THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
(Workshop and Maintenance Section)

WMS-12014/9/2024-WMS
Date: 03 Oct 2024

CIRCULAR

To ensure the precautions to prevent the outbreak of fires and ensure the safety of all employees, students and visitors on the Institute premises, the Institute conducted a fire safety drill on 12 Jun 24 to educate and demonstrate a fire safety mock drill for staff and students. The accidents took place in a fire emergency due to a lack of awareness.

In addition to that, The Institute has been instructed some general directions on vital issues of fire safety on work premises. The institute proposes the following comprehensive fire safety prevention measures. These initiatives are designed to strengthen our current safety protocols and reduce the likelihood of fire-related incidents.

I. Firstly, Be Prepared for Emergencies

- **Have an Escape Plan**: Know the exit doors of every room/space, where you are performing duties.
- **Know how to operate Fire Extinguishers**: Acknowledge the installed fire. extinguishers in key areas in the office's Department and know their operating mechanism.
- **Know the Fire Emergency Numbers**: Always know how to contact the fire department quickly.

II. In the case of Fire

- **Stay Low and Crawl**: Smoke rises, so staying low can help you avoid inhaling toxic fumes.
- **Use a Damp Cloth to Cover Your Mouth and Nose**: This can help filter smoke while exiting.
- **Check Doors Before Opening**: If a door feels hot, do not open it as fire may be on the other side.
- **Stop, Drop, and Roll**: If your clothes catch fire, immediately stop, drop to the ground, cover your face with your hands, and roll to extinguish the flames.
- **Do Not Use Elevators or lifts:** *Use only stairs* during a fire evacuation, as elevators or lifts may malfunction or lead you into danger.
- **Leave Your Belongings**: Focus on exiting the building safely instead of retrieving personal items.
- **In case of Fire:** You have to move outside from the extinguished flames of fire and gather in an open space.

All are requested to kindly follow the same, in case of such an incident arises (if any).

This issues with the approval of the Competent Authority.

Amar Nath Gupta
Workshop & Maintenance Officer

Copy to:-
1. SPA to Director.
2. PA to DDA (Admin).
3. Notice Board of Admin Block, Academic Block & Residential Area.
4. I/c Computer Centre for placing it on the Institute's Website & e-mail to all.
5. Security, NIHFW
6. NHSRC, MCTFC, SBI, RBSK etc.
7. Reception-NIHFW.
8. Guard file