

A.P.State Disaster Response and Fire Services Department

STANDARD OPERATING PROCEDURE (SOP)

FIRE PREVENTIONS & FIRE EMERGENCY IN CASE OF FIRE INCIDENT

INTRODUCTION:

The aim of this SOP is to lay down instructions for Fire Prevention and procedures to be adopted for safe evacuation in the event of a fire outbreak and firefighting.

PURPOSE:

1. To ensure the safety of everyone in the event of fire.
2. To establish a systematic and orderly evacuation plan.
3. To get everyone attuned to react rationally in the event of fire.
4. To ensure prompt raising of the fire alarm and the fire-fighting efforts in the event of a fire.

FIRE PREVENTION:

- (1) Install (heat and smoke) multi sensors in all battery rooms and make sure that those already installed are functional. You may put higher threshold for triggering alarms for sensors installed to avoid false alarms. However, completely turning off sensors to avoid false alarms is not the right solution.
- (2) **Electrical Safety:** Most of the fire accidents in modern buildings are happening due to Electrical overload and short circuits. The following measures prevent accident by addressing the root-cause.
 - a) Install MCBs (Miniature Circuit Breakers)
 - b) RCCB (Residual Current Circuit Breaker) in all battery rooms.
 - c) Proper grounding and lightening protection.
 - d) Use FRLS cables in heavy power consuming areas and VVIP rooms.
 - e) Install Aerosol/clean agent, automatic flooding system in all electrical panels.
 - f) Whether the wiring is capable of supporting the equipment already installed electrical load?

(3) Smoke Management:

In most of the fire accidents, it is smoke that suffocate and kills.

- a) The Air conditioners should not be inter connected to prevent smoke spreading from one floor to another.
- b) Smoke extraction systems shall be installed in all meeting rooms, conference halls, assembly rooms with 30 persons or more capacity so that any smoke generated is replaced with fresh air at least 12 air changes per hour.
- c) Preferably, all corridors to have "Cross Ventilation" without A/c so that fresh air is always accessible. However, in case of A/c corridors, please install "Smoke Exhaust System" to expel smoke and make them safe to exit in case of any accident.

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- d) The lifts used by VVIP's to be pressurised to ensure "Smoke-free" during any fire accident and they should come to ground floor to halt in case of power failure to ensure safety of VVIP's.
- e) All "Smoke Exhaust Systems", emergency LED lighting in Exit pathways, Lifts used by VVIP's shall always be powered by Emergency power back up.

(4) Ensure Kitchen Safety: (Canteen Kitchen @ 3rd Block)

- a) Use piped LPG or Flameless cooking or electrical cooking.
- b) Fire precautions must be ensured in the kitchen in the 3rd Block. Gas Cylinder must be placed at their designated place and must be away from the open flame. Any leakage of gas must be checked immediately. Gas regulator knobs must be shut in the night. Mess Committee must ensure precaution against fire.
- c) Smoke Exhausts shall be provided.
- d) Periodic checking of LPG pipes and stoves by authorized Mechanic.

(5) "NO SMOKING":

All buildings to be declared as "NO SMOKING" areas.

(6) Waste Disposal:

- a) Inflammable used materials such as broke down cars, furniture, computers, used batteries, posters, files and Papers be sent to trash preferably located outside the secretariat.
- b) Stacking of cardboard boxes, unused material and other inflammable material should not be carried out in Electrical Panel Rooms.
- c) If any exit door/route, electrical rooms and firefighting equipment obstructed by loose materials, goods, boxes, flammable solid and liquid gases, they shall be removed by housekeeping staff.
- d) Buildings and surroundings should be inspected monthly and record to be maintain with regard to Civil, Electrical and Fire equipment to prevent the fire, collapse, water logging, drainage disruption etc.

(7) Employees Role:

All employees and SPF personnel must ensure the following:

- a) Any loose connection, short circuiting, spark from the plugs and fuse blowing off must immediately be reported to the Engineering Wing in writing for early rectification.
- b) Overloading of sockets by multi plugs should be avoided.
- c) All lights, fans, computers, UPS attached with computer and peripherals, air conditioners and other appliances should be switched off If before leaving the office spaces/work stations.
- d) Security Staff should ensure that lights, fans, projectors and air conditioners must be switched off before locking the Rooms and other Common Utilities like meeting hall/conference rooms etc.
- e) Nothing should be placed in front of Power Supply distribution panels/battery storage areas.
- f) Usage of open flames is prohibited inside buildings and Burning of incense sticks should also be avoided.

(8) Schedule for inspections:

- a) Continuously running appliances like A/Cs, UPS installed with sophisticated equipment etc., must be checked for proper functioning for every (03) months by the Electrical Department and no inflammable material should be placed near such appliances.
- b) Security personnel shall carry out regular joint inspections and functional checks of all electrical and firefighting equipment in the above buildings along with concerned departments and ensure their 24x7 availability.
- c) Engineering Wing would lay down strict fire safety instructions pertaining to storage of diesel, operations of DG sets, Power Grid etc.
- d) Permission from Security Officer is to be obtained for any sort of Hot Work and other sort of open fires. The same must be done taking adequate fire prevention precautions.

ACTIONS IN CASE OF OUT BREAK OF FIRE:

- a) In case of fire in the above buildings, the MCP (Manual Call Point) of Automatic Fire Detection and Alarm System may be activated.
- b) Call the fire service.
- c) The Security personnel noticing the fire in the respective building should act as First Act Fire Fighter and try to extinguish the fire using the Portable Fire Extinguishers depending upon the type of fire.

EVACUATION PLAN:

- a) In case of Fire, the occupants of the particular floor and floors above the affected floor should evacuate to the designated Assembly point.
- b) No passage/Fire Exits should be blocked by placing any items/equipment.
- c) All the Fire Exits and leading passages should be clearly marked using Fluorescent Signboards board for easy visibility in the dark.
- d) DO NOT USE LIFTS while evacuating, always use staircase to exit from the affected area.

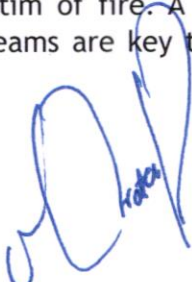
MOCK DRILL: Meant for training for all occupants of the building.

- a) What to do in case of fire without panic.
- b) Orderly Evacuation and Assembly @ designated place.
- c) Mock drills are to be conducted once in quarter involving all Staff members and Security personnel.
- d) All employees therefore must participate in mock drills/rehearsals conducted by security officer.

CONCLUSION:

Every fire starts from a spark and become large by the being undetected in the initial stage or by lack of knowledge of person who first sees it and unable to act as a First Aid Fire Fighter.

Fire can occur at any place and anyone can be victim of fire. A vigilant individual, efficient firefighting resources and firefighting teams are key to avoid unwanted fires and loses of property due to the same.


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