



Fire Safety and Response Plan

HS-ERP-02

Produced by

HSS - Facilities & GS Department

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1.1 Purpose

- 1.1.1** The purpose of the Fire Safety and Response Plan is to define the policies and procedures that are necessary for the prevention, control, planning and response to fires at Qatar University (QU) facilities.
- 1.1.2** This plan also aims to ensure the timely response and evacuation to prevent any immediate danger to the health and safety of staff, students, contractors, visitors, the community and the environment.
-

1.2 Scope

- 1.2.1** This Process covers all potential fire emergencies that may occur at QU work premises including site works.
- 1.2.2** All QU staff, students, contractors, and visitors must comply with this Process.
-

1.3 Responsibilities

1.3.1 Top Management

- 1.3.1.1** The QU Top Management, Department/Team/Project Managers and Leaders are responsible for:
- Implementation of this Process in their area of responsibility and accountability;
 - Ensuring availability and provision of advice, information and assistance where required; and
 - Undertaking all the duties identified in line with this Process.
-

1.3.2 Health & Safety Section (HSS)

- 1.3.2.1** The Health & Safety Section (HSS) is responsible for:
- Implementing this Process in their areas of responsibility and accountability;
 - Ensuring that the control measure implemented are reviewed and monitored;
 - Providing assistance, where requested with the conduct of Health & Safety (HS) assessments prior to the commencement of works; and
 - Undertaking all the duties identified in line with this Process.
-

1.3.3 HS Committees

- 1.3.3.1** The HS Committees shall:
- Provide support and assistance as may be required by the HS in issues related to Emergency Management;
 - Ensure Emergency Personnel receive appropriate training relevant to the tasks assigned and maintain required competency levels; and
 - Ensure Emergency Personnel duties and responsibilities are clearly communicated and identified.

1.3.4 Health and Safety Section

1.3.4.1 The QU Health and Safety Section shall:

- Act as the QU single point of accountability to ensure that fire prevention, planning, control and response is managed within QU facilities and the Fire Safety and Response Plan is developed, updated and implemented.
- Act as the QU single point of contact during fire emergencies and ensures that these are managed within QU facilities;
- Ensure a Fire Safety and Response Plan is developed, updated and implemented in line with Qatar requirements; and
- Ensure fire safety and emergencies are attended to in line with the requirements in Section 1.4 of this plan.

1.3.5 Fire Emergency Response Team

1.3.5.1 The Emergency Response Team (**ERT**) shall include:

- Health and Safety;
- First aiders (Ref: HS-ERP-01); and
- Firefighting/Warden Team (Ref: HS-ERP-02).

1.3.5.2 The Fire Emergency Response Team shall:

- Take reasonable steps to ensure that they do not place themselves or others at risk of harm;
- Limit their fire response to that within the scope of their level;
- Be knowledgeable about the nature and type of hazards that they are reasonably practicable to encounter;
- ensure that emergency support services are pursued to ensure timely intervention by specialist services; and
- Respond to emergencies in line with the instructions outlined in Section 1.4 this plan.

1.3.6 Other Accountabilities

1.3.6.1 Employees, Students, Contractors and Visitors are responsible for:

- Taking reasonable steps to ensure that they do not place themselves or others at risk of harm;
- Co-operating fully and complying with any procedures that QU may introduce as a measure to protect the safety and well-being;
- Reporting any hazards associated with the working environment, work tasks or activities to their superior as soon as becoming aware of them;
- Participating in the development of appropriate risk control measures for identified hazards to eliminate or minimise risk; and
- Using control measures as required and any other action taken, which is designed to protect environment, health and safety.

1.4 Process

1.4.1 Risk Assessment

1.4.1.1 For successful prevention and preparedness for potential emergency situations, QU shall undertake HS risk assessments for QU's undertakings, facilities and activities in accordance with QU HSMS - *Risk & Opportunity Management Process*. In addition, QU shall ensure that a fire risk assessment is conducted for all its facilities.

1.4.1.2 The fire risk assessment shall include the following considerations:

- Be specific to the fire risks that all QU employees, contractors, and visitors are exposed to;
- Comply with all Federal and Local requirements;
- Identify control measures to reduce the risks to As Low As Reasonably Practicable (**ALARP**) in line with QU HSMS - *Risk & Opportunity Management Process* and ensure controls are implemented and communicated;
- Be reviewed on a regular basis to ensure it is up to date and in particular if there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions; and
- Be conducted by a competent professional(s).

