



# **CHOITHRAM COLLEGE OF PARAMEDICAL SCIENCES**

Affiliated to DAVV and M.P. Medical Science University Jabalpur and Registered with M.P. Paramedical Council, Bhopal  
**C.H. & R.C., Manik Bagh Road, INDORE - 452 014 (M.P.)**

Our Ref. No. : CHRC/CCOPS/guidelines/24/03

Date : 7/06/2024

## **Fire Safety Guidelines**

### **1. Purpose**

The objective of these guidelines is to establish clear fire safety protocols to ensure the protection of life, property, and the environment in the event of a fire emergency.

### **2. Scope**

These guidelines apply to all students, faculty, staff, and visitors within the college premises, including classrooms, laboratories and administrative areas.

### **3. Fire Safety Measures**

#### **A. Fire Prevention Practices**

1. **No Smoking Policy:** Smoking is strictly prohibited within the college premises.
2. **Electrical Safety:**
  - Ensure all electrical equipment is regularly inspected and maintained.
  - Avoid overloading electrical sockets.
3. **Waste Management:**
  - Dispose of waste materials promptly and safely.
  - Avoid accumulating paper, dry leaves, or other combustible materials near buildings.



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## **B. Fire Safety Equipment**

### **1. Fire Extinguishers:**

- Fire extinguishers are installed across the campus, including corridor and near exits.
- Regular inspection and maintenance of fire extinguishers will be conducted.

### **2. Fire Alarms:**

- Fire alarm systems are installed and tested periodically to ensure functionality.

## **4. Emergency Evacuation Procedure**

### **A. Raising the Alarm**

1. If you notice a fire, immediately activate the nearest fire alarm or inform the security office.
2. Dial the emergency fire safety number of choithram hospital: **409, 609**

### **B. Evacuation Protocol**

1. **Do Not Panic:** Remain calm and alert others about the fire.
2. **Follow the Evacuation Plan:**
  - Use the nearest safe exit to leave the building.
  - Avoid elevators; use staircases only.
3. **Assisting Others:**
  - Help individuals with disabilities or those requiring assistance.
4. **Assemble at the Designated Area:**
  - Move to the **Emergency Assembly Point** located at playground.
  - Do not re-enter the building until declared safe by fire safety personnel.

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## **5. Responsibilities of Stakeholders**

### **A. Fire Safety Committee**

1. Conduct regular fire drills and training sessions for students and staff.
2. Ensure all fire safety equipment is maintained and accessible.



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3. Investigate fire incidents and recommend preventive measures.

## **B. Staff and Faculty**

1. Participate in fire safety training and emergency drills.
2. Ensure classrooms and labs comply with fire safety protocols.

## **C. Students**

1. Familiarize yourself with evacuation routes and fire safety procedures.
2. Report any unsafe conditions to the administration immediately.

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## **6. Training and Awareness**

1. Conduct periodic **fire drills** to educate stakeholders about evacuation procedures.
2. Organize workshops on the safe handling of electrical equipment and laboratory chemicals.

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## **7. Reporting and Incident Management**

1. All fire incidents, no matter how minor, must be reported to the **Fire Safety Officer** or the security office.
2. An investigation will be conducted to identify the cause and implement preventive measures.

## **8. Contact Information**

- **Emergency Helpline:** 409, 609
- **Assembly Point:** Playground

Vice Principal

**Choithram College of Paramedical Sciences**  
**Choithram Hospital & Research Centre**  
**Manik Bagh Road, INDORE - 452014**