



SECURITY / FIRE SAFETY OFFICE

Ref. No.: CUPB/SEC/2021/ 454

Dated : 03.08.2021

NOTIFICATION

The Competent Authority has approved the Standard Operating Procedure (SOP) for Fire Safety (Fire Preventions and Fire Emergency) for the University.

The SOP document is enclosed herewith for information and compliance.

This issues with the approval of the Competent Authority.

03.08.2021
In-Charge Security

Copy to:

1. Assistant Registrar (VCO) – for kind information to Hon'ble Vice Chancellor
2. PA to Registrar – for kind information to Registrar
3. DIA / DSW / Deans / Director IQAC – for kind information
4. All HoDs / HoD(O)s / In-Charge of Departments, Branch Heads / Section Heads – for kind information and Compliance at respective workplace under their charge
5. Chief Wardens (Boys & Girls) / Wardens (Boys & Girls) – for kind information and compliance at Hostels
6. All Faculty / Officers / Non-Teaching Staff / Students – for kind information and compliance
7. Concerned File – for record

03.08.2021
In-Charge Security

STANDARD OPERATING PROCEDURE (SOP)
FIRE PREVENTIONS & FIRE EMERGENCY

INTRODUCTION

Fire Prevention and Fire Safety are utmost important aspects for providing a safe and secure environment in an educational institute. As we all know "*Fire is a good servant but a bad master*". So we should try and achieve such a standard that incidents of fire could not happen in our University Campus. The aim of this SOP is to lay down instructions for Fire Prevention and procedures to be adopted for Fire Fighting including procedure for safe evacuation in the event of a fire outbreak. These instructions must be strictly implemented by each and every individual in the University Campus.

PURPOSE

The purpose of this SOP is:-

1. To ensure the safety of everyone in the event of fire.
2. To establish a systematic and orderly evacuation plan.
3. To get everyone attuned to react rationally in the event of fire.
4. To ensure prompt raising of the fire alarm and the fire-fighting efforts in the event of a fire.

FIRE PREVENTION:

1. All employees and students of the University must ensure that all precautions and measures are being taken to ensure that no fire takes place in the University Campus.
2. Any loose connection, short circuiting, spark from the plugs and fuse blowing off must immediately be reported to the Engineering Wing in writing for early rectification.
3. Overloading of sockets by multi plugs should be avoided.
4. All lights, fans, computers, UPS attached with computer and peripherals, air conditioners and other appliances should be switched off in before leaving the office spaces / classroom / laboratories / hostel rooms. Plugs may be pulled out to enhance the safety.
5. Papers or other material requiring destruction by burning should be done outside the Building.
6. Nothing should be placed in front of Power Supply distribution panels / stowage place of fire extinguishers and FHCs (Fire Hydrant Cabinets).
7. Continuously running appliances like refrigerators, UPS installed with sophisticated equipment etc. must be checked for proper functioning regularly and no inflammable material should be placed near such appliances.
8. Strict Fire Prevention measures must be ensured in all Laboratories involved in experiments with Chemicals etc. and availability of Fire Extinguishers must be ensured by the concerned Lab Staff.
9. Chemicals should be stored in its designated locations only and all cautions must be ensured while handling the same.
10. Experiments generating hazardous and combustible fumes must be carried out in Fume Hoods only.

03.08.21

11. Stacking of cardboard boxes, unused material and other inflammable material should not be carried out in Electrical Panel Rooms.
12. Burning of candles and incense sticks in the Offices and Laboratories is strictly prohibited. In cases where the wax sealing of documents is required, the same must be done with due care.
13. Usages of Room Heater, *Angithi* and other open flames is prohibited inside Hostels. Burning of incense sticks should also be avoided.
14. Incidents in hostels like leaving the Iron 'ON', overloading of sockets etc. is to be absolutely avoided. Necessary instructions be issued to all concerned and checks should be carried out by the respective Wardens / Hostel Attendants.
15. Fire precautions must be ensured in the kitchen. Gas Cylinder must be placed at their designated place and must be away from the open flame. Any leakage of gas must be checked immediately. Gas regulator knobs must be shut in the night. Mess Committee must ensure precaution against fire.
16. Security Staff should ensure that lights, fan, projectors and air conditioner must be switched off before locking the Class Rooms and other Common Utilities like Seminar Hall / Auditorium etc.
17. Hostel Rooms / Laboratories / Office Spaces / Classrooms are to be placed in **NO SMOKING** zones and Smokers are not to through burning cigarette butts in garbage dumps, dry grass, near wild growth etc.
18. Engineering Wing would lay down strict fire safety instructions pertaining to storage of diesel, operations of DG sets, Power Grid etc.
19. Fire Safety Officer shall carry out regular inspection and functional checks of all the firefighting means in various building and ensure their 24x7 availability.
20. Mock drill involving Staff, Students, Housekeeping Staff and Security Personnel should be carried out at regular intervals.
21. Permission from Fire Safety Officer is to be obtained for any sort of Hot Work and other sort of open fires. The same must be done taking adequate fire prevention precautions.

COMPOSITION AND ROLE OF FIRE FIGHTING AND SUPPORT TEAMS

The composition and roles of various teams and their roles is as follows:-

Main Fire Fighting Team Fire Fighting team (02 person) led by the Team In-charge (on-duty Security Supervisor), shall rush to the location of fire. The Team shall carry fire extinguishers 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 Safety Officer must be serviceable at all time. The Fire Hydrant and Hose Reels must be operational at all the times.

Salvage Team The Salvage Team (02 person) 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.

AP-~~19~~ 03.08.2021

Protection Team The Protection Team (01 person) shall guard the items so collected from the fire site by the Salvage Party and will not allow any unau'horized person/s to touch the same.