1.4.1.3 The findings of HS and fire risk assessments shall be communicated to QU employees with particular roles and responsibilities identified for the QU Fire Response Team regarding the implementation of control measures. In addition, key stakeholders (e.g. Civil Defence) shall be consulted and contacted as deemed necessary.

1.4.1.4 Although control measures to reduce risks of personnel injuries and ill health to ALARP shall be implemented, there is normally some residual risk that may lead to emergencies, as a result of control failures associated with routine operations.

1.4.2 Dangerous Substances

1.4.2.1 QU shall ensure that any dangerous substances stored within QU facilities are managed in line with the requirements of QU HSMS - *Risk & Opportunity Management Process* in order to identify the necessary control measures to reduce the risks to ALARP.

1.4.2.2 The fire risk assessment shall also take into consideration potential fire hazards from the use and storage of dangerous substances within QU.

1.4.2.3 QU shall ensure that competent persons oversee the storage, use, and disposal of any hazardous materials within QU, and conduct routine inspections to ensure appropriate storage arrangements are made to prevent a potential fire.

1.4.2.4 The Laboratory Staff and Procurement Department at QU shall ensure the following with regards to hazardous materials stored at the laboratories and warehouse:

- arrangements to prevent build-up of static electricity, occurrence of sparks, and consequent potential for fire or explosion;
- arrangements for grounding or bonding of flammable material containers;
- alarms, detectors or tests, e.g. for presence of flammable or toxic mixtures in air;
- Arrangements for informing employees of parties to be contacted in case of emergency (names, telephone numbers, etc.);
- availability of appropriate types and numbers of fire extinguishers, sprinklers, fire hose reels, fire hydrants, fire pumps and other control measures;
- regular inspection of storage areas;
- appropriate storage compatibility risk assessments are undertaken;
- limitations on quantities of the materials stored;
- storage of materials in accordance with the Material Safety Data Sheets (**MSDS**); and
- Availability of copies of current MSDSs all hazardous materials in hardcopy or electronic copy for access by employees and emergency responders.

1.4.3 Organisation and Emergency Response

1.4.3.1 QU shall comply with the provisions of the *Qatar Law No (13) on Civil Defence (1997)* and *Qatar Law No (9) on Amending Some of the Provision of Law No (13) of 1997 (2012)*.

1.4.3.2 QU shall ensure that an appropriate Fire Risk Assessment is undertaken for all QU facilities and reviewed on a regular basis to ensure that it is up to date in line with QU HSMS – *Risk Management Process*.

1.4.3.3 QU shall ensure that procedures are in place to update the fire safety risk assessment and fire safety management plan on a regular basis.

1.4.3.4 QU shall ensure that all persons within the building, including contractors and members of the public or visitors, are aware of the emergency arrangements related to fire through briefings and/or safety inductions as may be deemed necessary.

1.4.4 Fire Prevention

1.4.4.1 In order to minimise the risk of fire outbreak, QU shall ensure the following good practices are implemented as a minimum:

- Ensure that all electric appliances and installations are of good quality standards;
- Engage only competent person or service providers for electrical works;
- Regularly inspect, test and maintain all electrical installations and electrical appliances. Keep records/log of services provided to each;
- Immediately remove suspect or potentially damaged electric appliance, devices, cable, etc. and label “do not use” until repair is made by a competent person/service provider;
- Minimise use of extension bar/cord to prevent overload, and not plug an extension wire into another extension;

- Switch off electric appliances, equipment and devices when not in use;
- Restrict smoking to designated areas;
- Layout office/work areas such that flammable and combustible materials storage are away from fire hazards;
- Minimise storage of flammable substances;
- Ensure storage of chemicals according to their compatibility;
- Maintain good housekeeping such that unnecessary paper stockpiles and waste overfill, which may form fire hazards, are minimised; and
- Ensure that there is adequate security to prevent the risk of arson.

