens, Workshops, Electrical DB Rooms, Plant Room, IT server Rooms, Medical Record Rooms, Stores, Library and Chemical Storage Places.

5.0 SPOLICY AND PROCEDURE

5.1 Preparation and Distribution of Fire Safety Program:

5.1.1 All RMI and RMC departments and units are an integral part of the hospital fire safety program.

5.1.2 The departmental safety representative shall formulate **Fire Safety Evacuation Plan** specific to department and area of response to be carried out during fire situation through the application of this program.

5.2 Training of Staff:

5.2.1 All hospital and medical college employees and students shall receive training in Fire Safety Program and will be thoroughly briefed and rehearsed on "RACE" procedures to be followed if smoke or fire occur in their work areas.


5.2.2 The training shall be conducted during new hire orientation and through in-service continuing education, annual refresher training, and drills.

5.2.2 All hospital and medical college personnel with emphasis to Engineering Staff shall be familiar with their unit fire drill and be aware of the locations of fire alarms, extinguishers, oxygen shutdown valves, fire exits, and evacuation routes in their work area.

5.3 Preparation and Distribution of Fire Safety Program:

5.3.1 RED Folder shall be kept in each work area, preferably near each telephone for common use to be within reach during emergency need. The emergency telephone extension shall not be used for normal call.

5.3.2 Fire protection equipment and emergency systems (including, fire hoses and hydrants, fire and smoke detection and alarm systems, fire-rated automatic magnetic release door systems and emergency power and lighting systems) shall be maintained in fully operational condition always by Engineering Department.

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5.3.3 Fire extinguishers shall be kept in their designated places and inspected regularly by the Firefighting team.

5.4 Emergency exit plans shall be displayed in all corridors of hospital and medical college. The plan is coordinated through the Safety Engineer to review the building layout and planning.

5.5 Fire-Drills – Schedules and Frequency:

5.5.1 Safety Engineer shall coordinate with FMS representative to organize the fire drill, which shall be confirmed by the him/her after coordinating with the department head for the preparation.

5.5.2 A simulated fire drill shall be held at least 2 times at all areas during a year on a department-based simulated fire drill schedule to ensure that everyone in RMI and RMC has participated in the drill.

5.5.3 A full hospital and medical college wide fire drill shall be held at least annually as scheduled.

5.5.4 Hospital and medical college wide fire drill shall present a scenario that significantly impacts the operation of the facility. FMS Team shall plan, direct, and critique the drill and forward their report to the Safety Engineer and Chairman of FMS Committee.

5.6 Critiques of Drills:

5.6.1 All drills at unit and full facility levels shall be thoroughly documented and critiqued. Deficiencies identified shall be addressed positively and promptly without any reservation.

5.6.2 A follow up simulated fire drill shall be made to evaluate improvement on the previous deficiencies noted.


5.6.3 A simulated fire drill evaluation form shall be completed and submitted to the Chairman of FMS Committee to assess the deficiencies and decide on how to improve and draw an action plan for implementation.

5.6.4 Facilitation of the compilation of statistics of the number of drills performed shall be maintained by the Safety Engineer with a copy to FMS Committee.

5.6.5 A critique meeting must be held immediately after the completion of the full fire drill headed by the Chairman of FMS Committee.

ATTENTION

- In case of emergency refer to internal emergency preparedness plan.
- If you discover smoke or in the event of fire activate RACE protocol.
- Fire codes must be known by all employees and be applied in the event of fire as appropriate.
- Never use elevator in the event of fire.
- Do not panic

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5.7 Activate R A C E:

5.7.1 Rescue:

Remove patient or visitor or co-employee from eminent danger i.e. nearest to the fire and close the door or zoning door.

5.7.2 Alarm: Three ways to alarm:

5.7.2.1 Shout "Code Red" 3 times to alarm your colleagues;

5.7.2.2 Break the nearest alarm near you; and

5.7.2.3 Dial *1888 and report the fire. State your name, ID #, location and condition of the fire.

5.7.3 Contain fire:

5.7.3.1 Stay low and test door with back hand first; in case it gets burned; you can still use your front hand.

5.7.3.2 If it is hot, close the door. If it is tolerable, open the door and rescue people from inside.

5.7.3.3 Search the room to ensure no one is left inside.

5.7.3.4 Remove oxygen cylinder away from fire; Confirm from the nurse that patient is disconnected from line oxygen before shutting it down.

