



(Formerly ITM University, Gurugram)

## **STANDARD OPERATING PROCEDURE - FIRE PREVENTION & FIRE FIGHTING.**

### **1. AIM:**

1.1 To lay down instructions for Fire Prevention for strict implementation by all personnel of the University in the Campus and Hostels managed and run by the University and also lay down procedure to be followed in the event of any outbreak of Fire.

### **2. FIRE PREVENTION:**

2.1 All employees and students of the University must ensure that all precautions and measures are taken to ensure that no fire takes place in our Campus and Hostels.

2.2 The following precautions/ measures must be taken.

2.2.1 Any loose connection, short circuiting, spark from the plugs and fuse blowing off, must immediately be reported to the Maintenance department in writing. Overloading of sockets by multi plugs should be avoided.

2.2.2 All plugs should be pulled out by occupants from rooms/ cabins in the evening before departure and appliances switched off.

2.2.3 Security Officer will get all MCBs switched off in the evening, other than those of corridor/ external lights.

2.2.4 Security guard will check all plugs are pulled out and all switches are off before locking the room. The switches include those of computer and „chord“ switches also. All rooms where switches are „on“ or plugs are not pulled out will be given next morning as a written report for follow up action. Security Officer shall monitor this.

2.2.5 Burning of candles and incense sticks is strictly prohibited. In cases where the wax sealing of documents is required, the same must be done with due care. Similarly, during any inauguration ceremony, requiring lamp lighting, the concerned coordinators should

ensure that all safety measures are in place. Similarly, lighting of incense sticks in the Reception Area should only be done in the presence of the Receptionist on duty who should keep a close watch on the burning incense sticks during the day.

2.2.6 Strict fire precautions in workshops should be ensured, for which Mr. K. B. Sehgal is in charge. In the event of any fire, the fire extinguishers should be brought to effective use by the lab staff. It is therefore essential that each lab must have persons trained in the use of fire extinguishers.

2.2.7 Papers or other material requiring destruction by burning would be done outside the campus area by the Housekeeping staff, under the supervision of Security staff, as per current practice.

2.2.8 Fire precautions must be ensured in the Cafeteria kitchen and Hostels. Incidents in hostel viz. leaving the iron „on“ or other combustible material, overloading of sockets, leaking gas cylinders, short circuiting etc. is to be absolutely avoided. Necessary instructions be issued to all concerned and checks carried out by the respective matrons on daily basis. The Canteen Committee must ensure precautions against fire in the Cafeteria.

2.2.9 Maintenance department would lay down strict fire safety instructions pertaining to storage of diesel, operations of DG sets, air conditioning and electric wiring in all the buildings. Weekly checks of any loose wiring and connections in the building would be carried out by the Maintenance Supervisor.

2.2.10 Fire Fighting Officer shall carry out an assessment of the need of fire- fighting equipment after every new facility is created inside the campus and work out requirement of fire-fighting equipment. He would be required to put up the proposal to the Deputy Registrar for procurement of additional fire equipment. He will also ensure 100% serviceability of the existing equipment and get the equipment inspected annually by a certified body. He will also ensure that the required personnel are trained in using the fire extinguishers and that a mock drill rehearsing the actions in the event of any fire accident is carried out once a year involving all university employees.

### **3. FIRE FIGHTING:**

3.1 The composition of the parties would be as under:-

3.1.1 **Fire Fighting Team** – Security Officer (Team Incharge) with team as in Appendix – A.

3.1.2 **Protection Team** – Mr. R. S. Sharma (Team Incharge) with team as in Appendix – B.

3.1.3 **Salvage Team** – Mr. Vinay Sharma (Team Incharge) with team as in Appendix – C.

#### 4. ACTION IN CASE OF OUTBREAK OF FIRE:

4.1 The following sequence of action would be followed:-

4.1.1 Whenever any fire is noticed in any part of the Campus, the person(s) noticing fire must shout "Fire", "Fire", "Fire" to draw attention of all persons around to put off the fire immediately. To supplement this, whistles provided to the security staff would be blown in short spurts. The central bell system used to control timings of the classes run in the University shall also be operated in short spurts, indicating fire.

4.1.2 The Security Guards present in the Campus shall inform all members of The NorthCap University about the location of fire, as passed on to them by the Security Officer, on the walkie talkie who shall also be leading the Fire Fighting Team.

4.1.3 All faculty and staff should move down the stairs quickly, in a manner to avoid any stampede. They shall also be responsible to control the quick and safe exit of the students of their respective departments. Unless specifically told to reach the location of incident of fire, they would invariably collect in the area of cricket ground, allowing the firefighting team to effectively put off the fire. The stairs closest to the class rooms would invariably be used for the exit, unless prevented by the fire.

4.1.4 Receptionists on duty duly guided by Assistant Administrative Officer would immediately inform the Fire Department of HUDA at telephone No. 101 and request for the fire tender. However, for purpose of drill practice, the communication link would be tested with the HUDA Fire Department for its efficacy.

