

MEd 004

Fire Safety Management

Safety is **Everyone's** Responsibility



Member of Qatar Foundation

This Learning is important to you

Fires pose a serious threat to life.

This is why it is important to have fire plans that are detailed, in place and known by employees.

Having a good knowledge and understanding of Sidra's fire emergency plans is essential to ensure safety for staff and visitors.

To prevent a fire from occurring and to minimize the damage, employees and employers must be prepared and take special precautions to prevent a lethal outcome.



Training Overview

In this **30 minute module** you will gain an overview of the standards for fire safety at Al Nasr Tower and your responsibilities in applying these standards to your work practice.

In your role/department mandatory orientation your Line Manager will guided you to the location of the alarms and exits in your area.

On completion of this module you will be required to undertake an assessment to assess your knowledge.



Training Objectives

At the end of this training you will be able to:

- Summarize the key principles of fire safety management
- Summarize Sidra – Al Nasr Tower’s policies, procedures, guidelines and standards on fire safety
- Restate your accountabilities to ensure fire safety



Why is this learning important?

There are ways to make our workplace safer, and it is important that everyone follows them to ensure a safe work environment.



Fire prevention

Every person at Sidra has a responsibility to ensure that they have **read and understood their accountabilities** for fire safety management.

It is a shared responsibility between each employee and their Line Manager to familiarize themselves with;

- the policies and standards
- location of the fire alarms
- fire extinguishers
- fire exits



Fire drills

It is the policy of Sidra to conduct fire drills in accordance with The Joint Commission's Environment of Care® (EC) standards, to test;

- fire alarm equipment
- fire safety building features
- staff knowledge, and
- response to fire safety.



If you discover a fire

Activate the Fire Alarm and then dial 44540999 to report



If you discover a fire

RACE is recognized by fire professionals as a way to remember what to do when a fire breaks out.

R - is for **rescuing** any person affected by the fire.

A - is for **activating** an alarm if you discover a fire or responding right away when you hear an alarm.

C - means **confining** the fire by closing doors to contain smoke and flame.

E - means **extinguish** the fire, but only if the fire is small and can be put out safely and you are trained to use equipment

Remember: **To report a fire at Al Nasr Tower dial 44540999 and give the exact location**

