



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
Employees' State Insurance Corporation,
(Ministry of Labour and Employment,
Govt. of India)



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File No. Pt. W-11/12/1/MISC/2017-PMD Comp. No.328623

31-05-2024

To,

All Regional Directors of ESI Corporation
All Deans of ESIC Medical Colleges
All Medical Superintendents of ESIC/ESIS Hospitals
Director (M) Delhi & Director (M) Noida

Sub: - Fire safety compliance in all ESIC owned Buildings & ESIS run Buildings like Hospital, Medical Colleges, Office Buildings and Electro-mechanical Equipment etc. reg.

Ref: - (1) T.O.L No. W-11/12/1/2023-PMD dated 19.01.2024
(2) T.O.L of Fire Safety advisory dated 29.02.2024

Sir/Madam,

Kindly refer the above cited subject and various communications issued from Hqrs. Office regarding fire hazards and safety for prevention from fire incident in the field units like hospitals, medical colleges, office buildings, etc.

As we all are aware that summer season is on peak and may cause fire incident leading to loss of life and property. In this regard, following general guidelines are again reiterated as follows:

- 1) Regular inspections and maintenance of all electromechanical equipment by qualified personnel and OEM engineers/technicians only. It should be verified that installations meet the required electrical and mechanical codes and standards.
- 2) Ensure all maintenance activities comply with the manufacturer's recommendations and relevant safety standards.
- 3) Avoid overloading of electrical circuits to prevent the fault/ short circuit which may cause spark and fire. Joints and connectors should be properly fixed with appropriate rating of lugs.
- 4) All electrical panels, Bus Bar, Bus Trunks, Cable tranche, protective equipment like Circuit Breakers, CT&PT, Power Transformer, DG Sets should be properly maintained and their AMC/CAMC should be in live condition.
- 5) Use surge protectors to safeguard equipment against power surges and prevent overheating.
- 6) All electrical/ MEP equipment should have proper earthen system.
- 7) Ensure lightning arrester must be install in all buildings. The primary purpose of installing lightning arrestors is to protect buildings from lightning strikes, which can cause significant structural damage, electrical fires, and pose a serious risk to human life.
- 8) Conduct regular inspections of all electrical equipment. Check for signs of wear and tear, frayed wires, and other damage.

- 9) UPS and its battery should be in healthy condition and their AMC/CAMC must be in live condition.
- 10) Regularly clean and maintain AC/HVAC systems to prevent dust and debris buildup. Check for and repair any leaks in the duct work that may pose fire hazards.
- 11) For medical devices, follow the manufacturer's maintenance schedule strictly. Train medical staff on the safe use and emergency shutdown of medical devices.
- 12) Conduct regular fire safety mock drills and ensure staff are familiar with emergency procedures.
- 13) Ensure that all areas with electromechanical equipment are equipped with appropriate fire detection and suppression systems. Regularly test and maintain these systems to ensure functionality.
- 14) Encourage staff to report any unusual sounds, smells, or operational issues immediately.
- 15) Always switch off and unplug electrical equipment when not in use, especially at the end of the day.
- 16) Establish clear procedures for the emergency shutdown of equipment in case of fire. Ensure these procedures are easily accessible and understood by all staff members as mentioned in the fire safety advisory issued under reference (2).
- 17) Maintain adequate ventilation around electromechanical equipment to prevent overheating. Ensure that vents and filters are clean and free from obstructions. Also, may use of mechanical ventilation and fresh air system.
- 18) Avoid using extension cords and multiple plug adaptors that can increase the risk of electrical fires. Also avoid unnecessary heating equipment/appliances like electric kettle, electric heater, heating element, Oven etc.
- 19) Distribute electrical loads by using appropriate rating of plugs and sockets for all equipment. Avoid using makeshift connections.
- 20) Store flammable/ inflammable materials away from electromechanical equipment. Ensure that equipment is used in accordance with the manufacturer's guidelines.
- 21) Keep electrical equipment away from water and other liquids to prevent electrical shock and fire hazards.
- 22) Ensure that appropriate fire extinguishers (e.g. Class C for electrical fires) are available and accessible near electrical equipment. In case of an electrical fire, immediately disconnect the power source, if it is safe to do so.
- 23) Fire exist signages must be visible and ramp/stair for fire exist must be always clear.
- 24) For lifts conduct regular safety inspections and maintenance by State Electrical Inspector and OEM. Ensure emergency communication systems within elevators are functional.

25) Medical gas pipeline system is critical due to the high flammability of gases like oxygen and the potential for catastrophic consequences in case of a fire. Hence, ensure proper ventilation where medical gases are stored and used to prevent gas accumulation.

26) Implement continuous gas leak detection systems to promptly detect and address gas leaks. Store medical gas cylinders in well-ventilated, fire-resistant rooms away from combustible materials.

27) Install zone valves to isolate sections of the pipeline in case of an emergency. Ensure emergency shut-off valves are easily accessible and clearly marked in MGPL System.

In view of the above, all concerned are requested to be more vigilant and ensure all the fire safety norms and above mentioned instructions are being observed diligently.

Yours Sincerely

(S.S.Mandal)

Lt. Col.

Chief Engineer

Copy to:

1. PPS to DG, ESIC for kind information.
2. PS to IC(PMD) for kind information.
3. Zonal ICs for kind information.
4. Zonal MCs for kind information.
5. MC (MS) for kind information.
6. MC (ME) for kind information.
7. MC (Admin) for kind information.
8. Web Content Manager for uploading on ESIC Website.

Chief Engineer