

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

F.No.Engg/SE/Fire Safety/2024

Dated: 19.11.2024

CIRCULAR

Sub: Precautions against Fire incidents at AIIMS – ADVISORY -
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This is with reference to the susceptibility of fire mishaps on account of winter season. Advisories have been issued regularly by the Engineering Services Department. Winter season is set in and a fire advisory is again circulated **retreating the onus of responsibilities and implementation thereof -**

1. In all the departments/centres/labs the paper record and files should be stored in compactors or steel almirahs. The same should never be stored on the floor, top of the almirah, open places etc. Often a spark from the electrical circuit/appliance 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 inflammable 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/Computer Facility.**
3. 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.**
4. 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.**

5. Use of sunflows/heater/oven etc. which run on coils & require high voltage, are completely banned from use at AIIMS premises. Only oil filled heat radiating equipments can 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. Making of tea in sections/offices by use of such appliances is prohibited – **Responsibility- Section-In Charge/Administrative In-charge of the Area/Faculty In-Charge.**
6. The chemicals, which are susceptible to catch or cause fire, should be stored in safe places away from the habitable/occupied areas. 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**
7. 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 Chief Security Officer may be called to give a demo of the same. – **Responsibility- Section-In Charge/Administrative Incharge of the Area/Faculty In Charge**
8. 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**
9. 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. Fire supervisors of the block/building will identify the blockages of escape routes (corridors as well as staircases) and intimate to the concerned department for immediate remedial measures. – **Responsibility- Department In-Charge/Faculty In-Charge/Fire Supervisor of the area.**
10. The **fire escape doors of Wards, patient care areas** etc. are often locked by the Sister-in-charge which results in delay in opening the same in case of any mishap. All **such fire escape door should be kept free of any obstacle or any encroachment 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/MHA In-charge of the Ward/Fire Officer.**

11. 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**
12. Regular fire mock drills and trainings are to be conducted periodically and same is to be documented. **Responsibility - Fire Department, AIIMS.**
13. 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- CSO (Fire & Security)/Executive Engineer (Electrical)/AE(Elect) and JE(Elect) of the area.**
14. 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- CSO(Fire & Security), Fire Department of AIIMS.**
15. All Fire alarm systems should be manned round the clock by the operator deployed by Electrical Division of ESD. 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./ Chief Security Officer.**
16. 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.**
17. 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 in consultation with the Faculty-In-Charge **Responsibility- Executive Engineer (Electrical)/AE (Elect) and J.E. (Elect) of the area.**
18. Regular thermal imaging should be done for the panels and Distribution Boards of the critical patient care areas as above , on a monthly 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 incharge Hospital Administration faculty would directly monitor this exercise. **Responsibility - Executive Engineer (Elect.)/AE (Elect.) & J.E. (Elect) of the area/ Addl. MS of the area concerned.**
19. **Fire Hazardous Areas:** The areas which have blocked corridors/spaces with condemned as well as working appliances and equipments blocking the escape routes. Area in charges may take immediate active remedial measures to clear the corridors. Fire Officers/ CSO may get a special audit of the said areas for precautionary measures to be undertaken on immediate basis.

20. 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. Any new/replacement of existing equipment requires the approval of Electric Load, Space and Air Conditioning requirement for said equipment. Same is required to be got approved before initiating the process of procurement by the respective Faculty in charge.

It is also informed that to streamline the fire safety measures and to bring transparency and accountability in management of fire fighting system at AIIMS New Delhi. Er.Pradeep Kumar, Executive Engineer (Elect.) has been nominated as Nodal Officer from Engineering Services Department. He will co-ordinate and issue guidelines for the fire auditing of UPS systems installed at various laboratories in consultation with the concerned Head of Department to ensure functionality to avoid fire incidents. For obtaining NOC from Fire Services Department, for the Engineering components the Nodal Officer will initiate the course of action at the end of Engineering Services Department to get the necessary formalities done & to co-ordinate with Security Department for such activities related with Fire Clearance to avoid delay in obtaining Fire NOC from the concerned Fire Department.

Hindi version will follow.



**(Deepak Bhutale)
Superintending Engineer**

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Copy to:

1. AD(Admn.)
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3. CSO
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6. Computer Facility- With a request to upload the same on the AIIMS Intranet for wide publicity.