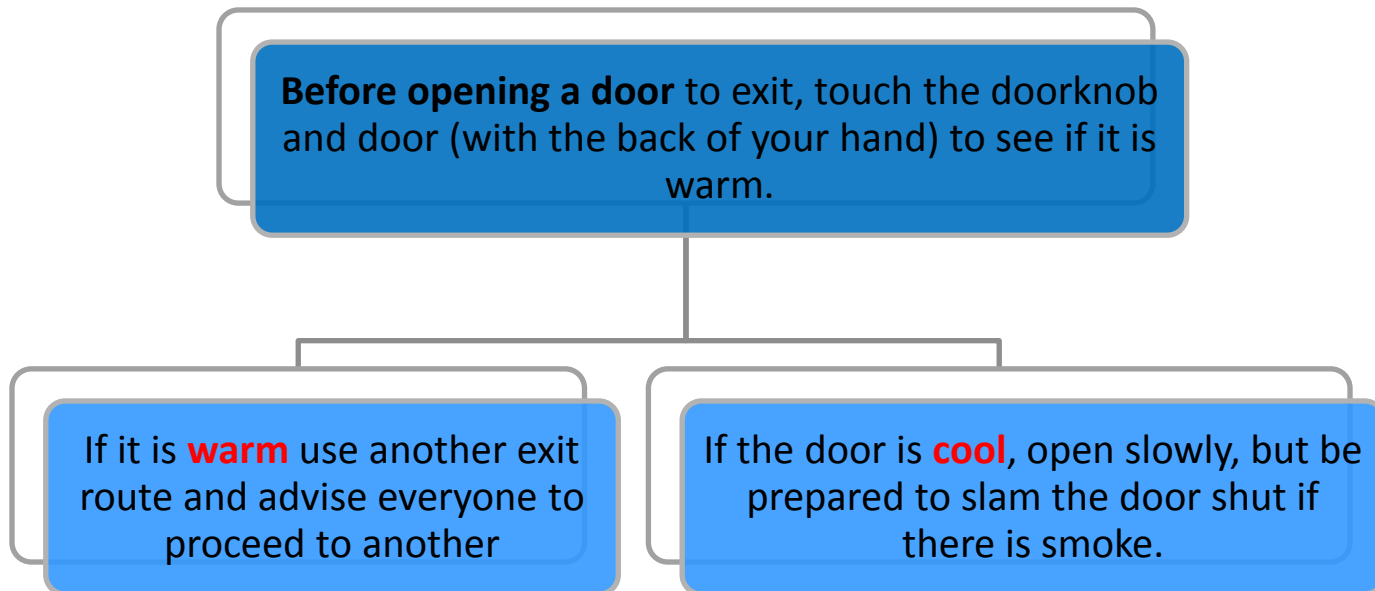
If you discover a fire

If you discover a fire or smell smoke;

- sound the alarm if it is not on
- close the doors behind you
- if possible choose the smoke-free route to evacuate
 - If there is no smoke free exit, crawl through the smoke, keeping your head low.**



If you discover a fire



Evacuation plan

If you have not witnessed a fire, but hear the alarm system ringing you are required to **evacuate the building immediately.**

Follow the exit signs and walking down the stairs and out to the evacuation assembly points.



Safe evacuation

Smoke-protected stairwells are resistant to fire and smoke for approximately 2 hours.

They are the safest areas during an emergency evacuation.

Rescue personnel are instructed to check all exit corridors and stairwells first for any stranded persons.



Safe evacuation

1. Safely stop your work.

- Quickly shut down equipment that could become unstable or present a hazard, if able to do so safely.
- Gather your personal belongings such as glasses, prescription medication, keys, purse, if able to do so safely.
- If you are not at your desk space when the alarm sounds, **you must NOT go back to your work station to collect personal belongings.**



Safe evacuation

2. Leave the building through the nearest door with an EXIT sign.

- Follow the instructions of the fire warden in your area. They are visible by the colored safety vests they will be wearing.
- Do not use elevators.
- Go to the nearest safe stairway.
- Those who need special assistance, are to wait in the lift lobby for the Fire Elevator to come & collect you – you will then be taken to a place of safety.



Safe evacuation

2. Leave the building through the nearest door with an EXIT sign.

- If you are the last to leave a room, **close but do not lock**, all doors as you leave.
- Do not attempt to walk up the stairwell** when evacuation is in process even if you discover that it was a false alarm. Continue moving to the ground floor and exit.
- Walk close to the right side of the stairwell** when approaching doors at each floor. The door may be opened by other staff entering the stairwell and you may get hurt.



Safe evacuation

3. Report to your designated assembly area.

- ❑ **Stay in your designated outdoor assembly area** until advised that it is safe for you to return to Al Nasr Tower.
- ❑ **Report any missing individuals** and last known locations to emergency responders.



Safe evacuation

3. Al Nasr Tower designated assembly area.

In the case of a fire. The designated assembly area for Al Nasr Tower (Assembly Point A) is details on the following slide.

- As you exit the Sidra Tower turn left at the road in front of the Al Nasr Tower
- Safely walk to the end of the street. Staff will be available to assist and stop traffic to enable you to move away from the building in a timely manner. Do not run
- At the end of the road turn right
- When past the first tower building on your right ,enter the open grassed area and go to the marker points that indicate your floor
- Remain at this assembly point until you receive instructions from the emergency responder team



Safe evacuation

4. Wait for instructions from emergency responders.

- ❑ **Remain outside at your designated assembly area.**
- ❑ **Do not re-enter the building** until authorized to do so by an appropriate authority (police, fire department, Sidra Emergency team).



