



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Facility Management Safety		
Document:	Administrative Policy and Procedure		
Title:	Simulated Fire Drill		
Applies To:	All MCH Staff		
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1. OBJECTIVE:

- 1.1 Take all necessary measures and procedures to provide a safe and healthy environment for all employees and present of any possible risks and train employees on how to handle emergency.

2. ASSUMPTION PLAN:

- 2.1 There is a fire in patient's room on first floor as a result of electrical short circuit which needs evacuation, call the emergency team, if no response from the first team, call the second team and follow these steps.

3. CLASSIFICATION OF CASES:

- 3.1 Red cases (dangerous), to be transfer to emergency section.
- 3.2 Yellow cases , to be transfer to OPD.
- 3.3 Green cases , to be receiving the treatment in the location.
- 3.4 Black cases , to transfer thru services to morgue.

4. PARTICIPANTS:

- 4.1 Facility Management and Safety
- 4.2 Nursing Department
- 4.3 Duty Manager
- 4.4 Support Services
- 4.5 Maintenance Team
- 4.6 Civil Defense
- 4.7 Public Relation Department
- 4.8 Emergency Department Staff

5. LOCATION:

- 5.1 The simulated fire drill will be in first floor in patient area on ___/___/14 ___/___/20___ at ___:___.

6. PLAN:

- 6.1 The training will be at schedule for the staff & volunteer. There will not evacuate for the patient & visitor.
- 6.2 The location will be chosen without announce it to the employee. Is the distribution of volunteer on several areas are as follows:
 - 6.2.1 Patients, volunteers from the staff are deployed by the training site.
- 6.3 The director of facility management and safety work of the announcement hearing in Arabic and English training supposedly there will be evacuation of the persons concerned.
- 6.4 Nursing Manager should communicate to patients about the drill and do not need to worry.

- 6.5 **Evacuation includes the following areas:**
 - 6.5.1 Non-medical areas completely.
 - 6.5.2 Areas include medical (patients and volunteer staff mock (patient) & part of the nursing staff.
 - 6.5.3 Is the evacuation of patients from the intensive care unit with medical staff to aid fitted.
- 6.6 Nursing staff to activate evacuation procedures according to policies in the affected area and ensure the completion of the procedures correct and report any situations requiring rapid intervention.
- 6.7 The actors involved training they shall be assigned to them according to procedures and policies after receiving a tip from the safety officer on duty (group leader) to the central security control room to activate a group of emergency primary and secondary as needed and that each of them with established procedures.
- 6.8 The director of facility management and safety, to inform the Chief Executive to obtain approval for the evacuation vertical of the building.
- 6.9 To direct all participants to the assembly points in the area - to complete the census form for each region, noting its presence in the funds allocated to it.
- 6.10 Now end of the situation and return to normal and complete evaluation forms of training.

7. PARTICIPANTS TASKS:

7.1 Facility Management and Safety:

7.1.1 Command Control Room:

- 7.1.1.1 When the control officer received the code red from technician. Dispatch the following ERG1.
 - 7.1.1.1 Safety officer on duty (team leader) extension no:
 - 7.1.1.2 Security officer on duty, extension no:
 - 7.1.1.3 Electrical supervisor on duty, extension no:
- 7.1.1.2 All team must have to respond for the code.
- 7.1.1.3 Issue clear information regarding the location and type of emergency.
- 7.1.1.4 When instructed by the team, Safety Officer in charge must call to attend the fire call, by giving them clear information regarding the exact location and the nature of the emergency. The following are:
 - 7.1.4.1 F.M.S. Director
 - 7.1.4.2 Security Shift Supervisor
 - 7.1.4.3 Nursing Supervisor on duty
 - 7.1.4.4 Technician on duty
 - 7.1.4.5 Housekeeping Section Supervisor
 - 7.1.4.6 A/C Engineer
 - 7.1.4.7 Mechanical Engineer
 - 7.1.4.8 Maintenance Technician (call the Civil Defense to attend the fire call when it's required)
- 7.1.1.5 Record all steps and actions taken and exact timing in the logbook. Report any information regarding elevator problems immediately to the on duty Safety Officer and Work Control requesting elevator technician to proceed to the emergency site.

