

श्रेष्ठ इंडस्ट्री इन्टरफेस के लिए CMAI, AICTE & RGPV द्वारा पुरस्कृत

INSTITUTE OF TECHNOLOGY AND MANAGEMENT, GWALIOR

STANDARD OPERATING PROCEDURES

FIRE SAFETY

ITM Campus, NH-75, Opposite Sithouli Railway Station, Gwalior (M.P.) - 475001, India E-mail: <u>directoritmoffice@itmgoi.in</u>, web: <u>www.itmgoi.in</u>

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PURPOSE

The Standard Operating Procedures (SOP) for Fire Safety are designed to ensure a secure and prepared environment by outlining essential procedures for fire prevention and response. This SOP establishes guidelines for effective fire safety management, including regular inspections, maintenance of fire safety equipment, and clear evacuation plans. It covers all critical aspects such as fire detection systems, water supply for firefighting, and the proper use of fire extinguishers. The primary goal is to minimize fire risks and ensure a rapid, organized response to emergencies. Through diligent adherence to these procedures, the ITM aims to protect lives and property while maintaining operational safety.

FIRE PREVENTION PLAN AND INSPECTION

The primary goal of the fire prevention plan is to reduce the risk of fire accidents and ensure a swift, effective response if a fire does occur. Regular inspections and maintenance of fire safety equipment are crucial to achieving this goal. INSTITUTE OF TECHNOLOGY & MANAGEMENT

A. EVACUATION

Objective: Ensure that all exits are accessible and free of obstructions at all times.

Procedure:

- Regularly inspect all exit routes to confirm that they are clear of any blockages.
- Conduct drills to ensure that all occupants are familiar with the evacuation routes.
- Signage should be clearly visible, and emergency lighting should be operational.

B. FIRE ALARM AND DETECTION SYSTEMS

Objective: Maintain functional fire, smoke, and heat detection systems along with an effective evacuation alarm.

Procedure:

- Test fire alarms and detection systems monthly to ensure they are operational.
- Ensure that alarms are loud enough to be heard throughout the building and are connected to the local fire department where applicable.
- Inspect detection sensors for dust or debris that could impede their function, and clean them as needed.



C. WATER SUPPLY FOR FIRE SAFETY

Objective: Ensure adequate water storage, reliable pump operation, and effective water distribution systems for fire control.

Procedure:

- Inspect water storage tanks weekly to ensure they are full and free from leaks.
- Test fire pumps monthly to verify they are in working order.
- Inspect and maintain fire hydrants and sprinkler systems to ensure they are free from obstruction and operational.

D. FIRE EXTINGUISHING SYSTEMS AND

EQUIPMENT

Objective: Maintain all fire extinguishing equipment in a ready state, including sprinklers, hose pipes, and portable extinguishers.

Procedure:

- * Conduct monthly inspections of all fire extinguishing equipment.
- Ensure all fire extinguishers are fully charged and accessible, and that their inspection tags are up to date.

Test the operation of sprinkler systems and ensure hose pipes are correctly stored and in good condition INSTITUTE OF TECHNOLOGY & MANAGEMENT

CAUSES OF FIRE ACCIDENTS IN THE INSTITUTE

A. SOLID FIRE (CLASS A FIRE)

Sources: Burning of wood, paper, vegetation, plastics, and other solid materials.

Response Procedure:

- Isolate the hazard area and keep unnecessary personnel away.
- Approach the fire from upwind and ventilate any enclosed spaces before entering.

B. LIQUID AND GASEOUS FIRE (CLASS B FIRE)

Sources: Burning of flammable liquids, gases, chemicals in labs, and paints.

Response Procedure:

- * Isolate the hazard area and restrict access to unauthorized personnel.
- Approach the fire from upwind and ventilate any enclosed spaces before entering.
- Use foam, dry powder, or CO2 extinguishers to suppress the fire.

C. ELECTRICAL FIRE (CLASS C FIRE)

Sources: Short circuits, overheating of electrical appliances, or faulty wiring.

Response Procedure:

- Immediately switch off the main electrical supply using rubber gloves for protection.
- Use a CO2 extinguisher specifically designed for electrical fires.

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 If someone is in contact with a live electrical source and you cannot turn off the power immediately:

- Stand on a rubber mat or a dry, non-conductive surface.
- Use a non-conductive object to push the person away from the live source.
- Do not touch the person directly.
- Continue artificial respiration until the person recovers.

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GENERAL FIRST AID PROCEDURES

Objective: Provide immediate and effective first aid to victims of fire accidents.

Procedure:

- Move the victim to fresh air and contact emergency medical services immediately.
- If the victim is not breathing, perform artificial respiration; if breathing is difficult, administer oxygen.
- In the event of contact with fire or hazardous materials, rinse the affected area with running water for at least 15 minutes.
- Keep the victim calm and maintain their normal body temperature.
- Be aware that symptoms of exposure may be delayed; continue to monitor the victim closely.

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USE OF DIFFERENT TYPE OF EXTINGUISHER





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