



**LAHORE
MEDICAL & DENTAL
COLLEGE**

LAHORE MEDICAL & DENTAL COLLEGE, LIMITED

Recognized by Pakistan Medical & Dental Council (PM&DC)

Registered with WHO and FAIMER

Affiliated with University of Health Sciences, Lahore (UHS)

Approved by Ministry of Health, Govt. of Pakistan

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LAHORE MEDICAL & DENTAL COLLEGE

FIRE SAFETY & EVACUATION PLAN

Mission

The mission is to promote fire safety awareness to prevent fire occurring and to protect all persons of LMDC.

Preparing for an Evacuation

- Knowledge about building or classroom's evacuation plan. Know where the doors, windows, stairs, and fire extinguishers are.
- Determine in advance the nearest exit from your office or classroom location and the route you will follow to reach that exit in an emergency. Know the locations of alternate exits from your area.
- If you are in an unfamiliar building, look for exit signs and stairwells upon entering.
- Evacuation Map of the LMDC and locate in advance the pre-determined evacuation locations closest to your building. Display near canteen and outside auditorium.
- The majority of evacuation locations are located in the perimeter parking lots.
- There are six emergency exit points on ground floor.
- If you work in an interior office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit. In heavy smoke, exit signs may not be invisible. Even in heavy smoke, you can count the number of doors as you pass, so you will know when you reach the exit door.
- Do not return to the building until you have been instructed to do so by Security, Police or Fire Departments.
- Fourteen emergency exit points are in girls' hostel and Fourteen emergency exit points are in boys' hostel.



During an Evacuation

- When the fire alarms sound or upon notification by Security or emergency responders, (QRF) occupants must evacuate the building and assemble at the pre-determined evacuation location college main ground and main gate.
- If time and conditions permit, take only your most important personal items such as a purse, car keys, or glasses, and secure your workplace.
- Leave by the nearest marked exit and alert others to do the same by shouting FIRE!! FIRE!! FIRE!!
- Follow instructions from Security or emergency responders.
- If you want to open a door, check the door for heat with the back of your hand before opening it. Do not open the door if it is hot.
- Walk, do not run. Do not push the each other while coming down.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells, and stay to the right while coming down.
- Watch for falling debris, window glass inside and outside of building.
- Assist disabled people in exiting the building.
- Once outside, move quickly away from the building and proceed to the evacuation location college main ground and main gate. You should try to keep at-least 500 feet away from the affected building.
- Assist patients to the closest interior evacuation location, assist them to the nearest evacuation location i.e. main college ground area and main gate.
- There are five parties marked and distributed their work to deal in case of any emergency
- Parties of Quick Response Force (QRF) are as under:
 - i. Cardon Party
 - ii. Fire Party



- iii. Salvage Party
 - iv. Reserve Party
 - v. Rescue Party
- Attempt to keep existing groups and classrooms of students together. This will assist in identifying if anyone was left behind or is missing from the group.
 - Keep roadways clear for emergency vehicles and responders. Move all the vehicles parked inside the college to outside.

Campus Evacuation

- Evacuation of all or part of the campus will be announced by fire alarm, Security or QRF from Police and Fire Department.
- All students, faculty, staff & patients are to evacuate immediately the area of college in question and reassemble at the pre-determined evacuation locations on college main ground as directed.
- Try to remain calm and assist those who need your assistance, as well as keeping groups together.
- Whenever possible or in small evacuations of specific locations, Security will be available to assist and direct building occupants to exit stairs to evacuation locations.
- Do not return to the building until Security or emergency responders (QRF) instruct you to return.

Evacuation of Patients

- Students and staff needed advise from faculty and supervisors of their needs in case of any emergency.
- Faculty and supervisors need to establish a "buddy"? pair system to assist patients.
- The Security department is available to assist students, employees and patients before in any emergency in determining evacuation routes to assembly areas.



For persons who are unable to leave the building

- Assist the person to the nearest area where there are no hazards.
- Alert Security or QRF that a disabled person is waiting for rescue.
- Specify the building, room number and any additional location information. If possible, signal out the window to alert an on-site Security Officer or emergency responder.

To assist people who are blind or visually impaired

- Announce the type of emergency that is occurring on mega phone (Director Administration)
- Offer your assistance, or your arm for guidance.
- Tell the person where you are going, or about any obstacles you encounter.
- When you reach in safety area, ask if further assistance is needed.

