

## FIRE SAFETY GUIDELINES OF JIPMER

### INTRODUCTION











The core function of hospitals is to look after the sick which is a vulnerable population; hence a heightened sensitivity to safety should prevail. One should not aggravate already existing illness and disease amongst its occupant by fire accidents.

So it is important for all modern buildings and public places to have mechanisms for fire safety, for a hospital to ignore and flout them are particularly disturbing and deplorable. In order to ensure prevention and minimizing of risks associated with fire accidents with respect to human life, properties, equipments in the JIPMER Hospital and Campus, the following JIPMER Fire Safety Plan Policies and procedures are hereby framed for information, compliance of all Faculties, Residents, Students, staff members, and all others concerned.

A multi-disciplinary committee - Fire Safety and Preparedness Committee (FS&PC) is constituted under the Chairmanship of Director, JIPMER and Officer Nominated by Director, JIPMER with Fire officer Nominated from Fire Service Govt of Puducherry, along with representation from all buildings, CPWD, HLL, Engineering division- JIPMER

### GENERAL FIRE SAFETY INFORMATION

#### CLASSIFICATION OF FIRE

Class of Fire	Type of Fire	Type of Extinguisher	Extinguisher Identification	Symbol
<b>A</b>	Ordinary combustibles: wood, paper, rubber, fabrics, and many plastics	Water, Dry Powder, Halon		
<b>B</b>	Flammable Liquids and Gases: gasoline, oils, paint, lacquer, and tar	Carbon Dioxide, Dry Powder, Halon		
<b>C</b>	Fires involving Live Electrical Equipment	Carbon Dioxide, Dry Powder, Halon		
<b>D</b>	Combustible Metals or Combustible Metal Alloys	Special Agents		No Picture Symbol 
<b>K</b>	Fires in Cooking Appliances that involve Combustible Cooking Media: Vegetable or Animal Oils and Fats			

**Note:** In - order to avoid confusion and to act swiftly during fire accidents, at all working place of JIPMER campus, ABC type of fire extinguishers is placed which can be used for majority type of fire.

## **ELEMENTS OF FIRE SAFETY PROGRAMME**

The fire safety programme consists of following elements in chronological order:

- (A) **ELIMINATION** - PHYSICALLY REMOVE THE HAZARD
- (B) **SUBSTITUTION** - REPLACE THE HAZARDOUS ELEMENT
- (C) **ENGINEERING CONTROLS** - ISOLATE THE OCCUPANCY FROM THE HAZARD
- (D) **ADMINISTRATIVE CONTROLS** - CHANGE THE WAY OF WORKING / POLICY DECISION
- (E) **PPE** - PROTECT THE OCCUPANT WITH PPE – FIRE INSTALLATIONS

## **FIRE SAFETY IMPORTANT POINTS**

- Familiarize yourself with the green evacuation signs in the corridors and with the location of the various assembly points.
- Ensure that you are familiar with the fire exits and alternate means of escape routes for emergencies
- Ensure that emergency exit are clear and free of obstructions
- Ensure that you are familiar with the assembly points as shown on the installed fire escape plan.
- Maintain good housekeeping
- Keep the roadways and set back areas around the building clear.
- Ensure electrical safety standards for all electrical and Biomedical equipments
- Switch off the electrical mains before fighting the fire
- Switches and fuses should conform to correct rating of circuit
- Welding/Cutting jobs should be carried out under strict supervision
- Faulty electrical and mechanical appliances / equipment should be repaired / replaced immediately
- Know MSDS of chemicals handled by you and avoid excessive storage of inflammable chemicals
- Ensure that corridors are clear and not encroached by furniture and equipments
- All occupants/ employees should be aware of existing fire installations in their occupied building
- Ensure that fire extinguishers are at easily accessible position
- Once detector actuated, the on duty staffs will act according to pre-determined plan with regard to “raise the fire alarm and call for code red”.
- The source of alarm must be monitored regularly.
- Whole premises should be warned in such a manner that should not generate any panic amongst the occupants.
- The system should be incorporated to disseminate the information to other emergency support services.

## IMMEDIATE FIRE PROCEDURE IN CASE OF FIRE IN JIPMER HOSPITAL

If you discover fire or are alerted that fire is in your area, follow these steps:

- inform code red intercom number **6999**
- **RACE** - procedure to be followed during evacuation

