

Annexure-4
[Refer Para 3.1.2]

FIRE SAFETY PRECAUTION

1. Administration should

- Conduct regular mock fire drills.
- Conduct an annual joint fire safety assessment exercise with CPWD along with Fire Services department.
- Post building evacuation plans and discuss them during mock fire drills.
- Include disabled employees in the fire emergency planning process.
- All escape routes should be marked with a signboard on the corridors and passage to guide during evacuation.
- Fire escape doors should be painted with fire resistant paints.
- As far as possible, plan and use fire resistant construction materials, hardware, paints wiring etc. while constructing, redesigning, renovation and upgradation of office buildings.
- Phase out old record to an alternate safe space other than office, if possible.
- Ensure that a team is trained to deal with fire incident for each floor.

2. If fire strikes, staff should

- Escape first, then call for help.
- Sound the alarm and call the fire department immediately or on Telephone No. 101, no matter how small the fire appears to be.
- Leave the area quickly, closing doors in order to contain the fire and smoke.
- If smoke or flame is encountered during escape alternative exit should be used. Heat and smoke rises, leaving cleaner, cooler air near the floor. If there is no knees, keeping the head 12 to 24 inches above the floor.
- Once outside, move away from the building. Never go back inside the building until the fire department permits it.
- Attack the fire with available equipment, without taking undue risk.

- Staff should know the escape routes, how to operate fire alarm and how to use first fire fighting equipments
- Lifts should not be used as a means of escape.
- Staff should not shout or run. This tends to cause panic.
- Fire hydrants should be clear of debris for easy access by fire department.

3. Help the firemen to help you

- Give way to fire engines to enables them to reach at the incident quickly.
- Don't park car/truck close to fire hydrants/underground static water tanks.
- Guide firemen to water sources i.e. tube wells, ponds, static tanks, etc. in case of fire.
- Do not hide any information concerning hazards in the premises and make this information known to all.
- Do not crown the fire accident site as it may hamper fire fighting and rescue operation.

4. Staff should know that

- Availability of fire fighting equipment in the premises do not prevent outbreak of fire. They help in minimizing losses due to fire if maintained and operated immediately, effectively and efficiently.
- Not informing Fire Service department about the fire incident is a cognizable offence.

5. Fire safety precautions against electricity

- Majority of fires are of electric origin on account of electric short circuit, overheating, overloading, use of nonstandard appliances, illegal tapping of electrical wires, improper electrical wiring, carelessness and ignorance etc.
- It can lead to serious fire and fatal accidents, if proper instructions are not followed.
- Such incidents can be minimized to a great extent if adequate fire precautions are observed.

6. Arson

- Follow your building's security measures and keep unauthorized people out of the building.
- Keep doors locked after office hours.
- Alleys and other areas around office building should be well lit.

7. Housekeeping

- Keep clutter out of halls, lobbies, alleys and other public areas.
- Keep waste paper, empty boxes, dirty rags, cleaning supplies, and other combustibles away from exits, storage areas and stairways.

8. Equipment and Appliances

- Leave space for air to circulate around heaters and other heat-producing equipments.
- Keep electrical appliances away from anything that might catch fire.
- Do not stack books, files or papers on top of computer monitors/servers/CPUs.
- Designate and employees to turn off or unplug all electrical appliances after office hours.

9. No Smoking zones

- Do not allow smoking in the workplace.
- Apply the same cautions to visitors and be alert to smouldering cigarette butts on furniture or in wastebaskets.

10. Do's and Don'ts

<i>DO'S</i>	<i>DON'T</i>
Use I.S.I certified appliances.	Don't use substandard fixtures, appliances.
Use fire resistant wires in construction, upgradation, renovation, modernization of office space.	
Use good quality fuses of correct rating, miniature	Never have temporary or naked joints on wiring.

<i>DO'S</i>	<i>DON'T</i>
circuit breakers and earth leakage circuit breakers.	
Use one socket for one appliance.	Don't lay wires under carpets, mats and doorways. They get crushed, resulting in short circuiting.
Switch off the electric supply of the fire affected areas.	Don't allow appliances cords to dangle.
Fuses and switches should be mounted on metallic cubicles for greater safety against fire.	Don't place bare wire ends in a socket.
Replace broken plugs and switches.	Don't meddle with electrical fixtures like plugs, wires switched and sockets.
Keep the electrical wires away from hot and wet surface.	Don't leave spray cans on or near heaters or in direct sunlight they could explode.
Switch off appliance after use and remove the plug from the socket.	Don't throw matches, cigarette ends or pipe ash into waster pipe baskets.
Keep the escape routes/staircases free of any obstructions.	Don't place oil lamps, agarbattis or candles on the floor or near combustible material.
Do regularly check with the help of CPWD. the load bearing capacity of the major electrical wires.	Don't plug too may electrical appliances in one socket.
Good housekeeping must be ensured. All receptacles for waste should be emptied at regular intervals.	Don't paint fire detector/sprinkler heads.
Faulty electrical appliances should be repaired/replaced immediately.	Don't overheat/overload the electric wires by putting additional electrical appliance like heaters/ Air Conditioners than actually permissible.
Switches and fuses should conform to correct rating of circuit.	Don't put electrical switched/points in the fabric separators of the modular furniture. Necessary fire safety measures shall be built in while planning installation of modular furniture.
Welding/cutting jobs should be carried out under strict supervision.	
Impart elementary fire fighting training to staff.	

IMPORTANT TELEPHONE NOS.

	Phone no. /Mobile
Police	100
Police Control Room	0612-2201975 / 2201977 / 2201978 / 22191:
Kotwali Police Station	0612-2223353 9431822166
SSP, Patna	0612-2214318 / 2219745 9431822967
SP City (Central)	0612-2219423 9431822969
DSP Kotwali	9431818398
Commandant, NDRF, Patna	06115-253942 08544415050 09525752125
Bihar State Disaster Management Authority	0612-2522032
State Fire Officer, Bihar, Patna	0612-2222020 9473191903 9473199831
Fire Control Room, Patna	0612-2229988/2222229/2222213/2222218 0612-2222214 7485805818
Addl. Fire Officer, Lodipur	101 0612-2222223 9473199838
Asstt. Fire Officer, Patna City	0612-26311800 9470811846
PMCH	0612-2670132 (244 extn.)
Supdt., PMCH	9470003549
NMCH	0612-2918523/ 2631159
Supdt., NMCH	9386380022
Civil Surgeon Patna Gardiner Road Hospital	9470003600 0612-2504915