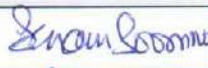

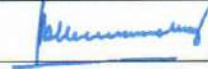
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DOW UNIVERSITY OF HEALTH SCIENCES



STANDARD OPERATING PROCEDURE

The Fire Safety Plan (CLAUSE 1.1 OF ISO 9001:2008)

	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY:	Ms. Sanam Soomro	Director, Quality Enhancement Cell		30-7-19
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Document Change Record


Sr. No	DCR No.	Rev. Date	Page No.	Section No.	Description of Change
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- Department of Post-Graduate Studies
- Head of Institutes and Colleges/ Program Director



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TERMS AND DEFINITION

TERMS	DEFINITION



Document Name:

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LIST OF ABBREVIATIONS

DOC	Document
DUHS	Dow University of Health Sciences
VC	Vice Chancellor

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1. PURPOSE:

The purpose of this document is to describe the actions that should be taken by the management if such an emergency situation like fire takes place within the campus grounds or vicinity of DUHS.

The Fire Safety Plan covers fire prevention, fire evacuation and emergency response of the occupants and the management of the colleges/Institutes/schools within DUHS.

2. SCOPE:

It is imperative that the University personnel respond quickly and effectively when alerted to the threat of fire. Upon the discovery of a fire or activation of fire alarms, all stakeholders, including faculty, staff, students and patients must remain calm and be alert in order to preserve life and minimize facility damage.

The procedure defined in this policy applies to the following campuses:

- a) Dow Medical College Campus
- b) Ojha Campus
- c) Dow International Dental Campus/ Defense Campus/ Chanesar Goth
- d) Any other entity under the administrative control of the Dow University of Health Sciences.

3. PROCEDURE: FIRE SAFETY PROTOCOL

- 3.1. An emergency officer to be assigned for each campus, which reports directly to the campus director of each respective campus of DUHS.
- 3.2. Fire safety training is to given to all the administrative staff and the students separately of each building, in each campus, under the supervision of the emergency officer, for knowledge and awareness of fire safety plan and other safety protocols to follow.
- 3.3. Remove the students or persons/ patients from immediate fire area quickly.
- 3.4. If the fire is small, (size of a small trash can), try to extinguish the fire using a fire extinguisher.
- 3.5. How to use a Fire Extinguisher: PASS
 - 3.5.1. P – Pull the pin on the fire extinguisher
 - 3.5.2. A – Aim the extinguisher nozzle at the base of the fire
 - 3.5.3. S – Squeeze or press the handle
 - 3.5.4. S – Sweep from side to side
- 3.6. **If the fire is uncontrollable:**



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3.6.1.1. Pull the fire alarm if the automatic alarm has not been activated or Blow the whistle and ring the fire brigade. (A)

3.7. Commence evacuation procedures:

3.7.1. Proceed to the nearest exit using a route furthest from the fire.

3.7.2. Close internal doors as you exit to contain the fire.

3.7.3. Clinic personnel should escort all patients and visitors towards the front end campus grounds, and outside of any building structure.

3.8. Reception personnel will evacuate people in the reception area and adjoining rest rooms.

3.9. Assistants will evacuate those people in the treatment and support areas.

3.10. The senior dentists will check all rooms and areas of the clinic to ensure that it is completely evacuated before leaving the unit.

3.11. All patients and personnel are to exit and meet at the northwest corner of the parking lot.

3.12. Personnel are to stay together to ensure that everybody is accounted for.

3.13. Do not return to the building until the fire department has declared it safe.

3.14. Training on fire safety procedures and protocols will be conducted annually.

3.15. Things to remember:

- Know where fire alarms are located.
- Know where fire extinguishers are located.
- Know escape routes ahead of time.
- Do not shout "Fire".
- The smoke may carry toxic fumes, stay low and hold hands with patients.
- Before opening closed door, feel to see if it is hot.
- Keep the phone lines clear.
- Keep all exit doors clear.
- Fire evacuation Plan of DMC Campus is to gather in the front end area of the campus, while simultaneously, the campus director would also call CDGK fire brigade at 16, in coordination with services department of DUHS.


3.16. Criteria Defining a Person Authorized to Perform the Emergency Clinical Activities – Emergency Officer

3.16.1. Appropriate level of clinical knowledge

3.16.2. Knowledge of evidence informed practice

3.16.3. Awareness of own limitations & has the ability to prioritize clinical need

3.16.4. Ability to organize oneself and own work

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- 3.16.5. Experience and ability to work in multi-professional teams
- 3.16.6. Communication and language skills (the ability to communicate with clarity and intelligibility in written and spoken English; ability to build rapport, listen, persuade, negotiate)
- 3.16.7. Decisiveness/ accountability (ability to take responsibility, show leadership, make decisions, exert appropriate authority)
- 3.16.8. Interpersonal skills (see patients as people, empathize, work cooperatively with others, open and non-defensive, sense of humor)
- 3.16.9. Non-judgmental approach, to patients and colleagues regardless of their sexuality, ethnicity, disability, religious beliefs or financial status)
- 3.16.10. Flexibility (able to change and adapt, respond to rapidly changing circumstances)
- 3.16.11. Resilience (able to operate under pressure, cope with setbacks, self-aware)
- 3.16.12. Thoroughness (is well prepared, shows self-discipline / commitment, is punctual and meets deadlines)
- 3.16.13. Initiative/ drive/ enthusiasm (self-starter, motivated, shows curiosity, initiative)
- 3.16.14. Probity (displays honesty, integrity, aware of ethical dilemmas, respects confidentiality)
- 3.16.15. Clear, logical thinking, showing an analytical/ scientific approach
- 3.16.16. Good manual dexterity and hand / eye coordination
- 3.16.17. Understanding of clinical risk management in a University and teaching hospital setting.

3.17. Powers of an Emergency Officer

- 3.17.1. An emergency officer may take any reasonable safety measures in assuring provision of emergency services
- 3.17.2. Protect persons from any danger or potential dangers according to the emergency situation, without causing self-harm or posing additional risk.
- 3.17.3. Without limiting the measures that may be taken, an Emergency officer for that purpose may:
 - a. Enter any premises in an emergency situation or to douse the emergent situation.
 - b. Open any receptacle, using force as is reasonably necessary
 - c. Bring any apparatus or equipment to the premises
 - d. Can remove any article or material in the area
 - e. Can disconnect the gas or electricity supply in the area



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- f. Request any person or organization to take reasonable measures to assist their service.
 - g. Administer such lifesaving procedures as are consistent with the training and competency of the emergency rescuer.
 - h. Allow or prohibit any person from entering the premises
 - i. Use any appropriate public place for an emergency warning or disseminate warning procedure.
- 3.17.4. Keep medication and emergency equipment updated and ready, keep in mind that some drugs have a short shelf life
- 3.17.5. The direct care of the patient experiencing a medical emergency is a key aspect in which errors are detected frequently.
- 3.17.6. No person shall refuse to comply with the directions given by the emergency officer, or the campus director, in a genuine emergency situation.

4. RELATED DOCUMENTS:

- 4.1. Facility Map of DMC
- 4.2. Facility Map of DIDC
- 4.3. Facility Map of OJHA Campus

4. RELATED RECORDS: N/A