5.7.3.5 Close all doors.

5.7.3.6 Place wet or damp towel/blanket at base of the door to prevent fire or smoke from leaking out.

5.7.4 Extinguish:

Bring appropriate fire extinguisher to the area outside the room containing the fire and use **PASS** to extinguish the fire.

5.7.5 PASS

5.7.5.1 **P**ull the pin.

5.7.5.2 **A**im at the base of the fire.


5.7.5.3 **S**queeze the handles together.

5.7.5.4 **S**weep from side to side.

5.7.6 Cautions:

5.7.6.1 Only trained personnel may operate fire extinguisher.

5.7.6.2 The fire hoses at standpipe locations are high pressure and should only be operated by trained personnel.

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5.7.7 There are **3 fire conditions**:

5.7.7.1 **Condition X** – fire is under controlled and no evacuation is required.

5.7.7.2 **Condition Y** – Fire is not being controlled and local evacuation is required.

5.7.7.3 **Condition Z** – Fire is completely out of control and a whole area evacuation is required.

To evacuate wait for Announcement of Code Red Condition

5.7.8 Evacuation: Upon hearing the Code Red Condition announcement on the Paging system/PA system, evacuation is necessary as the fire is maybe controlled partially (under Code Red Condition “Y”; or fully (under Code Red Condition “Z”, there are two evacuation procedures:

5.7.8.1 Horizontal Evacuation to a safer area at the greatest distance from the danger on the same floor level.

5.7.8.2 Vertical Evacuation to a safer lower floor or to a safe area outside the facility Vertical evacuation should not be to a higher level as the fire has the tendency to go up. Vertical evacuation is only activated when there is a very serious confirmed threat to life and safety where massive evacuation is required.

5.7.9 Assembly Areas at RMI/RMC

5.7.9.1 Assembly Area # 1: Front of RMI SH near out gate


5.7.9.2 Assembly Area # 2: Front of Nursing Hostel RMI SH

5.7.9.3 Assembly Area # 3: Front of RMI GH and Laboratory


5.7.9.4 Assembly Area # 4: Back side of RMI GH near Service gate

5.7.9.5 Assembly Area # 5: RMC courtyard for girls’ hostel, RMC and Admin Block

SN	5.8 Procedure Sequence	Responsible
5.8.1	5.8.1.1 Monitor the implementation of this program including implementation of its simulated schedule of fire drill in collaboration with Safety Engineer. 5.8.1.2 Assist the Safety Engineer in providing professional guidance to Safety Representatives as necessary	FMS Committee
5.8.2	5.8.2.1 Familiarize their staffs with their roles in the event of appearance of smoke or fire in their area. 5.8.2.2 Ensure department/unit-specific internal emergency preparedness plans are formulated for their divisions and units, and that these are submitted to the Chairman of FMS Committee for review, concurrence, and approval of higher management.	Department Head