Note : The Security Supervisor of the shift is to nominate and brief the security personnel for teams mentioned ibid on commencement of each shift.

ACTIONS IN CASE OF OUTBREAK OF FIRE

The following sequence of action would be followed:-

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 Guard should be blown.
2. In case of the fire in the Academic Block or Staff Accommodation Type 'E', the MCP (Manual Call Point) of Automatic Fire Detection and Alarm System may be activated by pressing or breaking its glass to raise fire alarm.
3. The Security Guard(s) present in the respective building / Person noticing the fire shall inform the Control Room / Fire Safety Officer / Main Gate about the location and type of fire, using the fastest available means.
4. The Security Guard(s) / person noticing the fire in the respective building should act as First Act Fire Fighter and try to extinguish the fire using the Portable Fire Extinguishers as per the type of fire.
5. All the occupant present in the building should leave the building quickly using nearest fire exit, in a manner to avoid any stampede. The Faculty shall also be responsible to control the quick and safe exit of the students of their respective departments.
6. The designated Team-in-Charge of the Main Fire Fighting Team shall lead the team to the scene of fire and take control of firefighting from the Security Guard / First Aid Firefighter present there. He along with his firefighting team shall try to extinguish fire using Fire Extinguisher and other fixed firefighting systems like fire hydrant, hose reels etc.
7. Security Supervisor along with Security Guards are to ensure area should be cleared of any crowd and also facilitate easy evacuation.
8. Fire Safety Officer in consultation with the Competent Authority may inform local Fire Station if fire is increasing and seems uncontrollable.
9. The Salvage and Protection teams should function as defined in this document or as per the latest instructions given by Fire Safety Officer to their respective Team-in-charges.
10. In case when the Internal Fire Fighting Teams are unable to control the Fire or the fire is too large to be handed by the Internal Fire Fighting Teams, the Fire Tenders from the District Fire Station is called as a cautionary measure, one of the Security Guards present at Main Gate should accompany and lead the Fire Tenders to the building under fire.
11. When the fire is fully extinguished, a Security Guard should be placed there for sufficient time to report any further fire spread from any hotspot left.

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ACTIONS IN CASE OF HEARING A FIRE ALARM

Automatic Fire Detection and Alarm Systems (AFDAS) are installed at Academic Block and Staff Accommodation Type 'E' at the following locations for early detection of smoke and raising fire alarm.

Academic Block

1. Control Panel : at Control Room in Academic Block
2. Smoke Detectors : All the Classrooms, Laboratories, Office Spaces, Pantries, Corridors, Electrical Panel Rooms in Academic Block
3. MCPs and Hooters : near staircases and in corridors

Staff Accommodation Type 'E'

1. Control Panel : Ground Floor
2. Smoke Detectors : Power Shafts on all the floors
3. MCPs and Hooters : Staircase of all floors

Following actions are to be taken on hearing a Fire Alarm from AFDAS:-

Academic Block

1. On duty personnel at Control Room, Academic Block is to recognise the Detector or MCP on the Control Panel from where the Fire Alarm is activated.
2. He / She shall pass on the information to the Security Guard(s) at Academic Block and acknowledge the Fire Alarm on the Control Panel to mute the hooters.
3. The Security Guard at Academic Block shall immediately rush to the location passed on by the Control Room and check whether it's a real fire or a false alarm.
4. In case of the false alarm, the on duty personnel at Control Room shall reset the system to continue normal functioning. The concerned Smoke Detector is required to be cleaned in case of a repeated false alarm.
5. If a MCP was pressed then action to reset MCP should be followed.
6. In the event of a real fire, follow procedure and instructions defined in this document.

Staff Accommodation Type 'E'

1. On duty Security Guard at the building is to check the Control Panel for location from where the Fire Alarm is activated.
2. Immediately rush to the location indicated by the Control Panel and check whether it's a real fire or a false alarm.
3. In case of the false alarm, the on duty Security Guard shall reset the system to continue normal functioning. The concerned Smoke Detector is required to be cleaned in case of a repeated false alarm.
4. If the glass of a MCP was broken then action to reset MCP should be followed.
5. In the event of a real fire, follow procedure and instructions defined in this document.

Handwritten signature and date: 03.08.2021

For all other buildings, the Security Guard deployed should immediately contact the Control Room / Main Gate telephone numbers for further help.

EVACUATION PLAN

1. All the Fire Exits and leading passages should be clearly marked using Fluorescent Signboards board for easy visibility in the dark.
2. No passage / Fire Exits should be blocked by placing any items / equipment.
3. All the occupants of the building should educate themselves by keeping in mind the nearest exits from their place of work / classroom / laboratory / office space and viewing FIRE EXIT PLAN available at each floor.
4. Faculty members should ensure evacuation of their respective students and ensure head count.
5. In case of Fire, the occupants of the particular floor and floors above the affected floor should evacuate to the safe place / muster point designated by the Fire Safety Officer and stay calm so that stampede does not happen.
6. **DO NOT USE LIFTS** while evacuating, always use staircase to exit from the affected area.

MOCK DRILL

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.

Mock Drills plays an important role to put our procedures into practice. All employees and students must therefore participate in mock drills/ rehearsals.

Mock drill are to be conducted once in quarter involving Staff and Students.

CONCLUSION

Every fire starts from a spark and become large by the being undetected in the initial stage or by lack of knowledge of person who first sees it and unable to act as a First Aid Fire Fighter.

Fire can occur at any place and anyone can be victim of fire. A vigilant individual, efficient firefighting resources and firefighting teams are key to avoid unwanted fires and loses of property due to the same.

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