



## FIRE EMERGENCY PROCEDURES MANUAL

### دليل إجراءات الطوارئ للحريق

#### CODE ERG

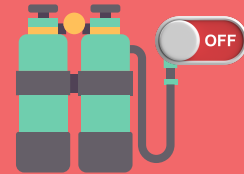
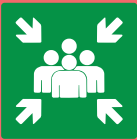
حدوث حريق محتمل ( مثل رائحة التماس أو حريق )  
دون وجود لهب مرئي أو احتراق فعلي

Suspected Fire: Initial indications of a potential fire (e.g., Burning smell or smell of electrical short) without visible flames or combustion

#### CODE RED

حريق تظهر فيه علامات واضحة (مثل اللهب أو الدخان) / الكوارث الداخلية

Fire with visible signs (flames or smoke) / **Internal disasters**



- ✓ Knowing the nearest assembly point to the department.
- ✓ Knowing the locations of fire alarm devices in the department.
- ✓ Knowing the nearest emergency exit to the department.
- ✓ Knowing the locations of fire extinguishers in the department.
- ✓ Knowing the locations of fire extinguishers the department.

1 **قم بإنقاذ أي شخص قد حوصر أو تأثر من النار**  
Rescue anyone trapped or affected by the fire, if it is safe to do so



2 **الإنذار كالتالي أصرخ: كود رد , اسحب: الإنذار , اتصل: ٢٢٢٢**  
Alarm by doing ALL of the following:  
Shout : Code Red , Pull : Manual alarm , Call : 2222



3 **محاصرة الحريق بإغلاق كافة الأبواب والنوافذ المجاورة للحريق**  
Contain : close all doors and windows in and adjoining the affected area



4 **استخدام طفاية الحريق وفي حالة الخطر يتم إخلاء المنطقة**  
Extinguish: Use the fire extinguisher and do so.  
If you feel threatened, frightened, or in danger at any time, Evacuate at once.



## PACE

1 **اسحب الصمام**  
Pull the pin



2 **توجيه الخرطوم نحو قاعدة اللهب**  
Aim at the base of fire



3 **الضغط على المقبض**  
Squeeze the handle



4 **حرك الخرطوم من جهة لأخرى**  
Sweep Side to side



## EVACUATION METHODS:

### طرق الإخلاء:



**الإخلاء الأفقي:** يتم إخلاء القسم إلى أقرب نقطة تجمع وذلك حسب المتبع في خطة الإخلاء المثبتة في لوحة السلامة بكل قسم.

#### Horizontal Evacuation:

Department will be evacuated to the nearest assembly point, and this is according to the evacuation plan installed on the safety board in each department.

**الإخلاء العمودي:** يتم الإخلاء بشكل عامودي إلى خارج المستشفى وذلك وفق التوجيهات.

#### Vertical Evacuation:

The evacuation will be done vertically to get out of the hospital, according to instructions.

# Response Procedures

## 1. Fire Detection

1.
  - Upon fire detection, announce Code Red loudly and clearly three times.
  - Identify the exact location or room number of the fire.
  - Rescue any person present in the affected area.

## 2. Activate the fire alarm system and call extension 2222.

Repeat the following information clearly:

- Name
- Employee ID number
- Exact fire location
- Code Red

## 3. Before entering the affected area:

- Check the door handle for heat before opening.
- Enter the area cautiously when opening the door.
- Remove gas cylinders if it is safe and possible to do so.
- Extinguish the fire by following the PASS procedure for fire extinguisher use. If the fire cannot be contained:
  - Close the door and place a fire blanket to prevent smoke spread.
  - Position a fire extinguisher horizontally approximately one meter in front of the affected area.

## 4. Evacuation Procedures:

- Evacuate the department to the nearest assembly point.
- Place evacuation tags on all doors.
- Ensure the oxygen valve is closed according to assigned responsibility.
- Conduct a headcount at the assembly point to ensure all staff are accounted for.

## Responsibility for Closing the Oxygen Valve:

- Head Nurse
- On-Call Physician
- Safety Officer
- Civil Defense