7.1.2 Security Shift Supervisor on Duty:

- 7.1.2.1 Report immediately to the location of the internal emergency, when notified.
- 7.1.2.2 Officer directing the master key to open and close depending on demand from the safety officer on duty (group leader).
- 7.1.2.3 Directing security personnel and their assignment to roles to direct the concerned to the assembly points, including internal and external to the assembly points.
- 7.1.2.4 Routing civil defense mechanisms to the event.
- 7.1.2.5 Control of traffic flow and prevent congestion.
- 7.1.2.6 To participate in evictions.
- 7.1.2.7 Willingness to any request from his direct boss (Security Manager).

7.1.3 Security Officer:

- 7.1.3.1 Report immediately to the location of the internal emergency, when notified to be with him all the public keys and tools necessary to meet safety officer on duty and head of nursing for support.
- 7.1.3.2 Give instructions to security to monitor the vehicles and make sure that the cars to enter civil defense vehicles and machinery and ambulances to the site.
- 7.1.3.3 Routing civil defense mechanisms to the event.
- 7.1.3.4 Issuing instructions to the security guard to keep the public from buildings and vehicles are affected.
- 7.1.3.5 Open and close the doors and entrances that need to be opened or accessed as directed by safety officer to do any tasks in the direct evacuation or rescue and firefighting by the team leader.

7.1.4 Safety Officer on Duty:

- 7.1.4.1 Receive a notification from the control room's central security for any case of a fire / smoke or any case of internal emergency, and to go immediately to the area to coordinate with the head of nursing or any person responsible for the region and provide advice if necessary.
- 7.1.4.2 To inform the control room security central to the immediately contact the group to respond to emergencies in the event confirmed the presence of danger or a real fire.
- 7.1.4.3 Report to your immediate superior.
- 7.1.4.4 Coordination with the supervisor of nursing to establish a command center of the internal situation of emergency in a safe place near the site of the internal state of emergency.
- 7.1.4.5 The provision of firefighting equipment aid when needed, and direct nursing to the nearest fire exits of the safe assembly areas.
- 7.1.4.6 Before making an order for the technical closure of electricity power from nursing Supervisor make sure that affected the patient as a result of any spare energy. And coordination with a group of emergency response to activate the evacuation plan in the **RACE** section for activating the system or unit with the control room directing the security to do so.
- 7.1.4.7 If you need the advice of competent persons contact a specialist on through the switchboard (radiation safety technician – technical laboratory safety) and others.
- 7.1.4.8 Compliance with the instructions of the President of Nursing for the allocation of public waiting area and contact the team sort of cases.
- 7.1.4.9 Coordination with nursing Supervisor and the master key to determine the public waiting area in a secure location on the ground floor.

7.1.5 Security Shift Supervisor on Duty:

- 7.1.5.1 Report immediately to the location of the internal emergency, when notified.
- 7.1.5.2 Officer directing the master key to open and close depending on demand from the safety officer on duty (group leader).
- 7.1.5.3 Directing security personnel and their assignment to roles to direct the concerned to the assembly points, including internal and external to the assembly points.
- 7.1.5.4 Routing civil defense mechanisms to the event.
- 7.1.5.5 Control of traffic flow and prevent congestion.
- 7.1.5.6 To participate in evictions.
- 7.1.5.7 Willingness to any request from his direct boss(Security Manager).

7.1.6 Master Key Officer:

- 7.1.6.1 Report immediately to the location of the internal emergency, when notified to be with him all the public keys and tools necessary to meet safety officer on duty and head of nursing for support.
- 7.1.6.2 Give instructions to security to monitor the vehicles and make sure that the cars to enter civil defense vehicles and machinery and ambulances to the site.
- 7.1.6.3 Routing civil defense mechanisms to the event.

