EAST CENTRAL RAILWAY

No.ECR/ADM/Fire fighting/26 August 7, 2018

Fire Safety Plan

To ensure safety of human beings, records and other assets it is necessary that every establishment has a Fire Safety Plan and Standard Operating Procedures widely circulated and understood. The Fire Safety Plan (FSP) shall broadly detail fire prevention infrastructure & facilities, their upkeep & maintenance, evacuation & fire fighting responsibilities, training needs, measures to ensure safety of vital records/documents/assets (eg; computer systems, databases, communication systems etc.)

The Standard Operating Procedures (SOPs) shall detail in clear-cut, unambiguous language, action to be taken by each person given a responsibility. These have to be so clearly understood by concerned officials that the specified action is taken almost involuntarily.

1. Fire prevention & fire fighting infrastructure-

Every work premises must necessarily have the following infrastructural and institutional systems in place to prevent an incident of fire:

1.1 All electrical and S&T cabling must be concealed or suitably fixed to ensure that there are no hanging wires, no loose joints/contacts, no defective switches, sockets etc. All electrical circuits must be earthed.

1.2 An identified fire escape route must necessarily be publicized within the establishment through stickers/posters etc. This escape route must be uncluttered and free of any obstruction at all times.

1.3 Localised fire fighting equipment eg. fire extinguishers, water/sand buckets etc. must be installed near doorways in each work area.

1.4. Isolation switches/MCBs for electrical circuits must be easily accessible in each work area and identified by posters/stickers to enable prompt isolation of an area.

1.5. A smoke detector cum sprinkler system should be installed in each work area. It is possible to retrofit such systems in existing buildings.

1.6. A water hydrant system with accessibility to each area from outside must be there; connected to an underground water storage tank of adequate capacity for fire tenders to utilise water for at least one hour. Operating valves of these hydrants should not be of aluminium/copper/brass to prevent theft. Pump operating system for water hydrants should be on surface level, easily accessible to fire fighters.

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1.7 About 10% employees in each work area must be trained in basic fire fighting skills, eg; identification of class of fire, use of fire extinguishers etc. We may explore training of employees at a accredited/recognised institution. These trained persons shall further give awareness and familiarity training to others in their work area from time to time.

1.8 All occupants of a work area must be counselled to ensure safe exit from the premises in the event of a fire; panic causes stampede.

1.9 Fire safety drills need to be organised in each work area at least once in three months. The drills shall include response to fire incidents for safe exit and fire fighting with available resources.

1.10 Vital records/documents in each work area should be in stored in fire-proof file compactors.

1.11 Each work area must have a lockable glass-door key box at a centralised location in the premises near guard/security/sentry room to enable access to any area in case of fire during off duty hours.

1.12 All fire fighting equipment, systems & facilities must be under an AMC with a competent agency to ensure that they are 24x7x365 fully functional.

1.13 Mock drills must have variations in class of fire, timing of drill and participant fire fighters.

1.14 Clear access of fire tenders to each work area must be available through wide; tall gates at entrance to compound.

2. Evacuation and fire fighting

2.1 All occupants of a work area must be counselled to promptly evacuate out of the premises safely.. Mock drills shall focus on response/reaction/reflex of occupants to evacuate to safety promptly.

2.2 All occupants in a work area should be given basic training in use of fire extinguishers, water/sand buckets and other handy articles like carpets/blankets etc.

2.3 Ensuring own safety before resorting to fire fighting must be the focus of training and counselling.

2.4 After personal safety, next focus must be on preservation of records/documents and vital assets like computer and communication systems.

3. Institutional Action Plan

3.1 Each work premises must have a nominated Estate Manager from amongst occupants to be the nodal person to respond to a fire for initiating evacuation, fire fighting, and assistance seeking.

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3.2. Each division/workshop/establishment must take action on this Fire Safety Plan. Action Plan must have timelines to ensure prompt availability of facilities.

3.3 Fire escape routes with glass panelled, spring loaded, flap doors must be provided between each work area and the fire escape. These escape routes must be made known to occupants through posters/stickers and signages placed at prominent spots.

4. Legal and statutory framework

4.1 Fire Services come under 12th Schedule of the Constitution of India under Article 243-W, 74th Amendment Act, 1992 (item 7).

4.2 National Building Code (NBC), 2016 issued by Bureau of Indian Standards (BIS) details measures that will provide a degree of safety from fire, which are practical and can be reasonably achieved.

4.3 Part 4 (Fire and Life Safety) of NBC, 2016 contains detailed provisions on fire prevention, life safety and fire protection. The fire protection provisions also include guidelines by specifying standards for construction, plumbing, electrical installations including wiring, lighting, ventilation, heating & air conditioning, safety sanitation, active & passive fire protection systems etc. It focuses on actions to minimise danger to life from fire, smoke, fumes or panic before a premise can be evacuated.

4.4 Future construction plans/projects should incorporate design needs as per Code of Practices for Fire Safety of Buildings (IS-1641 to 1646).

5. Responsibility

5.1 Head of Establishment (DRM/CWM etc.) shall be responsible for prompt implementation of this Fire Safety Plan in all premises in his jurisdiction.

5.2 This plan does not constrain the Head of Establishment to take any other action considered necessary to augment fire prevention and fire fighting facilities.

5.3 This Fire Safety Plan can be amended/modified/repealed with the approval of General Manager, East Central Railway.

Bhushan 07/8/18

(Vidya Bhushan)
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