

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110029
(ENGINEERING SERVICES DEPARTMENT)

F.No.Engg/SE/Fire Safety/2017

Dated: 27.04.2017

CIRCULAR

Sub: Precautions against Fire accidents at AIIMS – ADVISORY

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This is with reference to the high susceptibility of fire mishaps on account of high temperature in the summer season. Director, AIIMS had taken a review meeting in November 2016 w.r.t fire preparedness and evacuation plans specifically w.r.t. wards, ICU/CCUs, OTs etc. It was decided to issue a fire advisory fixing responsibility and onus of implementation. The advisory had been issued on 08.11.16. For refreshing the issues and for exercising caution the same are reproduced as below-

1. In all the departments/centres/labs the paper record and files should be stored in steel almirahs and should not be stored on the floor, top of the almirah, open places etc. Often a spark from the electrical wires is potent to ignite a fire in the paper records as may be stored in such careless fashion. Also the same being above the height of the smoke detectors, there is delay in activation of the fire alarm.

Responsibility- Section In-Charge/Administrative In-charge of the Area/Faculty In-Charge.

2. All electrical appliances including UPS, Computers, air conditioners, tube lights etc should be switched off while leaving the room. No file or any other material should be kept on and/or near the UPS system, voltage stabilizer and any equipment run and operated on electricity. This is due to the reason that such equipment generates heat which coupled with the hot atmospheric ambient temperature may lead to fire hazard. Also UPS of PCs are known to develop snags on account of a faulty Mosfet (an inbuilt part of UPS) which then results in overheating of the UPS/battery often leading to explosion and subsequent fire thereafter. HODs/Section heads have to ensure that the UPS of their departments whether it is for computers or for bigger needs, are in functional condition and are regularly checked and serviced
- Responsibility – Section In-Charge/Administrative In-charge of the Area/Faculty In-Charge.

Every Department Head/Section Head may ensure that the common areas falling within the ambit of the department, such as lofts, store room, staircase landing/mumty, wash room, janitor room etc. are free of any accumulated clutter and/or junk which may be combustible.

Responsibility- Section In-Charge/Administrative In-charge of the Area/Faculty In-Charge

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3. All Department Heads may issue instructions to their staff to report any loose electrical wire connections that may lead to sparking—**Responsibility- Section In-Charge/Administrative In-charge of the Area/Faculty In-Charge.**
4. Use of sunflows/heater/oven etc. which run on coils & require high voltage, are henceforth completely banned from use at AIIMS premises. Only oil filled heat radiating equipments should be used. Any laxity on this account shall be attributed to negligence on part of the Department/Section. Any such appliances even if, issued by AIIMS, should not be used.
Responsibility- Section In-Charge/Administrative In-charge of the Area/Faculty In-Charge.
5. The chemicals, which are susceptible to catch or cause fire, should be stored in safe places. Combustible waste should be stored in proper bins, which should be kept away from other combustible material to ensure that no fire mishap is caused due to accidental fire caused by carelessness of any staff member or general public—
Responsibility- Laboratory In-charge/Faculty In-Charge.
6. All Section Heads should ensure that the staff under them is well aware of the precautions and actions to be taken in case of accidental fire in their work place. In case of need, the representative of Dy. Chief Security Officer may be called to give a demo of the same.
Responsibility- Section In-Charge/Administrative In-charge of the Area/Faculty In-Charge.
7. Every staff member should be conversant with the types of fire extinguishers as may be available in the building with basic knowledge of the suitability of each type for specific type of cause of fire. **Responsibility- Section In-Charge/Administrative In-charge of the Area/Faculty In-Charge.**
8. It should be strictly ensured that all **fire exits** and **fire escape staircases** are free of clutter and easily accessible. In case of any help for the clearance of the same, the Engineering Services Department should be contacted and informed. The onus of clearance shall lie on the department whose articles/equipment/enclosure is thwarting the free access/exit of the escape route. **Responsibility- Department In-Charge/Faculty In-Charge.**
9. The fire escape doors of all wards etc. are usually locked by the Sister-in-charge which results in delay in opening the same in case of any mishap. All such fire escape door key should be kept in a breakable glass enclosure near the fire escape door. Department of Hospital Administration and the Fire cum Security Officer may ensure clearance of all fire escape staircases and exits. Any assistance required for the same from Engineering Services Department may be obtained from the respective Maintenance Units of the area.
Responsibility- Department In-Charge/Faculty In Charge.