- 7.1.6.4 Issuing instructions to the security guard to keep the public from buildings and vehicles are affected.
- 7.1.6.5 Open and close the doors and entrances that need to be opened or accessed as directed by safety officer to do any tasks in the direct evacuation or rescue and firefighting by the team leader.
- 7.1.7 Low Current System Technician:
 - 7.1.7.1 Receive the call from thru the bravo from Safety & Security Command Center.
 - 7.1.7.2 Report to the alarm location and meet the safety officer and the nursing manager.
 - 7.1.7.3 If there is fire alarm check the area for reason, check smoke / heat detectors, manual pull station & other alarm devise.
 - 7.1.7.4 Follow the safety officer instruction & the area nursing manager if real fire is discovered.
 - 7.1.7.5 Inform the fire alarm panel operator to silence the false alarm bills and to rest the system if instructed by the safety officer.
 - 7.1.7.6 Stay alert the alarm area unit everything is clear.
- 7.1.8 Electrical Technician:
 - 7.1.8.1 Receive the call thru the bravo from Safety & Security Command Center. Report to the alarm location and meet the Safety Officer and the Nursing Manager.
 - 7.1.8.2 If there is fire alarm check the area for reason, check smoke / heat detectors, manual pull station & other alarm devise.
 - 7.1.8.3 Follow the Safety Officer instruction & the area Nursing Manager if real fire is discovered.
 - 7.1.8.4 Inform the fire alarm panel operator to silence the false alarm bills & to rest the system if instructed by the safety officer.
 - 7.1.8.5 Stay alert the alarm area unit everything is clear.

7.2 ERG2:

- 7.2.1 Facility Management and Safety:
 - 7.2.1.1 Receive notification from the Security and Safety Command Center Officer of potential fire/smoke or internal emergency situation. Proceed immediately to the area in order to meet the nurse manager/nursing supervisor or person in charge of the area, Security Supervisor; provide advice (if necessary).
 - 7.2.1.2 Notify the Security and Safety Command Center Officer to call the 2nd ERG and Civil Defense immediately when required.
 - 7.2.1.3 Inform your direct supervisor.
 - 7.2.1.4 Liaise with the nursing supervisor and Safety Officer in order to establish the internal emergency site command post in a safe location close to the scene of the internal emergency.
 - 7.2.1.5 Before ordering the electrical engineer to shut down the power, confirm from the nursing supervisor that no patient will be affected by a power shut down.
 - 7.2.1.6 Liaise with the 2nd ERG to activate unit/department evacuation.
 - 7.2.1.7 If specialties advice required, call the concerned expert through the PABX (i.e. Radiation Safety, Lab. Safety ...etc.).
 - 7.2.1.8 Follow the instructions of the nurse manager/nursing supervisor in order to establish a holding area and call the triage team.
 - 7.2.1.9 Liaise with the nursing supervisor and Safety Officer in order to establish the holding area (ground floor) in a safe location.
 - 7.2.1.10 Advice the EOD to call the triage team immediately.
 - 7.2.1.11 Follow the instructions of the nursing supervisor to activate the external emergency plan.
 - 7.2.1.12 Advise the EOD to activate the external emergency plan.
- 7.2.2 Nursing Supervisor:
 - 7.2.2.1 Report immediately to the location of the internal emergency, when notified.
 - 7.2.2.2 Liaise with the Safety Officer on duty in order to establish the internal emergency site command post in a safe location.

