

No. PAG (Au)/O.M./Unit-I/2022-23/38

E - Circular

Sub: Preventive measures to be adopted to prevent fire accidents and remedial action to be taken in cases of emergency - Instructions.

Fire accidents are generally a man-made disaster which can be prevented if necessary precautionary measures had been taken. Further, it is also learnt that many lives/properties could have been saved if timely first aid action had been provided. Thus, in order to prevent such accidents, the following instructions of DOs and DON'Ts are to be followed to prevent fire accidents and rescue actions to be undertaken in the circumstances of any untoward incident:

General Instructions

1. Switch off the electrical equipment when not in use and before you leave your workstation.
2. Keep your workplace clean and tidy.
3. Smoking inside the office premises is strictly prohibited.
4. There are 155 fire extinguishers and signboards placed at different locations in the office.
5. Make yourself conversant with the location of fire extinguishers and its operation.
6. Report to OM section about any tampering/theft/accidental use of fire safety equipment.
7. Don't remove portable extinguishers from their assigned location except in case of fire.
8. Don't tamper with the fire extinguishers or sprinkler valves and its accessories.
9. Don't use fire safety equipment for any other purpose, other than they are meant for.
10. Do not panic in emergency and follow the guidelines as given under this circular.

DOs and DON'Ts in case of fire

DOs:

1. Rescue/Remove any one in immediate danger. If unable do so, inform the Caretaker/Reception (PABX No. 2431 6406/ 2431 6400).
2. Evacuate the area via safest exits/Emergency exits on hearing the alarm or on any alert.
3. Be attentive to public address system for any announcement.
4. While evacuating, walk briskly, do not run, and always use staircase.
5. Do NOT re-enter the premises for any reason.
6. Cooperate with firefighting personnel as much as possible.

DON'Ts:

1. Don't run in panic.
2. Don't argue/discuss/crowd on the scene of fire.
3. Don't linger with the equipment if you don't know its operation; keep away or ask someone nearby.
4. Don't restore to cutting/breaking of windows/doors/other appliances unless absolutely required.
5. Don't use water or water type extinguisher on electrical fire.
6. Don't use elevator during any emergency.

This issues with the approval of Principal Accountant General.


Deputy Accountant General (Admn.)

Copy to

All Group Officers.

Data Manager for sending to all the employees through e-mail and uploading in the office website.

Notice Board.

J.T.R NO. 22

29/4/2022