

VACO Reference Material

FROM SPARK TO SAFETY:

A PROACTIVE APPROACH TO FIRE PREVENTION

Researched and Collated By:
VACO Middle East Est.
Abu Dhabi, United Arab Emirates
info@vaco.ae
+971 56 947 9733
Visit us at www.vaco.ae



Disclaimer: The following pages are extracted from research activity conducted by consultants of VACO Middle East and are reproductions of original work from various industry experts and organizations.

VACO Middle East takes no responsibility with regards to copyright, images, methods, policy and processes, or content as it is reproduced in the best interest of industry benchmarks.

WHAT IS A FIRE SAFETY PLAN?

A fire safety plan is a detailed document that covers all aspects of fire safety for a specific building or property. The plan will outline:

- A safe and orderly way for occupants to evacuate the building.
- Proper maintenance and housekeeping required to prevent fires.
- Methods of control that minimize the damage from fires when they do occur.

Fire safety plans are often required by your local Fire Code, especially for certain buildings and occupancy rates. Check with your jurisdiction, municipality, or local fire department for further information. Some municipalities and/or fire departments may prefer that a template or standard format be used by all businesses in their area to help when they have to respond to emergencies.

WHAT SHOULD BE INCLUDED IN THE FIRE SAFETY PLAN?

Plans should be specific to the property or business. Conducting an audit or review of the property or business will help identify factors that could affect fire safety. Items in this audit include site layout, points of entry/exit, roadways, use of the building, where and how items are stored, how items are used, water or fire department connections, alarm systems, sprinkler systems and many other factors.

While specific requirements may vary by jurisdiction, in general, a fire safety plan should include:

- Emergency procedures to be used in case of fire, including how to:
 - sound the alarm,
 - notify the fire department, building or business officials, or other designated staff as specified in the plan (e.g., all telephones on site should have the emergency phone numbers listed and the address of the property posted close by),
 - evacuate occupants (e.g., procedures occupants should follow when the fire alarm sounds),
 - evacuate persons who may need assistance, and
 - confine, control, and extinguish the fire where possible.
- How, and how often fire drills will be conducted.
- Information for any designated staff who have been given fire safety duties and responsibilities.
- Organization, education, and training for staff with fire safety duties.

- Information and actions to take to prevent or control fire hazards for that building or business, where appropriate.
- Other staff education and training that may be necessary.
- Detailed maintenance procedures for fire protection systems.
- Diagrams and instructions about the type, location, and operation of any fire or emergency systems.
- Identification of alternative fire safety measures.
- Allow fire department access to the building and to the fire location within the building.

WHAT CAN BE INCLUDED IN TYPICAL FIRE SAFETY PLANS FOR ALL EMPLOYEES?

Fire safety plans should provide employees or building occupants with the instructions they need to leave the building (or respond as appropriate) in the event of a fire. Examples of content for the plan may include instructions such as:

If you discover a fire:

- Leave the fire area immediately.
- Activate the fire alarm and alert other staff.
- If safe to do so, assist anyone in immediate danger.
- Close all doors behind you to confine the fire.
- Use exit stairwells to leave the building.

If you hear a fire alarm:

- Shutdown process and equipment (as preplanned, where applicable).
- Leave the building immediately.
- Close all doors behind you to confine the fire.
- Use exit stairwells to leave the building.
- If designated with fire emergency duties, carry out pre-planned procedures if safe to do so.

In the event of a fire:

- Do not use the elevator(s).
- Do not re-enter the building until the fire marshal or respective supervisory staff announces that it is safe to do so.

WHAT ARE SOME EXAMPLES OF FIRE PROTECTION MEASURES?

Items to be considered include:

| Fire Protection Measures | |
|--|---|
| Fire Safety Plan, And Fire Protection System Elements | |
| Does the fire safety plan include procedures and floor plans | <ul style="list-style-type: none"> • Prepare procedures for evacuation and response • Include building plans marked for fire exits, fire extinguishers, alarm points, smoke detectors, first aid boxes, main electrical panel, main water supply, evacuation routes, etc. • Methods required to prevent fires (e.g., storage of items, etc.) |
| Has the fire safety plan been communicated to every employee or occupant? | <ul style="list-style-type: none"> • Communicate fire safety plan and emergency response procedures to all employees and contractors. • Conduct fire drills at least twice a year (or as required by local jurisdiction) • Observe the response to fire drills, and adjust the plan as necessary to ensure its effectiveness |
| What information is needed when calling for emergency services? | <ul style="list-style-type: none"> • Post all emergency numbers and instructions close to telephones • Post the location/address of the building, with any specific instructions that may be needed by the responders |
| Are designated employees given the education and training required to perform assigned duties? | <ul style="list-style-type: none"> • Provide education and training to all designated employees on the type and correct use of fire extinguishers. • Fire wardens must be educated and trained in how to clear an area quickly and other related duties. |
| Are appropriate inspections conducted? | <ul style="list-style-type: none"> • Inspect all the fire extinguishers, fire alarm system, emergency lighting system, sprinkler system, and other fire protection monthly or as per the Fire Code and other applicable legislation |

| Fire Doors, Exits, Lighting | |
|--|---|
| Are emergency exits and fire extinguishers accessible? | <ul style="list-style-type: none"> All aisles, emergency exits, fire extinguishers, etc. must be kept clear of product or storage objects, fork trucks, etc. at all times Exit routes from buildings must be clear of all obstructions |
| Are fire doors installed and maintained properly? | <ul style="list-style-type: none"> Each building must have at least two means of escape separate from each other Fire doors must not be left open unless equipped with self-closing mechanisms. Fire doors must be kept free of obstructions that would prevent the door from closing Exit doors must open in an emergency (not permanently locked or chained closed) Exit doors must be properly marked with signs indicating they are exits from the building |
| Is appropriate emergency lighting in place? | <ul style="list-style-type: none"> Install and maintain adequate emergency lighting to cover stair cases, washrooms, meeting rooms, parking lots, exits, etc. |
| Fire Extinguishers | |
| Are fire extinguishers clearly marked? | <ul style="list-style-type: none"> Mark all fire extinguishers clearly with the class of fire for which it is appropriate |
| Are fire extinguishers properly installed? | <ul style="list-style-type: none"> Install fire extinguishers as per the Fire Code Must be kept free of obstructions for easy access |
| Are fire extinguishers inspected regularly? | <ul style="list-style-type: none"> Inspect portable fire extinguishers monthly or as required by your local jurisdiction |
| Are smoke and fire alarms in place? | <ul style="list-style-type: none"> Provide and maintain adequate fire alarms and smoke alarms according to the Fire Code Test periodically (monthly) or as required according to your jurisdiction |

| | |
|--|---|
| | <ul style="list-style-type: none">• If smoke alarm is battery operated, do not remove batteries unless they are replaced immediately with fresh batteries |
|--|---|



Need More?

VACO Has You Covered

VACO Middle East is a leading consulting firm that provides innovative and customized solutions to help businesses thrive in the dynamic global market. We specialize in a range of services, including strategic planning, human resource development, accreditations, and marketing strategy development, tailored to meet the unique needs of start-ups and established companies alike. With our expertise and collaborative approach, we can help you take your business to the next level and achieve your goals. Reach out to our team today and find out how you can grow your business.



VACO Middle East Est.

Abu Dhabi, United Arab Emirates

Visit us at www.vaco.ae

info@vaco.ae

+971 56 947 9733