1.4.5 Fire Detection and Fire Fighting Equipment

- 1.4.5.1 Appropriate fire detection, alarm systems and firefighting equipment shall be in place at QU Facilities, in accordance with the requirements of Civil Defence.
- 1.4.5.2 QU work areas shall have fire detection, alarm systems and firefighting equipment appropriate to the risks present.
- 1.4.5.3 Fire detection, alarm systems and fighting equipment shall be tested, inspected and maintained in effective working condition as per the manufacturer's recommendations and *Qatar Law No (13) on Civil Defence (1997)*.
- 1.4.5.4 Portable fire extinguishers shall be visible and easily accessible, and distributed in a manner suitable to the risks presented. They shall be simple to use and indicated by appropriate and suitable signs.
- 1.4.5.5 Fire extinguishers shall be of the appropriate class for the type of fires anticipated:
- **Class A Fire Extinguishers:** For use on ordinary combustibles or fibrous material, such as wood, paper, cloth, rubber and some plastics;
 - **Class B Fire Extinguishers:** For use on flammable or combustible liquids such as gasoline, kerosene, paint, paint thinners and propane; or
 - **Class C Fire Extinguishers:** For use on energized electrical equipment, such as appliances, switches, panel boxes and power tools.
- 1.4.5.6 Substantial changes or modifications to firefighting systems, devices or other equipment shall be reviewed in line with the requirements of the *Qatar Law No (13) on Civil Defence (1997)* and following consultation with the Civil Defence. No significant changes shall be implemented until this review is completed and the change is approved by the relevant stakeholders.
- 1.4.5.7 Appropriate information regarding the change shall be communicated to occupants and other affected persons prior to or coincident with implementation of the change.

1.4.6 Inspection and Maintenance

1.4.6.1 QU shall ensure that any existing equipment, devices or facilities that are provided in the premises for the safety of people, such as fire alarms, fire extinguishers, lighting, signs, fire exits and fire doors, are kept in effective working order and maintain fire separating elements and the prevention of smoke into escape routes. In doing so, QU shall ensure:

- Regular checks, periodic servicing and maintenance are carried out and any defects are rectified as reasonably practicable;
- Maintenance activities shall be undertaken as per equipment manufacturer's instructions and where necessary in line with contractual agreements;
- Fire management equipment shall be inspected in line with the checks in Appendix A; and
- Fire management equipment such as fire alarms, fire extinguishers, lighting, signs, fire exits and fire doors, shall be maintained and kept in effective working order by competent person(s) and where required by an approved third party.

1.4.7 Emergency Escape Routes

1.4.7.1 All emergency escape routes shall be in accordance with the requirements of Civil Defence and *Qatar Law No (13) on Civil Defence (1997)*.

1.4.7.2 Emergency escape routes shall be clearly marked, arranged and maintained to provide unobstructed egress from all parts of the building.

1.4.7.3 All exit routes shall be protected in accordance with *Qatar Law No (13) on Civil Defence (1997)* and shall provide at least 30 minutes protection from smoke and fire.

1.4.7.4 All exits are to be so arranged and maintained as to provide free and unobstructed egress from all parts of the building or structure at all times when it is occupied. No lock or fastening device designed to prevent free escape from the inside of any building shall be installed.

1.4.7.5 Every exit shall be clearly visible or the route to reach it will be conspicuously indicated in such a manner that every occupant of every building or structure will know the direction of escape from any point.

1.4.7.6 All emergency escape routes and emergency exits, that require illumination, shall be provided with emergency lighting of appropriate intensity in case of failure of normal lighting.

1.4.7.7 Each path of escape, in its entirety, shall be so arranged or marked that the way to a place of safety is clear.

1.4.7.8 No building or structure under construction shall be occupied in whole or in part until all exit facilities required for the occupied part are completed and appropriate for use.

- 1.4.7.9 No existing building shall be occupied during repairs or alterations unless all existing exits and any existing fire protection are continuously maintained, or in lieu thereof, other measures are taken which provide equivalent safety.
- 1.4.7.10 All required exits and ways of travel to and from the exit, shall be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency.
- 1.4.7.11 Means of egress shall be so designed and maintained as to provide appropriate headroom.
- 1.4.7.12 Where a means of egress is not substantially level, these differences in elevation shall be negotiated by stairs or ramps.
- 1.4.7.13 Exits shall be marked by a readily visible sign. Access to exits shall be marked by readily visible signs in all cases where the exit or way to reach it is not immediately visible to the occupants.
- 1.4.7.14 Every exit sign shall be appropriately illuminated.
- 1.4.7.15 Every exit sign shall have the word "Exit" in plainly legible letters (in Arabic and English) not less than 150 mm high, with the principal strokes of letters not less than 19 mm wide.
- 1.4.7.16 All safety signs shall be in Arabic and English along with other languages as used by the majority of the workforce.