<b>Rescue</b>	<ul style="list-style-type: none"><li>• Rescue / Remove anyone in immediate danger</li><li>• If unable to do so, inform fire warden / Security Nurse</li></ul>
<b>Alarm</b>	<ul style="list-style-type: none"><li>• Shout <b>Code RED, Code RED, Code RED</b> on top of your voice and alert others.</li><li>• To activate the nearest Manual Call Point break the glass / Pull down</li><li>• <b>Call 6999 / 0413-2296999</b>. clearly &amp; legibly the information of fire accident location along with <b>time line of events</b> of fire accident in Campus that are as follows– BLOCK NAME, DEPARTMENT NAME, FLOOR Level, WARD NO, Particulars of material on fire – (e.g.: what is burning? Equipment such as fridge, A/C, Stock material such as cotton, spirit etc.), Please give your name and Mobile number (Lead coordinator)</li><li>• Repeat information if asked for. .</li><li>• Guide Fire Guard / Fire tender from Fire Department to the building on their arrival to the scene of fire</li></ul>
<b>Contain</b>	<ul style="list-style-type: none"><li>• Switch off the electric supply to the affected area if it is an electrical fire.</li><li>• Extinguish the <b>FIRE</b> if possible using fire extinguishers / available fire equipment</li><li>• Contain the fire by closing all the doors, confining heat and smoke</li></ul>
<b>Evacuate</b>	<ul style="list-style-type: none"><li>• Evacuate the area via safest exits / emergency exits on hearing the alarm or when ordered</li><li>• Follow the evacuation route map displayed at each floor</li><li>• Be attentive to public address system for any announcement</li><li>• While evacuating, <b>“Walk briskly. Do not run”</b></li><li>• Use staircase and <b>“Never use Lift”</b></li><li>• Report at <b>ASSEMBLY POINT</b> for head counting</li><li>• Do not Re-enter the building until “All clear” signal is given by the fire officer, Puducherry.</li></ul>

1. **Rescue** - Rescue / Remove any one in immediate danger. If unable do so inform the fire warden / Security / Nurse
2. **Evacuate** the area via safest exits / Emergency exits on hearing the alarm or when ordered
3. Close the door of the room you vacate
4. Follow the evacuation route map displaced at each floor
5. Be attentive to public address system for any announcement
6. While evacuating, **“Walk briskly, do not run”** – use stair case and **“never use lift”**
7. Reported at assembly point for head counting
8. Do **NOT** re-enter the premises for any reason
9. Do **NOT** leave the assembly point until “All clear signal is given by the fire officer, Puducherry.
10. Lead coordinators have been appointed on each floor to ensure that all rooms have been cleared.
11. All staff, including those in control of students and visitors, must instruct them to vacate the premises in an orderly manner, and direct them to the nearest assembly point, using the nearest available escape route.

### If You Hear The Fire Alarm And Fire Is Not In Your Area, Then Follow These Steps:

Check the location of fire in the work area nearby. Deploy available extra support staff to inspect the work area. Never leave patient areas unattended. A staff nurse or nursing sister should remain at the nurse's station in the event of an emergency.

