



No.JIP/FSPC/2018/196

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CIRCULAR

In view of the recent fire accident, the following electrical safety measures are outlined for the safety of the occupants which has to be strictly followed

1. **Monthly Duty schedule** for Safety and preventive measures should be allotted to all working staffs in every dept. / dealing section. The concerned person on this duty will ensure that all electrical equipments including A/C, computers and UPS should be switched off before closing the working area - By all concerned Department.
2. **Monitoring or supervision** with regard to usage of heating appliance and “switching off” after use during daily rounds or ward inspections - By all concerned Department.
3. In order to combat fire emergencies quick access to all department premises should be available at all times. In order to ensure such quick access for such emergencies, all **keys of the department** offices; stores, all other occupied rooms etc. should be deposited to the security which is available for emergency access - By all concerned Department.
4. **HLL FM** to urgently conduct the **survey** and submit report on present electrical installation and working condition details of all split A/C in which are handed over for **maintenance** from CPWD
5. **Urgent rewiring and electrical panel board replacement** with all electrical safety provisions like **MCB / ELCB** for all electrical equipments in the block - By HLL FM and CPWD.
6. Unauthorised / unmonitored **cooking** should be strictly restricted - By all concerned Department.
7. Use of **extension boards** for using multiple electrical appliances beyond the load tolerance should be prohibited. Permanent electrical board depending upon permitted usage load to be installed by the authorised facility management only - By all concerned Department.
8. All electrical installations including split A/C, connecting wires should be secured properly with **proper earthing lines** as per electrical standards - By HLL FM.
9. The security on duty should conduct regular **vigilant patrolling** of all floors beyond office hours for prompt and early detection of such events – By Security Guard under FSPC.
10. **Switch control points** in the distribution board should be marked and **labelled** for shutting the power supply during electrical fire accident – labelling work By HLL FM and CPWD
11. **Central air handling unit** – for all electrical equipments and biomedical units which requires ambient temperature for proper functioning as per standards should have provisions for Central air handling unit. Provisionally - multiple split A/C's running alternatively, can be used for maintaining ambient temperature as per standards. Single split A/C **should not be used on continual basis** at any work station / Ward.

Full co-operation and strict adherence is expected from all concerned departments for following the above safety norms.


Dr. Ashok Shankar Badhe

Co-Chairman
Fire Safety and Preparedness Committee

To

All concerned HOD's

Copy to: Ps to Director / Dean (Academic) / Dean (Research) / MS / DDA / PC / O/I Nursing section / Estate section / all block – DMS and in-charge / Security chairman / JQC coordinator / HLL