1.4.8 Pre Emergency Arrangements

- 1.4.8.1 The QU Health and Safety Section responsible for ensuring the fire evacuation diagrams are displayed in all buildings.
- 1.4.8.2 The QU Health and Safety Section responsible for ensuring the following is conducted on a routine basis in preparation for any fire emergency:
- 1.4.8.3 Area Fire Warden:
- Confirm appropriate wardens for area of responsibility.
 - Report on deficiencies of emergency equipment.
 - Ensure that wardens have communicated the emergency response procedures to all occupants within their nominated areas.
 - Ensure that occupants are aware of the identity of their wardens.
 - Coordinate safety practices (eg. clear egress paths, access to first-attack equipment and disposal of rubbish) by wardens throughout their area of responsibility.
 - Attend training and emergency exercises, as required.

1.4.8.4 Fire Warden:

- Ensure that all occupants are aware of the emergency response procedures.
- Carry out safety practices (e.g. clear egress paths, access to first-attack equipment and disposal of rubbish).
- Practice use of specialized equipment.
- Maintain specialized equipment as per manufacturers' specifications
- Ensure that personal protective equipment is maintained and available.
- Attend training and emergency exercises, as required.

1.4.9 Emergency Arrangements

1.4.9.1 Health and Safety Section: On becoming aware of an emergency, the Health and Safety Section shall take the following actions:

- Respond and take control, as appropriate.
- Ascertain the nature of the emergency and implement appropriate action.
- Ensure that the appropriate Emergency Service has been notified.
- Ensure that (Area) fire wardens are advised of the situation, as appropriate.
- If necessary, after evaluation of the situation and using all of the information, and resources available, initiate an action plan in accordance with the emergency response procedures and control entry to the affected areas.
- Monitor the progress of the evacuation and record any action taken in an incident log.
- Brief the Emergency Services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the incident commander's instructions.
- Any other actions as considered to be necessary or as directed by Emergency Services.

1.4.9.2 Area Fire Warden: On hearing an alarm or on becoming aware of an emergency, the Area fire wardens shall take the following actions:

- Implement the emergency response procedures for their area.
- Ensure that the appropriate Emergency Service has been notified.
- Communicate the status of the situation with the emergency officer.
- Hand over and brief Emergency Services on arrival.
- Direct fire wardens to check the floor or area for any abnormal situation.
- Commence evacuation if the circumstances on their floor or area warrant this.
- Communicate with the emergency officer by whatever means available and act on instructions.
- Advise the emergency officer as soon as RP of the circumstances and action taken.
- Co-opt persons as required to assist a fire warden during an emergency.
- Confirm that the activities of fire wardens have been completed and report this to the emergency officer or the incident commander of the attending Emergency Services if the emergency officer is not contactable.

1.4.9.3 Fire Warden: Persons selected as fire wardens shall carry out activities as set out in the emergency response procedures and as directed by the Area fire warden. Wardens' activities may include the following:

- Act as Area fire wardens.
- Don emergency visibility vest and obtain Emergency Response Team Contact List.
- Operate the communication system(s) in place.
- Check that any fire doors and smoke doors are properly closed.
- Close or open other doors in accordance with the emergency response procedures.
- Facilitate orderly flow of occupants to assembly area and provide assistance to persons with disabilities as required.
- Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
- Report status of required activities to the Area fire warden on their completion.
- Act as leader of groups moving to nominated assembly areas and ensure all personnel stay together.

1.4.10 Post Emergency

1.4.10.1 The actions to be undertaken by the Health and Safety Section after an emergency shall include, but not be limited to, the following:

- When the emergency incident is rendered safe or the Emergency Service returns control, notify fire wardens to have occupants return to their facility, as appropriate.
- Organize debrief with ERT members and, where appropriate, with any attending Emergency Service.
- Compile a report for the management.