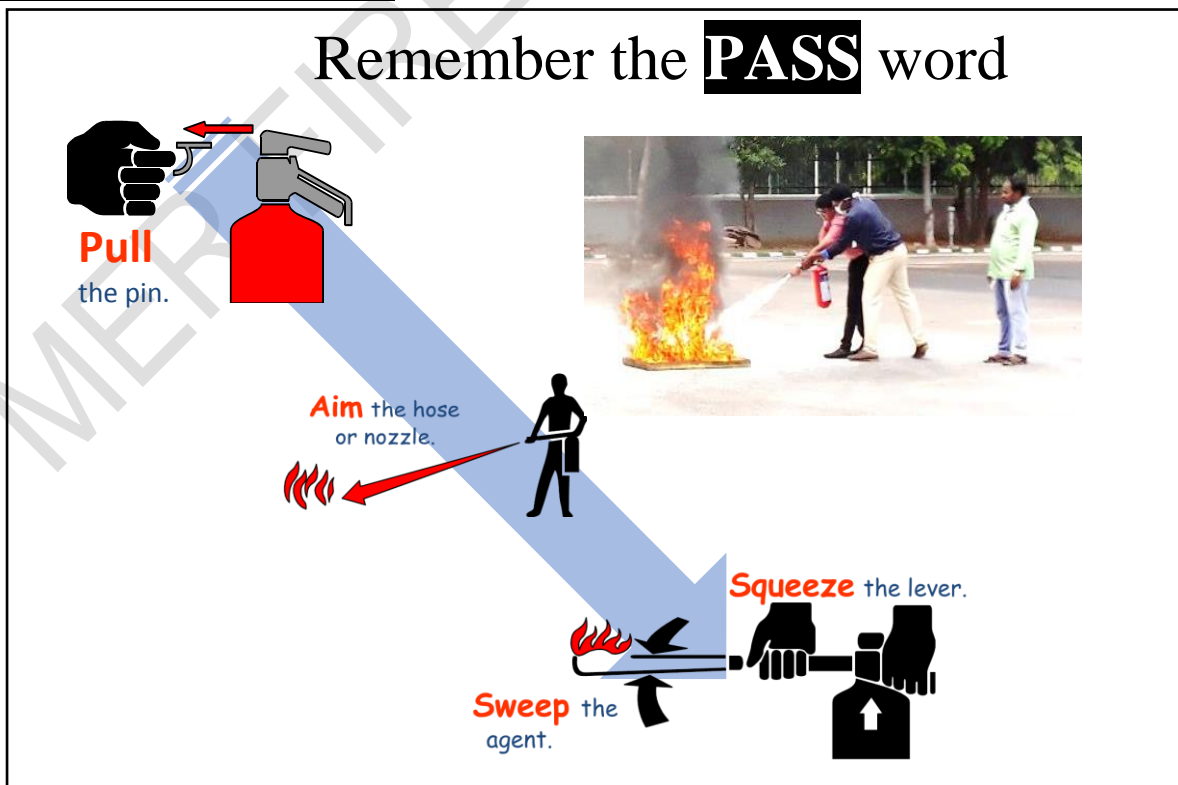
#### DON'TS IN CASE OF FIRE

- Don't run in panic.
- Don't make undue risk.
- Don't tamper with electrical installation, air conditioner system etc. during firefighting leave them for unauthorized handling.
- Don't argue or discuss on the scene of fire
- Don't linger with the equipment if you don't know its operation, keep away or ask someone nearby
- Don't crowd at the scene of fire
- Don't restore to breaking, cutting unless required.
- Don't use all types of extinguisher on one fire.
- Don't use water or water type extinguisher on electrical fire.

#### DOs IN CASE OF FIRE:

- Raise alarm or shout "FIRE" at the peak of your tone, if you notice a fire within your vicinity.
- Approach the scene within the quickest possible time.
- Try to attract other's attention as far as possible on your way to the scene of fire.
- If you are first reach to fire with the nearest appropriate type of extinguisher.
- As other rush to the scene, tell them what the type of fire is and which extinguisher to use.
- Do arrange to put off the supply in case of electrical fires, do not take any chance.
- Dial telephone number of fire station and other key personnel and give exact location and the item which has caught fire.
- Open all doors and windows after the fire if completely extinguished to avoid inhalation of any fumes.
- Keep yourself posted with information from time to time.

#### USE OF FIRE EXTINGUISHERS



## **Making That “Right” Decision with regard to use a Portable Fire Extinguisher**

- You are trained in the use of extinguishers.
- You know what is burning.
- Fire is not spreading rapidly.
- Smoke and heat has not filled the area.
- You have a clear path of escape.

## **GENERAL EVACUATION PLAN**

In Hospital settings, many patients will be in critical conditions & would require continuous life support. Hence prevention & mitigation measures are of primordial importance prior to evacuation. Critical decision on starting evacuation procedure in the event of emergencies lies with duty staffs present at the site of accident. Hence fire safety awareness & training is mandatory for all staffs to handle such events

The evacuation will depend on the site of fire. Know evacuation procedures and methods of moving patients with limited help. The escape route will, of course, depend on the location of the actual fire. The general evacuation plan for evacuation from patient care areas will be as under.

1. Consideration must be given to those patients and occupants who are impaired with loss of hearing, vision, or other sensory functions to insure that they receive notification, assistance, and immediate attention when in endangered areas.
2. Never evacuate patients/occupants to basement areas. If the fire is localized or segregated from other parts of the building it is not necessary to move patients outside of the building, but rather out of the smoke compartment to areas of refuge within the facility, which are protected by fire doors and smoke barriers. If it appears the fire may be out of control, the decision for complete evacuation shall be made by supervisory personnel in the fire area and/or by the fire department.
3. When moving patients/occupants, non-ambulatory patients will have to be carried.
4. Ambulatory patients/occupants shall be instructed to crouch below the smoke level and be assisted to safety.
5. New-borns will be given to their mothers for care and evacuation. Isolate and incubator babies will be the responsibility of the staff.
6. New-borns and/or patients needing or using oxygen shall be provided with portable tanks
7. Because of potential power failure, the elevator should not be used for patient evacuation during a fire.

## **Emergency evacuation procedures for evening and beyond regular working hours**

In the event of there being an emergency evacuation required during the evening, or other such time when the "designated" lead coordinators are not normally on duty, the following are the procedures to be followed in addition/substitution to day time procedures:

1. The staff “on duty” at the building site of fire accident on the desk will immediately on hearing the alarm, call security and request that the main gate is opened and that the roadway is kept clear.
2. One caretaker will act as lead coordinator for the ground floor, ensuring that it is cleared in an orderly manner, and return to the front entrance as quickly as possible to act as controller.
3. The second caretaker will act as lead coordinator for both upper floors and as soon as they are cleared return to the front desk to assist the fire guards

4. People should not congregate around the main entrance under any circumstances, as this area must be kept free for the fire guards and emergency services to enter.

**Note:**

1. On hearing the alarm leave the building quietly and quickly. Take only your immediate belongings.
2. Close the door to the room you are vacating. Do not use the lift.
3. Assist anyone who may be disabled, but wheel chair users should park in the escape stairways one attender may stay with them, they will be assisted out of the building.