	HITEC-Institute of Medical Sciences		
	SOP FOR FIRE FIGHTING, SAFETY, EVACUATION PLAN		
	DOCUMENT #: ESTB-SOP-02	ISSUE # 01	ISSUE DATE: 01-12-2020



Standard Operating Procedure for

In Compliance with ISO 9001:2015 Standard and PM&DC Initial Recognition Framework for medical & Dental Schools - 2019 Infrastructure Requirement

(Clause # 8.5.1 of ISO 9001:2015 Standard and clause (11.4 & 11.11) of PM&DC Initial Recognition Framework for Medical & Dental Schools - 2019

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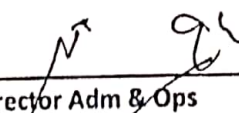
Drafted By:



Manager Coord

01st December 2020


Reviewed By:



Director Adm & Ops

05th December 2020

Approved By:



Principal

10th December 2020



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Amendment Sheet

Date	Revision #	Amendment Detail	Section Affected	Amendment Approved by	Signatures



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1.0 PURPOSE:

The purpose of this procedure is to: -

General rules for conduct of official correspondence as contained in staff duties are applicable

2.0 SCOPE:

This policy is applicable to all the department of HITEC IMS Medical College Taxila

3.0 DEFINITIONS, ABBREVIATIONS AND CONCEPTS:

HITEC-IMS Heavy Industries Taxila Education City Institute of Medical Sciences

QMS Quality Management System

SOP Standard Operating Procedure (Procedure established for individual department for guidance)

Dir Adm Director Administration

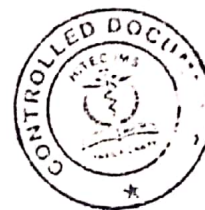
Ops Operations

Coord Coordination

Confd Confidential

F Forms


R Register



4.0 RESPONSIBILITIES AND AUTHORITIES:

4.1 Manager Coord

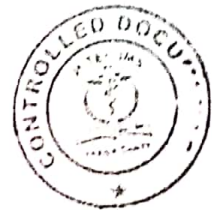
4.2 Head Clerk

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5.0 PROCEDURE

5.1 **Introduction.** Most of the fires are preventable if the human being is good observant, mentally alert and respond to the situation with in no time. As it is said "Stitch in time save nine". It is an imperative for all of us to know about the common causes of fire, so that appropriate preventive measures can be put in place. We must understand the word "FIRE", commonly know as fire is a rapid oxidation process, but for Fire Fighting:-

- F : Find the fire (Flame, Smoke, Light etc)
- I : Inform the fire to Coworker.
- R : Restrict the fire by using the available resource
- E : Extinguish the fire



5.2 **Objective of Fire Fighting.** The following are firefighting objectives:-

- 5.2.1 To detect fire
- 5.2.2 To give alarm
- 5.2.3 To locate fire
- 5.2.4 To call for aid
- 5.2.5 To extinguish the fire
- 5.2.6 To minimize the fire loss

5.3 **Common Causes of Fire.** The most relevant causes of fire at HITEC-IMS could be:-

- 5.3.1 Faulty appliance and leads
- 5.3.2 Misuse of equipment or appliances
- 5.3.3 Placing articles too close to heat
- 5.3.4 Throwing away the cigarrates butts (Not extinguished properly)
- 5.3.5 Faulty wiring, plugs, appliances or damaged wiring
- 5.3.6 Improper storage of the chemicals
- 5.3.7 Gas leakage
- 5.3.8 Deliberate fires



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5.3.9 Playing with fire

5.3.10 Cooking at un-authorized places

5.4 **Composition of Medical College.** Medical College is composed of:-

5.4.1 Lecture Hall

5.4.2 Pathology Department

5.4.3 Administration Block

5.4.4 Library

5.4.5 Basic Science Block,

5.4.6 Common Rooms & Cafeteria

5.4.7 Departments of Community Medicine and Medical Education

5.4.8 Skill Lab

5.5 **Location of Fire Points**

5.5.1 Fire Point 1 - Lecture Halls & Pathology Dept

5.5.2 Fire Point 2 - Administration Block & Library

5.5.3 Fire Point 3 - Basic Science Block

5.5.4 Fire Point 4 - Community Medicine Dept

5.6 **Fire Point** Fire point will comprise of:-

5.6.1 Fire Point Stand

5.6.2 Sand / Water Buckets (two each)

5.6.3 Fire Beater, Fire Hook

5.6.4 Crow Bar

5.6.5 Fire Extinguisher (two)

5.6.6 Shovel


5.6.7 Axes & Pick

5.7 **Fire Alarm**

5.7.1 Gong / electric siren will be fixed in-front of the Administration Block and should be beaten continuously in the event of fire breaking out anywhere in the Medical College.

