



# THE PETROLEUM INSTITUTE

**NUMBER: PIP 1100**

**EFFECTIVE: 05-MARCH-2009**

**REVISED:**

**SUBJECT:** Fire Evacuation Policy

**REFERENCE:**

NFPA 101 Life Safety Code

ADNOC-COPV4-03: Code of Practice on Fire Risk Assessment (FRA)

## **SECTION 1 PURPOSE**

- 1.1 To establish a policy to ensure safe evacuation from the buildings in case of an emergency.

## **SECTION 2 SCOPE AND APPLICABILITY**

- 2.1 This policy is applicable to all members of the Petroleum Institute including faculty, staff, students, contractors, visitors and guest.

## **SECTION 3 DEFINITIONS**

- 3.1. Fire Evacuation Plan (fire): A written document which details the actions to be taken in the event of a fire.

## **SECTION 4 POLICY**

- 4.1. In case of a fire, or on sounding of the alarm, all the occupants shall evacuate the building and follow instructions as listed under the General Provision Section.

## **SECTION 5 BACKGROUND OR EXCLUSIONS**

- 5.1 To the extent that published information may conflict with this policy, this policy shall supersede that information.

## **SECTION 6 GENERAL PROVISIONS**

- 6.1 Close all doors and windows before leaving the room, but do not lock them.
- 6.2 Do not use the elevators.
- 6.3 Do not return to the building to collect any personal belongings.
- 6.4 Evacuate the building immediately using the evacuation route indicated by green directional arrows and proceed to the designated assembly point.
- 6.5 If the fire is situated near the recommended exit, choose an alternative route.
- 6.6 Do not leave assembly point unless instructed to do so.