10. All UPS and Server Rooms should be kept ventilated and temperature of 30-32 Degrees be maintained. Doors of such facility should be kept open and cooling be provided with suitable means in consultation with the Engineering Services Department.

Responsibility- Department In-Charge/Faculty In Charge.

11. Regular fire drills and trainings are to be conducted periodically and same is to be documented.

Responsibility- Fire Department, AIIMS.

12. All fire fighting system and fire alarm should be kept in working condition and any reported faults by the Fire Department of AIIMS should be rectified on priority.

Responsibility- Executive Engineer (Electrical)/AE (Elect) and JE (Elect) of the area.

13. Fire pumps should be duly manned round the clock and daily working should be checked. Also the levels of the water in the fire fighting tanks should be ensured. Any shortcoming should be immediately informed to Executive Engineer (Elect) of the area.

Responsibility- Fire Department of AIIMS.

14. All Fire alarm systems should be manned round the clock by the Operator deployed by Electrical Division of Engineering Services Department. The fire supervisors (as deployed by Fire Department of AIIMS) of the area should be present in the fire alarm panel room on round the clock basis to ensure immediate response. **Responsibility- Executive Engineer (Electrical)/AE (Elect) and JE (Elect) of the area./Dy. Chief Security Officer.**

15. All UPS connected to computers should be audited and serviced by the Computer Facility, on regular basis as it is observed to be one of the main causes of the fire.

Responsibility- Faculty In-Charge, Computer Facility.

16. All ICUs, HDUs, CCUs, OTs etc. should be checked on daily basis by a trained Electrician. Main Panels of the said critical areas should be serviced at least once a month with consultation with the Faculty In-Charge.

Responsibility- Executive Engineer (Electrical)/AE (Elect) and JE (Elect.) of the area.

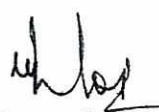
17. Regular thermal imaging should be done for the panels and Distribution Boards of the critical patient care areas as above, on a weekly basis and documentation of same is to be done with reports to be endorsed to the Medical Superintendent/Addl.MS of the Area. Outsourcing of the said activity can be planned, if required, to ensure seamless detection of heating/overloading and for carrying the remedial action thereafter. Area in-charge Hospital Administration Faculty would directly monitor this exercise. **Responsibility- Executive Engineer (Electrical)/AE (Elect) and JE (Elect) of the area/Addl. MS of the area.**

18. For evacuation plans finalisation (For Critical Patient Care areas/immobile patients/ patients on-life support a Committee under Medical Superintendent comprising of HOD (Anaesthesia), Addl. MS of all Centres, Dy. Chief Security Officer, Executive Engineer Civil-I), would go into the functional aspects and prepare a SOP within four weeks. **Responsibility- MS (Main Hospital), Dy. Chief Security Officer, Executive Engineer (Civil-I)/Addl.MS of all Centres.**

19. For all reporting as mandated to be done by the HODs/Faculty In-Charges/Administrative Heads/Section Heads etc. the remedial action have to be taken on priority by the functional units. **Responsibility- Executive Engineer (Electrical)/AE (Elect) and JE (Elect) of the area/In-charge of the Computer Facility/Dy. Chief Security Officer.**

20. In the hostels the residents should be asked to adhere to the hostel rules which prohibit use of air conditioners and other high load appliances, as the arbitrary use of the same has led to incidents of fire in the rooms. The hostel authority may take necessary action in the matter. **Responsibility- Superintendent of Hostels/Wardens.**

Needless to remind once again, that it is only the vigilant stance of each and every staff member of the Institute that can obviate the possibility of a likely fire hazard. All are hence again required to extend their active co-operation in the matter. Roles and responsibilities may be followed in words and spirit and any laxity would be viewed as an act of negligence. Wide publicity be given to all subordinate staff regarding contents of this circular and proactive stance be maintained for implementation of the precautions suggested herein please.


(M. Rastogi)
Superintending Engineer


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1. Chief of Centres
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8. Executive Engineer (Air conditioning)

Copy to:

1. PPS to Director - For information of Director pl.
2. DD(A)
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4. Addl. MS of Centres

cc: Faculty in-charge, Computer Facility - with the request to upload the same in AIIMS website pl.


(Superintending Engineer)