1.4.10.2 Area Fire Warden:

- Compile a report of the actions taken during the emergency for the debriefing.
- Attend debriefing session and contribute to investigation processes and internal and external communications.

1.4.10.3 Fire Warden:

- Ensure that the specialized equipment are cleaned and serviced.
- Ensure specialized equipment are replaced as necessary.
- Attend debriefing session and contribute to investigation processes and internal and external communications.

1.4.11 Training and Exercises

1.4.11.1 General principles of fire safety and fire extinguisher use shall be included in the general HS awareness and induction training to all QU employees and to contractors and visitors, as may be required. This training shall include:

- the risks identified by the fire risk assessment;
- the preventative and protective measures;
- contents of the emergency evacuation plan;
- identity of the emergency management team; and
- evacuation procedures for the work area.

1.4.11.2 Competent Fire Wardens shall be designated for all QU facilities. The designation shall be properly documented through a Letter of Appointment (Appendix B).

1.4.11.3 Special trainings on firefighting and evacuation shall be provided to all fire wardens as well as the first aiders to ensure that they will be capable to respond to an event of fire.

Training shall include:

- general principles of a fire;
- hazards employed with an incipient stage fire(s);
- when to abandon efforts to extinguish a fire and evacuate;
- general principles and types of firefighting equipment;
- hazards employed with the use of firefighting equipment; and
- steps to be taken in case of fire emergency, location of assembly points & Process to report superiors.

1.4.11.4 Fire drills shall be arranged in coordination with the Property Management personnel on a regular basis to familiarize QU employees with the evacuation procedures. Fire drills will also assist in assessing the overall capability of QU to respond to fire emergencies, as well as in identifying improvement requirements for fire management. A fire drill observation checklist will be used to record and assess all fire drills (Appendix C).

1.4.11.5 Refresher training shall be provided to all QU employees annually or whenever there is a change in their job assignment, fire prevention plans or office activities which introduces a fire hazard or, wherever an employee's knowledge of fire extinguisher use and fire prevention procedures is believed to be inadequate (whichever is more frequent).

1.4.11.6 The fire safety training and competency undertakings shall be in line with the requirements and procedures of the QU HSMS – *Training, Awareness and Competency Process*.

1.4.11.7 QU shall ensure that only competent contractors shall be commissioned to service and maintain firefighting equipment. Competency requirements of contractors shall be in line with QU HSMS – *Procurement Management Process*.

1.4.12 Reporting Requirements

1.4.12.1 Fire emergency incidents involving employees, students, contractors, members of the community, or affecting the environment shall be:

- Recorded in accordance with the QU HSMS *Section non conformity, Incident Reporting and Investigation process*;
- Notified to other relevant authorities where required;

- 1.4.12.2** Following a fire emergency, an incident investigation shall be conducted according to the requirements and procedures of the QU HSMS *Non conformity, Incident Reporting and Investigation process*. In general, investigations shall be led by QU's HS, in collaboration with the Health and Safety Section and all concerned or involved parties, in order to assess causes, examine lessons learnt, and agree improvement actions to prevent recurrence.
- 1.4.12.3** A written incident investigation report shall be produced and documented by the investigation team, shared with all involved parties, and forwarded to the QU HS Committee.
- 1.4.12.4** The investigation report shall include:
- the root cause(s) of the incident;
 - how the fire emergency might have been prevented;
 - what actions are to be taken to avoid the same, or a similar, fire emergency from occurring again;
 - what actions are to be taken to decontaminate, or clean-up any pollution of land or water; and
 - the time frame for implementation of those actions.

1.4.13 Monitoring and Review

- 1.4.13.1** The Health and Safety Section supported by the HS Committee and Fire Response Teams, shall be responsible for assuring the effectiveness of the Plan.
- 1.4.13.2** The Fire Response Plan shall be reviewed:
- Upon the addition of or change in new legal requirements and process changes;
 - As part of regular HSMS audits;
 - Following an emergency management response exercise/drill;
 - Following an actual fire; or
 - At least annually.
- 1.4.13.3** During the review of the Fire Response Plan, the following shall be taken into account:
- feedback provided by the members of Fire Response Team;
 - findings of maintenance checks and inspections on firefighting equipment;
 - findings of any fire risk assessments conducted;
 - findings of incident investigations; and
 - Adequacy of fire response equipment and response time in containing fire.
- 1.4.13.4** Following the formal review and feedback process, the HS shall re-submit the reviewed Fire Response Plan to the Health and Safety Section along with an action plan identifying the roles, responsibilities and target dates to achieve improvements and implement changes within the reviewed plan.
- 1.4.13.5** The Health and Safety Section shall ensure the timely implementation of the actions identified following the monitoring and review of the Fire Response Plan.

