

Rc. No.785/G/2015

Dated:12-02-2024.

MEMORANDUM

Sub: A.P. State Disaster Response and Fire Services Department, Vijayawada-
Observance of Fire Services Week commencing from 14th April, 2024- Regarding.

Ref: Lr. Rc. No.-VI-32013/1/24-DGCD (F), dated.07.02.2022 the Director General
Fire Service, Civil Defence and Home Guards, East Block-VII, Level-7,
R.K.Puram, New Delhi.

A copy of the reference afore cited is enclosed herewith.

2. The following is the theme for publicity for observance of Fire Service week commencing from 14-04-2024 to 20-04-2024.

“Ensure Fire safety, Contribute towards Nation Building”

" अग्नि सुरक्षा सुनिश्चित करें, राष्ट्र निर्माण में योगदान दें "

" అగ్ని భద్రతను నిర్ధారించండి, దేశ నిర్మాణానికి సహకరించండి "

3. All the Regional Fire Officer and District Disaster Response and Fire Services are requested to observe the Fire Service Week-2024 by conducting Fire Drill/Demonstrations/Fire Safety Inspections/Training in First Aid Fire Fighting to the occupants/ Employees/ Security staff of the following Hazardous premises.

DATE	Programme	ACTION	CHIEF GUEST
14-04-2024	Commemoration Day will be conducted at 10:00 A.M. at all Fire Stations by inviting all Family members of the staff	1. The Commemoration Parade will be conducted on 14-04-2024 at 10:00 A.M. by observing (2) minutes mourning by paying <u>Homage to Fire personnel who died while conducting Fire Fighting & Rescue operations.</u> 2. All the Family Members of the Fire Services personnel shall be requested to attend the Commemoration Day Parade. 3. The concerned Station Fire Officer/Assistant District Fire Officer shall intimate them well in advance to attend the parade.	May be invited for releasing of Pamphlets/ Brochures/ Posters/ Slides/DVD's by the Chief Guest.
15-04-2024	Demonstration at Important Public Places 1. Bus Stand 2. Railway Station 3. Malls/Markets/ Cinema Theatres 4. Slum Areas	The Station Fire Officer/Assistant District Fire Officer concerned shall conduct the demonstrations by exhibiting all safety equipment & distribute the Pamphlets, Brochures and Pin Flags to the Public.	--
16-04-2024	Fire Prevention Inspections/Demonstrations in all Residential Apartments to highlight LPG safety, Careless Smoking, Fire Hazards, Electrical safety etc.,	The concerned Station Fire officer/Assistant District Fire Officer shall identify places and intimate them well in advance and involve all Apartment welfare Associations, Occupants and conduct demonstrations of Fire safety equipment by involving the Public and distribute the Pamphlets, Brochures and Pin Flags	President/ Secretary of concerned Apartments welfare Association.

DATE	Programme	ACTION	CHIEF GUEST
17-04-2024	Conduct of Fire Prevention Lecture/Fire Drills in Educational Institutions (Schools & Colleges)	The Concerned Station fire Officer/Assistant District Fire Officer shall identify places and intimate them well in advance and involve all students/teaching staff/Non teaching staff and Management and conduct demonstration of Fire Safety equipment by involving all the above members and distribute the Pamphlets, Brochures and Pin Flags	Principal/ Correspondent / Head Master/Dist. Educational Officer
18-04-2024	Conduct of Fire Prevention Lecture/Fire Drills in industries/Petrol Pumps/ LPG Storage Go downs/ Oil Installation	The Concerned Station fire Officer/Assistant District Fire Officer shall identify places and intimate them well in advance and involve all the workers/staff/ safety/ Security personnel and Management and conduct demonstrations by involving the above members and distribute the Pamphlets, Brochures and Pin Flags.	Regional Joint Chief Inspector of Factories/ Inspector of Factories/ Deputy Inspector of Factories/ General Manager DIC
19-04-2024	Conduct of Fire Safety Inspections /First Aid Fire Fighting Training in Hospitals	The Concerned Station fire Officer/Assistant District Fire Officer shall identify places and intimate them well in advance and involve all the staff Nurses/Doctors/Security personnel and Management and conduct Fire drills/demonstration of Fire Safety equipment by involving the above members and distribute the Pamphlets, Brochures and Pin Flags .	DMHO/ Medical Superintendent
20-04-2024	Conduct of Workshops /Seminars on Fire Safety by inviting all sections of Societies/All stake holders of different occupancies.	1. The concerned Station Fire Officer/Assistant District Fire Officer shall organize Work shop/Seminars with in the Station premises/Meeting Hall by involving all sections of society i.e. NGO's, DWACRA, SHG, Women Organizations, Anganwadi workers, Rotary club, Lions club, Red Cross Philanthropic/Social Services organizations, NCC, etc., 2. All the District Fire officers shall organize the above programme at District Head Quarters by choosing suitable place i.e. Seminar Hall/Function Hall/Banquet Hall. Exhibit Fire Safety Audio videos on different premises (Cinemas/Diwali/Schools/High rise building/Home/Malls/ Pandals) with LCD Projectors and distribute the Pamphlets, Brochures and Pin Flags	District Collector/ Joint Collector/ Municipal Commissioner/ Superintendent of Police/ Addl. Superintendent of Police

