

	<b>Document Title</b>	<b>Document Number</b>	<b>Issue Date</b>
	<b>FIRE SAFETY</b>	<b>343</b>	<b>01/01/2018</b>
	<b>Approved By</b>	<b>Version Number</b>	<b>Review Due Date</b>
<b>POLICY</b>	<b>Chief Executive Officer</b>	<b>2</b>	<b>30/06/2023</b>
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<b>SCOPE</b>	Organizational <input checked="" type="checkbox"/> Departmental <input type="checkbox"/>
<b>TITLE</b>	FIRE SAFETY
<b>PURPOSE</b>	To ensure that there are effective life safety systems for the management of fire in place across all Sidra Medicine premises.
<b>APPLICABLE TO</b>	All staff, temporary workforce, contractors and any other person working on or occupying Sidra Facilities.
<b>DEFINITIONS</b>	<b>Sidra Facilities</b> – The overall site, hardscape, buildings, services, systems and facility related equipment; owned or leased by Sidra Medicine.

<b>POLICY STATEMENT</b>	
<b>1. GENERAL</b>	Sidra recognizes and acknowledges its responsibility to take general and specific precautions to protect the safety, so far as reasonably practicable, of its employees and anyone else potentially affected by its undertaking, against fire and the effects of fire events.
<b>2. COMPLIANCE</b>	Sidra Medicine will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with all applicable laws, regulations, standards and codes of practice.
<b>3. FIRE SAFETY MANAGEMENT PLAN (FSMP)</b>	<p>3.1. Sidra is fully committed to providing a safe environment for patients, service users, employees and visitors. This is achieved through a framework of management plans, policies and procedures ensuring that all Sidra Facilities meet the statutory and mandatory fire safety standards.</p> <p>3.2. The Fire Safety Management Plan provides comprehensive information on fire prevention and emergency response procedures, and fire safety training and education; and outlines responsibilities and ensures safe and effective action in the event of a fire.</p>
<b>4. FIRE SAFETY TRAINING &amp; FIRE DRILLS</b>	<p>4.1. Sidra recognises that its employees are paramount to the effective management of fire safety and will therefore ensure that they are given the appropriate information, instruction, training and supervision to enable them to undertake their roles &amp; responsibilities.</p> <p>4.2. Fire drills are carried out regularly to evaluate the effectiveness of Sidra's evacuation procedures. The findings of the drills are reported. Any conclusions and remedial actions are recorded and implemented.</p>

<b>COMPLIANCE REFERENCES</b>	<p>The Civil Defence Law No. (13) of 1997 as amended by Law No.9 of 2012.</p> <p>Joint Commission International, Joint Commission International Accreditation Standards for Hospitals. 2011, Joint Commission International: Oakbrook Terrace, ILL. FMS 7</p> <p>Joint Commission International, Joint Commission International Accreditation Standards for Hospitals. 6<sup>th</sup> Edition, Joint Commission International: Oak Brook, ILL. 2017 –</p> <p>JCI – FMS.7/ FMS.3</p> <p>JCI- AOP 6.3</p> <p>Qatar National Healthcare Facilities MoPH DID.25</p> <p>Qatar National Healthcare Facilities MoPH FEFH.1/ FMP.1</p> <p>Qatar National Healthcare Facilities MoPH FEFO.1/FEFH.1/ FMP.1</p> <p>Qatar National Healthcare Facilities MoPH CAL.1/CAP.1</p> <p>Qatar National Healthcare Facilities MoPH DIFO.30/DIFH.29/ DID.25</p>
<b>RELATED DOCUMENTS</b>	<ul style="list-style-type: none"> <li>• POL – O – Emergency Response Codes</li> <li>• POL – O – Support Services Operations Center (SSOC)</li> <li>• POL – O – Radiation Safety Policy</li> <li>• POL – O – Laboratory Safety Policy</li> <li>• PRO – O – Evacuation Procedures for Uncontrolled Fire (Code Red)</li> <li>• PRO – O – Fire Drill Procedure</li> <li>• Fire Safety Management Plan (FSMP)</li> <li>• Non Clinical Incident Reporting Procedure</li> <li>• Sidra Safety and Security Handbook</li> <li>• Fire Emergency Evacuation Procedure - FEEP</li> <li>• Personal Emergence Evacuation Plan - PEEP</li> <li>• Fire Alarm and VESDA Detail Design Report</li> </ul>
<b>REFERENCES</b>	<ol style="list-style-type: none"> <li>1. Health and Safety (Training for Employment) Regulations 1990.</li> <li>2. Health and Safety at Work Act 1974.</li> <li>3. Management of Health and Safety at Work Regulations 1999.</li> <li>4. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995</li> <li>5. NFPA 101 – Life Safety Code</li> </ol>
<b>NAME OF AUTHOR</b>	Robert Powell – Manager, Facility Safety
<b>POLICY OWNER/ DEPARTMENT</b>	Chief Operating Officer / Facilities Management Division
<b>APPROVAL BODY</b>	As per Executive Committee Delegation of Authority for Policy Approval (V.4 12 August 2018)
<b>MEASUREMENT OF COMPLIANCE</b>	<ul style="list-style-type: none"> <li>• Fire Drills – fire drills for each area will be completed four times per year</li> <li>• Exception for Hospital Clinical areas – fire drills for each area will be completed four times per year per shift.</li> </ul>

	<ul style="list-style-type: none"> <li>• Fire Inspection Equipment – All fire inspections will be done 100% of the time.</li> <li>• Unscheduled Code Reds – Unscheduled alarms of the fire inspection equipment will continue to be monitored as a quality measure.</li> </ul>
<b>KEYWORD SELECTION</b>	Keyword 1 : Fire Keyword 2 : Safety Keyword 3 : Protection Keyword 4 :

<b>Version Number</b>	<b>Issue Date</b>	<b>Summary of amendments Key Changes</b>	<b>Communication Message</b>
1	15/12/2015	New document.	
2	01/01/2018	<b>2.</b> Amended document. <b>2.1</b> June 2021. Reviewed, no amendments required at this time. Renewal without change approved by the owner, Mohamed Salem, Acting Chief Administrative Officer. Next review due date extended to 30/06/2023.	