5.7.2 By word of mouth shout "AAG AAG" repeatedly.



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5.7.3 Blowing short Whistles repeatedly.

5.8 **Fire Fighting**

5.8.1 Organization will be comprised of:-

- Fire Fighting Officer - Maj (R) Muhammad Azmat Shakeel
- Fire JCO/ Fire NCO - Hav (R) Malik Shahid Iqbal
- Fire Fighting Party
- Rescue Party
- Fire Piquet Party



5.8.2 Monthly Fire Practice will be carried out and record will be maintained accordingly.

5.9 **Composition of Fire Fighting Parties** (As per Annex 'A' & 'B')

5.10 **Action required to be taken in the Event of Fire.** Following actions will be taken in the event of fire:-

5.10.1 Shout "AAG AAG"

5.10.2 Warn the people in the vicinity

5.10.3 Try to extinguish the fire and respective department should inform the Administration Office immediately on mobile / person.

5.10.4 Sound the Gong / Electric Siren – Adm JCO/ Adm NCO.


5.10.5 Manager Coord shall assume the command of Fire Fighting Party

5.10.6 Fire Fighting Party

- Report immediately to the nearest Fire Point.
- After getting the Fire appliances proceed to the scene of Fire and try to extinguish it.

5.10.7 By Fire Piquet Party

- Report immediately in Administration Block Fire Fighting Point (LAWN)
- Report to the fire site, cordon the area and deny the entry to unauthorized personal

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5.10.8 By Rescue Party

- Report immediately to the nearest Fire Point.
- After getting the Fire appliances proceed to the scene of Fire and try to extinguish.
- Fire Brigade should be informed immediately (when the fire break out).

5.10.9 By Electrician

- Cut off all electric supply (Main Switch has to be switched off).
- Close all Water Taps.
- Shut the gas valves

5.11 Actions when Fire is Extinguished

5.11.1 Respective HODs will get the OK report and immediately inform to Adm & Ops Branch in writing regarding the human / material loss.

5.11.2 All equipment will be returned to its original place and put into a state of readiness again.

5.11.2 Manager Coord will submit OK report to Dir Adm & Ops and Principal.

5.11.3 Establishment Office will inform in writing to HITEWT Sectt and all concerned.

5.12 Action by Guards. If the fire breaks out, after the office hours or in case there is holiday, the guard present on duty shall immediately inform the Fire Brigade, Manager Coord, Adm JCO, Adm NCO and shall try to extinguish the fire and shall guide the Fire Brigade to incident place.

5.13 Fire Safety & Evacuation Plan. Fire safety and emergency evacuation plan includes:-

5.13.1 Clear passage way to all escape routes.

5.13.2 Marking (with Red Arrows) of escape routes (short and direct as possible)

5.13.3 Enough exits routes.

5.13.4 Emergency doors should be opened easily.



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- 5.13.5 Assembly area at a safety distance.
- 5.13.6 Evacuation of human being / secret material which is nearest to fire breaks out point.
- 5.13.7 Horizontal & Vertical evacuation starts simultaneously.
- 5.13.8 Step resistance strips at all the stairs.
- 5.13.9 Placing of First Aid Kits - (Basic Science Block & Adm Block)
- 5.13.10 Facility Map

5.14 **Cardinal Points.** Must be known by all concerned:-

- 5.14.1 Important Telephone / Cell Numbers (Annex 'C')
- 5.14.2 Nominal Roll of all the departments with respective HODs
- 5.14.3 Must know the evacuation plans and concerned should know how to use Fire Extinguishers and other appliances.
- 5.14.4 Should know the Assembly areas:-
 - Assembly Area-1. Lawn in front of Admin Block
 - Assembly Area-2 Lawn in front of Basic Sciences Block
 - Assembly Area-3 Lawn in front of Community Medicine Dept
 - Assembly Area-4 Lawn in front of HIT Hospital Main Entrance
- 5.14.5 High Risk Area. Area like all Laboratories (Different Chemicals Presence), Lecture Halls, Kitchen, Cafeterias, Electrical Distribution Boxes, Gas Points, Cook Houses & Hostels etc
- 5.14.6 Evacuation of human beings /material which is closest to the fire break out point will take place of priority.





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6.0 RELATED DOCUMENTATION

Ser	Document name	Document Number	Retention period
01	Fire Extinguisher Valid Form	ESTB-Form-03	01 Year
02	Location of Fire Points	ESTB-Form-04	One Time
03	Fire Fighting Training	ESTB-Form-05	01 Year
04	Rescue Action	ESTB-Form-06	01 Year
05	Fire Fighting Training Register	ESTB-R-03	02 Years