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	<p>5.8.2.3 Ensure division and unit supervisors conduct regular internal emergency preparedness training and drills for their employees.</p>	
5.8.3	<p>5.8.3.1 Develop in consultation with Safety Engineer, specific internal emergency preparedness and emergency response plans that are may be unique to their work areas.</p> <p>5.8.3.2 Ensure that fire drills are conducted in accordance with the fire drill schedule and send a completed fire drill evaluation form to the appropriate person not later than one week from the date of the scheduled full fire drill.</p> <p>5.8.3.3 Provide the Safety Engineer through appropriate communication channels within two days' notice of the time, date and location of a fire drill, if requesting participation or assistance.</p> <p>5.8.3.4 Provide RACE instructions to all unit staff, including evacuation procedures and rescue techniques prior to the fire drill.</p> <p>5.8.3.5 Submit their fire rescue plans through their department heads to the Chairman of FMS Committee.</p> <p>5.8.3.6 Ensure all new hires receive orientation on this program and are made familiar with their roles and responsibilities within their specific division/unit in any given emergency.</p> <p>5.8.3.7 Ensure that all personnel attend regular in-service training and drills.</p> <p>5.8.3.8 Review the fire drill schedule forwarded by the Safety Engineer and forwards to the appropriate department head for action.</p> <p>5.8.3.9 Ensure that all drills are effectively criticized and that any deficiencies observed are corrected, with appropriate documentation.</p>	Unit Supervisor / Section Head
5.8.4	<p>5.8.4.1 Take leadership responsibility in all safety activities and in the event of fire shall give the go signal to Telephone Supervisor to:</p> <p style="padding-left: 40px;">5.8.4.1.1 Push the button of the Civil Defense for rescue help.</p> <p style="padding-left: 80px;">5.8.4.1.2 Announce the Fire Code Conditions.</p> <p>5.8.4.2 Ensure that fire drill instructions are incorporated within the annual fire safety training program.</p> <p>5.8.4.3 Responding to fire / building code questions.</p> <p>5.8.4.4 Serving as the primary contact to Civil Defense Fire Department.</p> <p>5.8.4.5 Conducting fire safety inspections of the hospital facilities.</p> <p>5.8.4.6 Preparing and implementing evacuation plans.</p> <p>5.8.4.7 Developing and conducting fire safety training programs including conduction of mock drills.</p>	Safety Engineer

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	<p>5.8.4.8 Monitoring and maintaining a database of fire safety standards compliance and incident information.</p> <p>5.8.4.9 Ensure all departments /units' internal emergency preparedness plans are reviewed by the FMS representative with approval and implementation in due time.</p> <p>5.8.4.10 Ensure each FMS representative organizes simulated fire drill schedule specific to their area and that it is being carried out per the schedule.</p> <p>5.8.4.11 Retain documentation of all employee in-service and students training and drills performed.</p> <p>5.8.4.12 Consider questions, suggestions and recommendations concerning fire prevention, potential hazards, etc. from any staff member conducting critique meeting because of a fire drill.</p> <p>3.4.14 Endorses to the Civil Defense Fire Brigade responding to Code Red, if FMS Committee Chairman is not available.</p>	
5.8.5	<p>5.8.5.1 Take responsibility in all safety activities specific to the assigned department.</p> <p>5.8.5.2 Ensure that fire drill instructions are incorporated within the annual fire safety training program.</p> <p>5.8.5.3 Ensure all department/division/unit internal emergency preparedness plans are reviewed once every year and as necessary.</p> <p>5.8.5.4 Organizes simulated fire drill schedule specific to their area and that it is being carried out per the schedule.</p> <p>5.8.5.5 Consider questions, suggestions and recommendations concerning fire prevention, potential hazards, etc. from any staff member conducting critique meeting because of a fire drill.</p>	Safety Representative
5.8.6	<p>5.8.6.1 Coordinates the activities of this program integrating with Internal Emergency Preparedness Plan on a hospital-wide level including formulation of its policies and procedures, holding regular meeting for the Facility Management & Safety (FMS) Committee to ensure all safety issues are appropriately addressed and resolved.</p> <p>5.8.6.2 In the event of fire to check the Control Room, monitoring all activities by giving all the support and to give the go signal to the Telephone Supervisor when the fire code condition is cleared.</p> <p>5.8.6.3 Meets the Civil Defense Fire Brigade Team Leader to endorse the situation, if not done by the Safety Engineer.</p>	Chief Executive Officer
5.8.7	<p>Monitoring and performance improvement will be conducted based on critiques of simulated and hospital-wide mock drills:</p> <p>5.8.7.1 If deficiencies are noted during mock drills, the same will be repeated immediately to improve response to code red.</p>	QPS Team

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4 ANNEXURE

4.0 Nil

5 REFERENCE

7.1 Joint Commission International. (2017). Joint Commission International Accreditation Standards for Hospitals, 7th Edition. Joint Commission Resources.

8 AMENDMENT HISTORY

8.1

Version	Date of Revision	Amendment Description (Compared to Previous Version)	Pages Affected

The changes are highlighted in the policy by yellow color for easy recognition