4. GENERAL INSTRUCTIONS:

I	Exhibition /Display of all Fire Fighting equipment at Fire Station premises from 14-04-2024 to 20-04-2024	The concerned Station fire Officer/Assistant District Fire Officer shall open a " Exhibition stall " and display all the Fire Fighting equipment with displaying of inventory along with their functionary/usage
II	Visit to Fire Station by Public	<ol style="list-style-type: none"> 1. All the officers are instructed to make necessary arrangements for the visit of Fire Station every day by the public during the Fire service week. 2. Every day morning 10:30 to 11:30 Hours shall be exclusively devoted for the visit of Fire Station by the School/College students, Employees of Institutions, Residents of Multi Storeyed Buildings and other Hazardous premises. 3. All the Station Fire Officers/Assistant District Fire Officer shall maintain "Reception Register" wherein the details of attendance with name and address shall be furnished. 4. At every Fire Station a "Visitors Book" shall be maintained wherein the comments/Suggestion/ Opinions of visitors shall be recorded.
III	Conducting of Slogans/Cartoons /Painting/Essay Competitions on Fire safety awareness	All Officers shall conduct Slogans/ Cartoons/ Painting/Essay Competitions on the theme of the year in Educational/Training Institutions for children up to 15 years and Prize winning entries awarded suitable Prize on 20-04-2024 and issue certificates to all the participants. Outstanding Prize winning entries may be forwarded to Chief Office.
IV	Fire Safety on 08 different premises <ol style="list-style-type: none"> 1. Diwali 2. Cinemas 3. Pandals 4. Schools-1 5. Schools-2 6. High Rise Building 7. Home 8. Malls 	<ol style="list-style-type: none"> a) Mass awareness fire safety material is uploaded in the "you tube" http://www.youtube.com/user/APFIRESERVICES c) All the Officers are instructed to make arrangements to distribute the above material to local Television channels and shall request to telecast during Fire Service Week.
V	CD's/Slides will be distributed to Cinema Halls to Exhibit.	All the Officers are instructed to make arrangements to distribute the CD's / Slides to Cinema Halls and shall request to exhibit a suitable feature films/video spots on fire prevention/fire safety during Fire Service Week or on succeeding/preceding days
VI	<ol style="list-style-type: none"> a). Print & Electronic Media <ol style="list-style-type: none"> (i) Daily press release during the Fire Service week from 14th April to 20th April. (ii) Conducting debates (iii) Scrolling of Fire Safety Tips in TV Channels. (iv) Face to Face programmes (v) Conducting Quiz competitions on Fire Safety b). Radio/FM <ol style="list-style-type: none"> (i) Broadcasting Fire Safety Tips (ii) Voice to Voice programmes 	All the Officers are instructed to get in touch with local Print & Electronic Media and invite them for wide coverage/telecast the day to day programmes and to organise other programmes.
VII	Pin Flags	All the Officers are instructed to sell the " Pin Flags " to the public on 14 th April. The amount collected shall be sent by way of Demand Draft in the Name of " Administrative Officer, Office of the Director General of State Disaster Response and Fire Services, A.P. Vijayawada. "

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5. All the Regional Fire Officers are requested to organise lecture/Demo/Public talk on Fire safety in their region during the Fire Service Week.
6. All the Regional Fire Officers are instructed to prepare the District wise plan of action for observance of Fire Service week-2024
7. All the officers are requested to observe the Fire Service Week-2024 in a befitting manner and submit their detailed report along with paper cuttings, photos if any, to Chief Office every day from 14-04-2024 to 20-04-2024 to enable to issue consolidated press releases on day to day basis by Chief Office.
8. The receipt of the Memo should be acknowledged.

Encl: (as above).



**Director General,
State Disaster Response and Fire Services,
Andhra Pradesh, Vijayawada.**

To,
All the District Disaster Response and Fire Officer,
All the Asst. District Fire Officers and Station Fire Officers.
All the Regional Fire Officers.
All the Additional Directors.