

Standard Operating Protocol For Fire-safety JIPMER 2019 Ver 2.0 Jan 2020

The Fire Safety and Preparedness manual is developed to provide informations and guidelines to all Sectors of Hospital on the requirements and procedures like prevention, general safety instructions, roles & responsibilities of all staffs, maintenance of firefighting facilities, awareness and documentation of Building & occupant details, Fire control room operational procedure, various Evacuation procedure, Fire training procedure etc. One of the critical considerations in the safety design for health facilities is the prevention of fire, particularly with respect to the combustibility of construction and furnishing materials and the spread of fire and smoke.

In the event of either accidental or malicious fires, suppression equipment needs to be readily accessible to combat these fires. Staff members of the health facility need to have working knowledge of how to use the equipment and to avoid panic. The initial steps to protect hospitals against fires are prevention and suppression. Complete evacuation of patients should be avoided unless absolutely necessary.

The last resort, failing the ability to completely suppress the fire, is to evacuate the facility. Moving all patients, visitors, and staff out of dangerous and/or damaged facilities as safely as possible is always the goal of an evacuation. It is important to recognize that people's attention to detail and processes will not be optimal in an evacuation scenario. To that end, understanding key principles will help staff members make good decisions during a chaotic event.

- Every effort should be made to include evacuation considerations when designing or retrofitting hospital facilities.
- Full evacuation of a hospital should generally be considered as a last resort when mitigation or other emergency response efforts are not expected to maintain a safe care environment.
- Safety is always the primary concern.
- Simplicity is key; the staff will need a simple plan to follow in an emergency.
- Flexibility is vital because the procedures must be adaptable to a variety of situations.
- Self-sufficiency at the unit level is important because timely communication from hospital leaders may be difficult or even impossible; employees at every level must know immediately what to do in their area.

The main aim is to ensure and take adequate fire safety measures and adopt necessary best practices to keep the JIPMER hospital and also overall campus fire free. In order to ensure prevention and minimizing of risks associated with fire accidents, the following JIPMER Fire Safety Policies and procedures are hereby framed in order to disseminate informations & to gain collective responsibility and compliance from all.

In this manual the following aspects has been covered

- Roles & Responsibilities Of All Staffs
- Fire Prevention And Safety Information
- General Safety Precautions And Maintenance Of Fire Fighting Facilities
- Building & Occupant Details
- Fire Control Room Operational Procedure
- Evacuation Procedure
- Immediate Fire Procedure

- Fire Training Procedure
- Role And Responsibilities Of Fire Guards
- Annexures includes Block Audit Check List, FPS Details Template, Room Wise Occupancy, Ward Occupancy , Fire Load Calculation, Electrical Equipment Details, UPS Details Form, Building Template , Phone Contact Details, Hot Work – Work Order Form

This manual mainly focuses on Prevention and Mitigation for fire accidents with relevant issues and informations which are required for preparing in SOP for every building is included. Hence each block / building has unique strength and deficiency which has to be identified and strengthened. This manual will serve as a template for building SOP's for respective blocks in a framed manner

The FSPC committee duly acknowledges the following numbers for their active contributions and valuable suggestions in this fire Safety and Preparedness manual

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The amendment sheet, to be updated (as and when amendments received) and referred for details of amendments issued.

The manual is reviewed **once a year (next review due on January 2021)** and is updated as relevant to the hospital policies and procedures. Review and amendment can happen also as corrective actions to the non-conformities raised during the assessment audits by FSPC committee. The authority over control of this manual is as follows:

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