To assist people with mobility impairments to include those using wheelchairs, canes, crutches and walkers

- Ask how to help.
- Remove obstructions.
- Some non-ambulatory persons have respiratory complications. Remove them from smoke and vapors as soon as possible.
- Accompany the person to the evacuation site.
- For persons in wheelchairs ask if they need help driving their chair.
- Do not attempt to push a power/electric chair.
- The best way to move a power chair is to use the controls in the way the person does, usually with a hand on the joy stick.



- In multi-level buildings, when elevators are off limits as in the case of fire and earthquake, assist persons with disabilities to go to the nearest exit stairwell landing. Many stairwell landings can help to provide temporary protection in fire emergencies.
- Close the door behind, once you left the room.
- If the person is not able to use a fire exit stairwell with assistance, an escort should remain with the disabled person at the landing to provide additional assistance.
- Alert Security or emergency responders (QRF) that a disabled person is waiting for rescue.
- Specify the building, floor, exit stairwell and any additional location information.
- If it is a life-threatening emergency, determine the best carry options for the person based on their input.
- Power wheelchairs are too heavy to carry down stairs.
- Reunite the person with the chair as soon as it is safe to do so.

Implementing a Crisis Management Plan

- Depending on the nature of the emergency, either law enforcement or the fire department will be in charge of the incident. Our college security and QRF will assist the experts to handle the situation.
- As best you can, secure all areas for student and employee safety until the police and fire brigade arrive.
- Communicate to the emergency responders where the Emergency Command Post is located within 500 meters away from fire point or direct them to Security in Fire Command Station (Control Room)
- Be sure to have as much information as possible and to understand the circumstances surrounding the situation before commenting on it. Follow all appropriate guidelines about disclosure, repeating, or giving out information.



- As appropriate, keep students informed about what is happening. Ensure that the same information is communicated to all of the students and employees present.
- As soon as possible, try to count for all students and employees that how many are in your classroom or immediate area before the incident.
- Continue to maintain the discipline.

The Role of Students

- Students should understand and follow all plans applicable to the given crisis situation. Students should not panic. In addition, they should be informed of the following:
- In the absence of security or faculty direction, decide where it is safest to be and remain there.
- Determine whether you should shelter in place, lock-down, run and hide.
- Think through various scenarios for your own safety, and determine what might work to overcome the situation.
- In a violent situation, notify the first available security. Share to all relevant information with Security, Police, QRF, faculty, and fire brigade.
- Do not go back for anything you left behind, and do not pick anything extra.
- Assist the faculty and employees in quickly assessing/counting.
- If able to, provide assistance to injured or disabled persons.
- Try to remain calm and reassure fellow students.
- Follow directions about where to go or where to remain from college Security, Police, Fire brigade and QRF.
- Do not speculate or perpetuate rumors to others.
- Do not retaliate or take unnecessary chances against any situation.

Vulnerable / High Risk Areas



- All the Labs are at high-risk areas due to different type of chemicals/acids used in the Labs.
- All the clinical areas/rooms
- Generator area
- Car Parking area
- Canteen kitchen
- In winter, gas heaters are used in offices and classrooms.
- Boys and Girls Hostels Rooms
- Kitchen Area of Boys Hostel
- Kitchen area of Girls Hostel
- Data Centers (IT Department)

Fire Command Station

- Control room of LMDC will act as Fire Command Station.

Fire safety Director

- Subedar Zaheer Ahmad security Supervisor/in-charge will act as Director Security, Fire Safety and for the briefing of law enforcement forces.

Building Evacuation Supervisor

- Naib Subedar Sarfraz, Security Supervisor will act as Building Evacuation Supervisor.

Drills

In case of any emergency, security QRF college staff and students will follow the drills and procedures as we rehearsed during mock exercises.

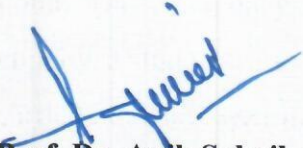
Fire Risk Assistance Guideline

Written plan which an organization is required to have and which must be known to everyone and should be rehearsed. It should be detailed step by step procedures to follow in emergency



such as fire chemical spell, or a major accident. An emergency plan also includes information such as whom to notify, who should do what and location of emergency stocks.

All necessary contacts with emergency services and make them familiar with fire action plan. Person responsible should meet the rescue services when they arrive, should have intimated knowledge of premises and be in contact with the person conducting the roll call at the assembly point. The emergency evacuation plan should be the subject to frequent training so that all employee/students are familiar with the contents of regular evacuation drill. Drill should be carried out using wearing escape route assuming the normal evacuation route is not available.



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Principal/Dean,
Dental College, LMDC



Subedar Zaheer Ahmad
Security Supervisor/In-charge