4.1.5 **Fire Fighting team** led by the Team In-charge, shall rush to the location of fire. The Team shall carry fire extinguishers, fire beaters, buckets of water and sand with them and embark upon the site under guidance of the Team Leader to put off the fire. It is very essential that all fire extinguishers and other fire equipment held on charge of the Fire Officer must be serviceable at all time. The water source must contain sufficient water at all time.

4.1.6 **The Salvage Team** shall quickly remove all the equipment, documents and items of value from the site under fire or likely to come under fire and dump it centrally at one place. The accident effected and burn cases would be evacuated to nearest hospital i.e. Columbia Asia Hospital.

4.1.7 **The Protection Team** shall guard the items so collected from the fire site by the Salvage Party and will not allow any unauthorized person/s to touch the same.

4.1.8 Team Incharge of each of the above said teams shall report to the Manager (Admin) on the status of fire incident who will give further instructions, as deemed fit. The Manager (Admin.) shall arrange for FIR to be filed and insurance company representatives to be called in for on the spot inspection.

4.1.9 A mock drill will be carried out by the University, at least once a year. All available faculty, staff and students will participate and the lessons learnt would be debriefed. Fire Officer shall also demonstrate use of Fire Fighting equipment. At least, one student representative from each section should also join to brief students of his class subsequently on action required on the part of students. The Security staff shall guide the movements of students as per the direction of the Registrar/ Manager (Admin.).

## 5. CONCLUSION:

5.1 It is best to prevent a fire incident by adhering to preventive measures. However, it is essential that we all must be ready to fight the fire and keep our firefighting resources in working condition and personnel well trained to combat fire.

5.2 Rehearsals are important to put our procedures into practice. All employees and students must therefore participate in mock drills/ rehearsals.

## NOMINAL ROLL OF FIRE FIGHTING TEAM

S.NO.	NAME & RANK	DETAILMENT	MOBILE NO.	REMARKS
1	Mr. Sanjeev Kumar, Security Officer	In-charge		
2	Mr. R K Sharma			Duty at Main Gate
3	Mr. Kaushlender Singh, Supervisor			Duty at Main Gate
4	Mr. Nagender Bahadur, Guard			Duty at Main Gate
5	Mr. Sumant Samal, Head			Fire Fighter
6	Mr. Amrit Singh, Guard			Fire Fighter
7	Post No. 4, GF Guard			Fire Fighter
8	Parking Guard			Fire Fighter

9	Ms. Anju Guard			Fire Fighter & First Aid
10	Ms. Maya Adhikari, Guard			Duty at Key room & First Aid
11	Mr. Manoj Kumar Sharma, Electrician			Fire Fighter
12	Mr. Rajender Kumar Maurya, Electrician			Fire Fighter
13	Mr. Janam Jai, Gardener			Fire Fighter
14	Mr. Aditya Prasad, Gardener			Fire Fighter
15	Mr. Bajrag Bali, Gardener			Fire Fighter
16	Mr. Harish Chand, Gardener			Fire Fighter
17	Mr. Vijay Kumar Jena, Gardener			Fire Fighter
18	Mr. Girdhari Lal, Gardener			Fire Fighter
19	Mr. Amar Singh, Housekeeping			Fire Fighter
20	Mr. Mange Ram, Housekeeping			Fire Fighter
21	Mr. Satveer, Housekeeping			Fire Fighter
22	Mr. Pawan, Housekeeping			Fire Fighter
23	Mr. Amit, Housekeeping			Fire Fighter
24	Mr. Satish, Housekeeping			Fire Fighter

#### **NOMINAL ROLL OF PROTECTION TEAM**

<b>S.NO.</b>	<b>NAME &amp; RANK</b>	<b>DETAILMENT</b>	<b>MOBILE NO.</b>	<b>REMARKS</b>
1	Mr. R. S. Sharma, Estate Manager	In-charge	9568011750	
2	Mr. Suresh Kumar, Head Gardener	Supervisor		
3	Mr. Mahendra Samal, Gardener			
4	Mr. Ranjan, Gardener			

5	Mr. Ram Swarth, Gardener			
6	Mr. Jai Prakash Singh, Gardener			
7	Mr. Ram Rattan Mishra, Gardener			
8	Mr. Kashi Deen Yadan, Lab Attendant (Mech. Dept.)			
9	Mr. Hariram, Attendant (COE)			
10	Mr. Dharamraj Yadav, Painter (Maintenance)			

### NOMINAL ROLL OF FIRE SALVAGE TEAM

S.NO.	NAME & RANK	DETAILMENT	MOBILE NO.	REMARKS
1	Mr. Vinay Sharma, In-charge Housekeeping	In-charge		
2	Mr. Man Singh, Supervisor Housekeeping	Supervisor		
3	Mr. Om Prakash, Housekeeping			
4	Mr. Brham Pal, Housekeeping			
5	Mr. Robin, Housekeeping			
6	Mr. Kasim, Housekeeping			
7	Mr. Sanju, Housekeeping			
8	Mr. Chander Pal, Housekeeping			
9	Mr. Munirul, Housekeeping			
10	Mr. Jaideep, Housekeeping			