1.5 Document Control

1.5.1 This Process is a controlled document. The controlled version of this Process is located on the QU HSMS Documentation Management System.

1.5.2 Any printed copies of this controlled document are reference copies only. It is the responsibility of all of those with printed copies to ensure their copy is kept up to date.

1.5.3 Refer to QU HSMS – *Documented Information Process*.

1.6 Appendices

Appendix A - Fire Alarm testing/simulation Checklist

Appendix B - QU HSMS Letter of Appointment: Fire Warden

Appendix C - Fire Drill Report/Observation Checklist

Appendix D - Firefight/Fire Alarm Inspection checklist

QU Health & Safety Management System (HSMS)



Appendix A - Fire Alarm System Simulation/Testing Summary Report				Ref:	HS-FAT-001
Start Date:	Time:	am	pm	End Date:	Time:
Building Code:					
Building Name:					
QU In charge Engineer Name:					
Title:					
Dept/Section:					
Test Performed by Name:					
Title:					
Authorized Contractor					
Test Supervised by Name:					
Title:					
Dept/Section:					

Fire Alarm System Component	Installed	Tested	Passed	Failed	Remarks
FACP Status (Normal, No of Troubles)					
Smoke Detectors					
Heat Detectors					
Duct Detectors					
Beam Detectors					
Manual Pull Stations					
Horns, Sounders & Flashers					
Lifts - interface					
Doors (Slide, fire, Access Control)-Interface					
AHU – Interface					
Smoke Management System					
Generator - Interface					
Public Address System (PAS)					
Total					Accepted Partially Accepted Not Accepted

QU Health & Safety Management System (HSMS)



Additional Notes:

#	Action required	Action By	Date
1			
2			
3			
4			
5			
6			
7			

Approved By (Contractor)	Title	Dept/Section	Date:
Approved By (QU-Facilities)	Title	Dept/Section	Date:
Approved By (QU-HS)	Title	Dept/Section	Date:

Fire warden selection form نموذج اختيار مراقب حرائق	Ref: HS-FWS-001
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اختيار مراقب حرائق Fire warden assignment

مسؤول عن مبنى/قسم: _____ Fire Warden for Building No: _____

في الفترة من: _____ إلى: _____ To: _____ For the period From: _____

1- Personal information:

1-المعلومات الشخصية:

Department	القسم	Title	المسمى الوظيفي	Name	الاسم
Email	عنوان البريد الالكتروني	Office Tel No	رقم هاتف المكتب	Mobile No	رقم الجوال

2- Firefighting Training information:

2- معلومات عن الدورات التدريبية في مجال مكافحة الحرائق:

Training Provider	اسم الجهة التدريبية	Date	التاريخ	Training Title	اسم الدورة التدريبية
					1
					2
					3

يرجى العلم أنه قد تم اختيارك متطوعاً كمراقب حرائق في مبنى _____ ، وفيما يلي المسؤوليات الخاصة بك:

- التأكد من تواجد أدوات مكافحة الحرائق في أماكنها . Ensure availability of all firefighting equipment .
- التأكد من وجود خطة إخلاء الحرائق بالمبنى . Ensure availability of fire evacuation plans in the building.
- إبلاغ مكتب رجال الإطفاء (3999) بأي إنذار حريق أو أي طوارئ أخرى. Inform fire section in case fire alarm.
- مساعدة وتوجيه الأشخاص لإخلاء المبنى في حالات الطوارئ . Support and direct people during evacuation .
- المرور المستمر على المبنى للتأكد من عدم المخاطر . Conduct Inspections at night/holidays to assure .

