

 <p>UR ADVISORY GROUP مجموعة أور الإستشارية</p>	UR Document Management System (DMS)		Page 1 of 2
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‘Fire Safety Policy’

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1. Introduction: UR Advisory Group prioritizes the safety and security of its employees, volunteers, clients, and visitors. This "Fire Safety Policy" underscores our dedication to preventing and effectively managing fire-related emergencies to safeguard the well-being of all individuals associated with our organization.
2. Objectives:
 - Prevent fires through the implementation of appropriate fire prevention measures.
 - Provide clear guidance for the safe and orderly evacuation of premises during fire emergencies.
 - Ensure the regular maintenance and inspection of fire safety equipment.
 - Establish clear responsibilities and procedures for responding to fire emergencies.
3. Responsibilities:
 - Management: UR Advisory Group management is tasked with establishing and maintaining effective fire prevention measures, allocating necessary resources for fire safety, and ensuring comprehensive training on fire safety procedures for all employees and volunteers.
 - Employees and Volunteers: Every individual associated with UR Advisory Group bears the responsibility of adhering to fire safety protocols, reporting potential fire hazards, and actively participating in fire safety training and drills.
4. Fire Prevention Measures:
 - Electrical Safety: Regular inspection and maintenance of all electrical equipment, avoidance of power outlet overloading, and proper usage of electrical appliances.

- Flammable Materials: Proper storage of flammable materials in designated areas, away from heat sources, and adherence to appropriate storage and disposal protocols.
- Kitchen Safety: Adherence to proper safety procedures in the kitchen, including equipment maintenance and safe storage of flammable materials if applicable.

5. Evacuation Procedures:

- Posting clear evacuation routes and emergency exit signs throughout the premises.
- Conducting regular fire drills to ensure familiarity with evacuation procedures among all employees and volunteers.
- Designating assembly points outside the building for employees and volunteers to gather post-evacuation.

6. Fire Safety Equipment:

- Ensuring strategic placement of fire extinguishers throughout the premises and conducting regular inspections to verify functionality.
- Installation of smoke detectors and fire alarms in critical areas, coupled with regular testing and maintenance.
- Provision of training on fire extinguisher usage to designated employees and volunteers.

7. Emergency Contacts:

- Maintenance of a list of emergency contacts, including local fire departments, emergency services, and key personnel responsible for managing fire emergencies.

8. Reporting Fire Hazards:

- Prompt reporting of potential fire hazards by employees and volunteers to their supervisor or the designated safety officer.

9. Review and Revision:

- Periodic review of this "Fire Safety Policy" to ensure effectiveness and relevance, with updates or revisions made as necessary and communicated to all employees and volunteers.