



Ltr.No.DPS/60/2025

Date:07/03/2025

OFFICE OF THE DIRECTOR

U.O. Note

Subject: Advisory on Energy Conservation and Fire Safety Measures.

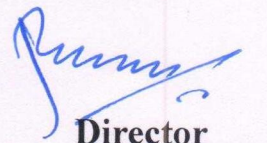
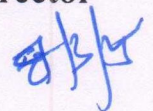
- All electrical appliances including UPS, Computers, air conditioners, tube lights etc., should be **switched off while leaving the room**. No file or any other inflammable material should be kept on and/or near the UPS system, voltage stabilizer and any equipment run and operated on electricity. This is due to the reason that such equipment generates heat which coupled with the hot atmospheric ambient temperature may lead to fire hazard. **HODs /Office Superintendents 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.**
- Every department head/Office Superintendent may ensure that the common areas falling within the ambit of the department, such as lofts, store room, staircase landing, wash room, janitor room etc. are free of any accumulated clutter and/or junk which may be combustible
- All Department Heads may issue instructions to their staff to report any loose electrical wire connections that may lead to sparking.
- It should be strictly ensured that all fire exits and fire escape staircases, corridors are free of clutter and easily accessible. **In case of any help for the clearance of the same, Department of Hospital Administration 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.** Security 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/Security Officer of the area.**
- 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 keys should be kept in nursing station.** Any assistance required for the same from Engineering Department may be obtained.
- **During the off-duty hours/post 5 pm/holidays to access the office areas of department which are often locked during the said hours, it is requested that a properly labelled "additional key" is deposited in the security office.**
- Strictly avoid using induction stoves, immersion rods, or unauthorized electrical appliances in hospital premises.
- Familiarize yourself with the location and operation of fire extinguishers placed across the hospital.

- **Consequences of Fire Hazards:**

Failure to adhere to fire safety protocols can result in severe consequences, including:

- Loss of life and injuries to patients, staff, and visitors due to fire or smoke inhalation. Evacuation and emergency response delays, endangering lives due to congested corridors and blocked exits.
- Damage to critical hospital infrastructure, medical equipment, and patient records, leading to disruption in healthcare services.
- Legal liabilities and penalties, as per hospital and government regulations.
- Disciplinary action, including warnings, suspension, or termination, for any kind of negligence in fire safety compliance.

For any queries or assistance, please contact the Department of Hospital Administration.


Director


To

All HOD's – with a request to circulate among the staff

The Chief Nursing Officer in Chief to circulate among Nursing Staff

All Section

The I/c. Principal, Physiotherapy / College of Nursing / Allied Health Sciences