3- Approval

3- الموافقة:

Name: _____ الاسم

Signature: _____ التوقيع:

Date: _____ التاريخ

QU Health & Safety MANAGEMENT SYSTEM (HSMS)

Appendix C - Fire Drill Observation Report	Ref:	HS-FDO-001
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Date:	Building Cod:	Building Name:	Ref: HS-FDO-001
Time Alarm Activated:	am pm	Time the building Evacuated:	am pm
Time evacuated people Returned to Building:	am pm	Total People Count at Assembly Points:	
Supervised by: _____ Position: _____			

	Activities to Observe	Yes	No	Comments	Recommendations
1	All team members responded promptly to the alarm activation.				
2	Staff and students responded promptly to the alarm.				
3	All Lifts moved to ground floor and stay opened				
4	All emergency exits doors were unlocked and opened freely				
5	All slide and electric doors remain opened during alarm				
6	All equipment was switched off and all fire doors closed behind people exiting the buildin.				
7	All occupants didn't return to building until the all clear was given				
8	Evacuation took place in a calm and orderly manner. i.e. (No running, no shouting, no stopping to collect personal belongings ... etc.)				
9	Others				

HEALTH & SAFETY MANAGEMENT SYSTEM (HSMS)

D08 - Fire Fight & Fire Alarm System Inspection Checklist

Ref:

HS-D08-001

Date:

Building Code:

Building Name:

Ref: HS-D08-001

Inspector-1:

Title:

Inspector-2:

Title:

Observations Summary:

Total:

Open:

Closed:

#	Activities to Observe	Yes	No	N/A	Observations Reference/Remarks
Fire Alarm/Detection System					
1	Building fire alarm system tested/approved?				
2	FACP & Mimic panel are operational & not showing any troubles?				
3	All the components are not obstructed & accessible?				
4	All the components are physically in good condition?				
5	Detectors (HD/SD/BD/DD) available/operational?				
6	Manual pull stations are operational?				
7	Public Address (PA) system available & operational?				
8	All the mandatory signage's are provided?				
Portable - Fire Extinguisher & Fire Blanket					
9	Is the fire extinguisher unobstructed and accessible?				
10	Is hanged at a height no higher than 1 meter?				
11	Is the nozzle (hose) available, in good physical condition?				
12	Are the safety pin & the anti-tamper (plastic) seal available in place?				
13	Does the gauge show in the green – fully charged?				
14	Is the service company tag attached, signed and dated?				
15	Fire blanket provided/inspected? (Pantry, Cafeteria, Kitchen & etc...)				
Fixed - Fire Hydrant					
16	Hydrant Monthly inspected and Tag signed?				
17	Is hydrant accessible for fire department use?				
18	Hydrant can be easily opened /closed and nut is in good condition?				
19	Hydrant barrel is free from cracks, leaks, physical damage and corrosion?				
20	Hydrants have adequate water pressure?				
21	All the accessories are available & Physically in good condition at Fire hose box?				
Fixed - Fire Hose reel					
22	Fire Hose reel monthly inspected/service tag updated?				
23	Fire hose reel & hose reel cabinets physically in good condition?				
24	Fire hose reel provides sufficient length to reach every part of the floor? (Standard length 36 m)				
25	Fire hose reel main valve is in fully opened condition?				
26	Fire hose reel have adequate water pressure?				
27	There is no any sign of leakage found from the hose reel?				

QU Health & Safety MANAGEMENT SYSTEM (HSMS)

#	Activities to Observe	Yes	No	N/A	Observations Reference/Remarks
Fixed – Sprinkler System					
28	Sprinkler system periodically inspected/service tag updated?				
29	Sprinklers head covers are available & no any damage?				
30	Sprinkler lines in good condition/ no any external corrosion?				
31	There is no any sign of leakage found from the sprinkler lines?				
32	Are all of the valves open to allow water to flow into system?				
Fixed – Clean Agent Suppression System					
33	Clean agent suppression system periodically inspected/service tag updated				
34	Clean agent suppression system panel are operational & not showing any troubles?				
35	Clean agent suppression system cylinders protected by cabinets & cabinets don't have any damages?				
36	All the components for Clean agent suppression systems are physically in good condition & not obstructed?				
37	Clean agent suppression system solenoid valve connected & cylinder pressure gauge show in the green?				
Fixed – Fire Pumps					
38	All the fire pumps are periodically inspected & tag updated?				
39	All the fire pumps are in auto mode?				
40	Fire pumps in good physical condition & no any sign of leakages?				
41	System out lets valves are in open condition & the line pressure in acceptable range?				