- 7.2.2.3 Initiate subsequent code red overhead paging announcements, as necessary, to advise personnel of the areas to be evacuated.
 - 7.2.2.3.1 Supervise the safe evacuation of patients, visitors, and employees from the immediate danger area.
 - 7.2.2.3.2 Direct additional personnel to assist in patient evacuation or other activities when required.
 - 7.2.2.3.3 Provide a status up-date of the emergency situation to the fire crews immediately on their arrival at the facility.
- 7.2.3 Nurse Manager/Nurse In-charge:
 - 7.2.3.1 Implement RACE
- 7.2.4 Duty Manager:
 - 7.2.4.1 Report immediately to the location of the internal emergency, when notified.
 - 7.2.4.2 Inform the Chief Executive Officer (CEO)/ Chief Medical Officer (CMO)/Executive Director, operations Division (COO), regarding the Internal Disaster.
 - 7.2.4.3 Upon notification by the 2ND ERG leader that the triage team is needed, call the emergency room immediately on and inform them to send the triage team to the holding area.
- 7.2.5 Electrical Engineer on duty:
 - 7.2.5.1 Report immediately to the location of the internal emergency, when notified.
 - 7.2.5.2 Confirm the exact emergency location to verify the accessibility to electrical room or electrical cabinet supplying that area.
 - 7.2.5.3 If the electrical panel is accessible, before switching off the power in the affected area, liaise with the 2ND ERG leader and nurse supervisor to ensure that no patient will be affected if the power is shut down.
 - 7.2.5.4 If the electrical panel is not accessible, before switching off the power in all areas or the complete floor, liaise with the 2ND ERG leader and nurse supervisor to ensure that no patient will be affected if the power is shut down.
- 7.2.6 A/C, Mechanical and Elevator Technicians:
 - 7.2.6.1 Proceed to the work control and wait for the instruction from Safety Officer on duty.
- 7.2.7 Housekeeping Supervisor:
 - 7.2.7.1 Report immediately to the location of the internal emergency, when notified.
 - 7.2.7.2 Liaise with the 2ND ERG leader of the Internal Emergency Site Command Post.
 - 7.2.7.3 Inform the designated housekeeping staff to report to the emergency site command post in order to assist with any task as directed by the supervisor.
 - 7.2.7.3.1 Maintain cleanliness and orderliness in the area.
 - 7.2.7.3.2 Empty all waste containers as frequently as possible and dispose of them properly.
 - 7.2.7.3.3 Mop the floor in the area thoroughly with germicidal solution to prevent spreading of infection.
 - 7.2.7.3.4 Assist in implementing the RACE initial response procedure and if necessary evacuation procedure.
 - 7.2.7.4 Deliver the internal disaster supply cart to the holding area of the internal emergency.
- 7.2.8 Safety Officer on Duty:
 - 7.2.8.1 Receive a notification from the control room's central security for any case of a fire/smoke or any case of internal emergency, and to go immediately to the area to coordinate with the head of nursing or any person responsible for the region and provide advice if necessary.
 - 7.2.8.2 To inform the control room security central to the immediately contact the group to respond to emergencies in the event confirmed the presence of danger or a real fire.
 - 7.2.8.3 Inform your direct supervisor.
 - 7.2.8.4 Coordination with the nursing supervisor to establish a command center of the internal situation of emergency in a safe place near the site of the internal state of emergency.

- 7.2.8.5 The provision of firefighting equipment aid when needed, and direct nursing to the nearest fire exits of the safe assembly areas.
- 7.2.8.6 Before making an order for the technical closure of electricity power from nursing supervisor make sure that the affected patient as a result of any spare energy and coordination with a group of emergency response to activate the evacuation plan in the RACE section for activating the system or unit with the control room directing the security to do so.
- 7.2.8.7 If you need the advice of competent persons contact a specialist on through the switchboard (radiation safety technician - technical laboratory safety) and other.
- 7.2.8.8 Compliance with the instructions of the nursing director for the allocation of public waiting area and contact the team sort of cases.
- 7.2.8.9 Coordination with nursing supervisor and the master key to determine the public waiting area in a secure location on the ground floor.

8. MATERIALS AND EQUIPMENTS:

- 8.1 Telephone and pager

9. REFERENCES:

- 8.1 <https://www.slccgrouponline.com/fire-fighting-training-in-riyadh-saudi-arabia-ksa>.
- 8.2 Joint commission resources (2-012) Emergency management in healthcare, an all hazard approach (2nd edition).

10. APPROVALS:

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