



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Facility Management Safety (FMS)		
Document:	Administrative Policy and Procedure		
Title:	Fire and Safety Training Program		
Applies To:	All MCH Staff		
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1. PURPOSE:

- 1.1 To educate the staff regarding the safety in case of fire.

2. DEFINITIONS:

- 2.1 NA

3. POLICY:

- 3.1 All staff should undergo to this program and participate in the training.

4. PROCEDURE:

- 4.1 Fire drill schedule will be sent to each unit during that date and be sent to the unit one week prior to the month of the scheduled fire drill.

- 4.2 Several days prior to the scheduled drill, the fire drill coordinator will contact the unit/ward head nurse to arrange a convenient specific time and date for the drill.

- 4.3 **On the date of the drill, the safety officer will proceed to the area schedule for a drill and will advise the supervisor whether the fire drill will be a full drill or a simulated drill:**

- 4.3.1 The majority of drills will be simulated drills, alarms not sounded and phone calls are not actually made.

- 4.3.2 A full fire drill should not be conducted unless agreed with the safety & facility. This will allow the safety to notify the facility department, central paging to advise them that there will be a full drill and that means activating the alarms, paging system and telephoning the emergency numbers.

- 4.4 **Notification procedure for a full fire drill:**

- 4.4.1 Before the full fire drill:

- 4.4.1.1 Inform the support services and general services approximately five minutes before the drill to advise that a fire drill will be, held where the drill will be held and at what time.

- 4.4.1.2 Inform the control room approximately five minutes before the drill to inform them that there will be a fire drill at a particular location, and no need to inform code red protocols.

- 4.4.1.3 Announce the fire drill within the hospital area approximately 15 minutes before the drill.

- 4.4.1.4 Inform all the staff before the drill commences, emphasize when calling, "this is only a drill".

- 4.4.2 During the drill:

- 4.4.2.1 Staff will inform the central operator that it is only a drill.

- 4.4.3 After the drill:

- 4.4.3.1 Immediately following the drill, the supervisor must tell all the departments and central operator to inform them that the drill has been completed.

4.5 The quality department and safety will (before) provide brief instructions regarding the drill procedure and indicate the type and location of the imaginary fire to the staff participating in the drill.

4.6 **Employees should demonstrate their knowledge of the following:**

- 4.6.1 Rescue, alarm and containment techniques.
- 4.6.2 Location of fire extinguisher to be brought to the site of the imaginary fire.
- 4.6.3 Evacuation and technique procedures (actual evacuation of patients no required).
- 4.6.4 Room checking and door tagging procedures.

4.7 The nursing director, housekeeping supervisor will respond and attend at the site of a full fire drill (alarms sounded and paging system used).

4.8 Following the drill, the head nurse and employees are encourage conducting a self-assessment and reviews of the drill and ask questions of the Safety Officer.

5. MATERIAL AND EQUIPMENT:

NA

6. RESPONSIBILITIES:

6.1 All MCH Staff

7. APPENDICES:

NA

8. REFERENCES:

8.1 *lifesafetydev*. "Fire Safety". *Life Safety Systems*. Retrieved 2020-11-12.

9. APPROVALS:

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