Pause and Reflect

From the list below, identify 3 important points that must be remembered when the alarm is sounded to evacuate the building:


- Never evacuate until you are instructed to by your Line Manager
- Do not use elevators.
- If you have a laptop computer, ensure you take it with you
- Return to your office to collect personal items before exiting
- Before exiting through any closed door check for heat and the presence of fire
- Close, but do not lock, all doors as you leave.





**Test Your
Knowledge**

Pause and Reflect

Congratulations if you successfully identified the following points. If you had difficulty, take a moment to review the readings up to this point.

 Do not use elevators.

 Before exiting through any closed door check for heat and the presence of fire.

 Close, but do not lock, all doors as you leave.



Evacuation plan for people with disabilities

Plan for individuals who may need special assistance.

If any staff member requires assistance to evacuate the building due to disability or health issues that prevent them from walking down the stairs they are instructed to;

- wait outside Lift One**
- an emergency responder will support them in their evacuation.

Individuals who feel they need special assistance must self-identify by notifying the Sidra-Al Nasr Tower safety coordinator .



Lift One

Evacuation plan for people with disabilities

Know how to help people with low vision or blindness.

If you identify a visitor and staff member with low vision or blindness who needs support during an evacuation:

- Tell the person the nature of the emergency and offer your arm for guidance.
- Give verbal instructions to advise about the safest route or direction, using estimated distances and directional terms.
- As you walk, tell the person where you are and where obstacles are located.
- When you reach safety, orient the person to their surroundings and ask if they need further assistance.



Evacuation plan for people with disabilities

Know how to help people who are deaf or hard of hearing.

Some people who are deaf or hard of hearing may not hear the fire alarm during an emergency. Use an alternative warning system, such as:

- Write a note to tell the person of the situation, the nearest evacuation route, and where to meet outside.

(Sample script: "FIRE! Go out the exit door on the right and left of the elevator. NOW.")

- Give visual instructions to advise about the safest route or direction by pointing toward exits or evacuation maps.



Evacuation plan for people with disabilities

Know how to use evacuation chairs.

- Evacuation chairs are specially constructed for evacuating people who need assistance to evacuate.
- The chairs are available on the wall opposite the lifts.
- For information on safely transporting individuals who are not able to walk during an evacuation, review the following video.

To watch instructional video [click here](#).



Use of fire extinguishers

Fire extinguishers should only be used when:

- You have been trained to use them
- The proper extinguisher for the fire you are fighting is available and charged for use
- The fire has been contained, the alarm has been activated and the fire has been reported
- You have your back to an exit
- Everyone has left the area
- If the fire is **no larger** than a waste paper basket



Summary

Safety is **Everyone's** Responsibility

If a fire occurs at the workplace it has the potential of being a deadly event.

To prevent a fire from occurring or the worst from happening, and to minimize the damage, employees and employers must be prepared and take special precautions to prevent a lethal outcome.



Summary

If a fire does occur, it is important to remember;

1. You must leave the building immediately during an alarm
2. Do not investigate the source of a potential fire
3. Remember to close all doors behind you to limit the movement of smoke, flames or odors
4. Walk, do not run, to the nearest exit out of the building
5. Do not re-enter the building for any reason once you have left the building
6. Gather at your designated assembly point
7. The Fire Warden will account for each floor being clear
8. Never use the elevator to exit a building during a fire alarm



Summary

Safety is **Everyone's** Responsibility

Congratulations, you have now completed the orientation module for Fire and Safety Management!

You now need to complete the assessment.

If you have further questions, please contact your Education Manager or speak with your Line Manager.



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Assessment

This quiz assesses the essential knowledge associated with fire and safety management.

Before starting this quiz, you will need to ensure that you have completed the Al Nasr Tower - Fire Safety Management module.

This quiz has different question types. You are required to answer all questions and to gain a pass mark of 100% to successfully complete the quiz. You have one opportunity to answer each question correctly.

You can make 6 attempts in progressing through this assessment.

Your pass mark will be shown on your personal record and certificate.

