

	<b>INODAYA HOSPITALS- KAKINADA</b>		<b>Documentation code: INH/FMS./Scope 20</b>
	<b>Policy on FIRE AND NON FIRE EMERGENCIES</b>		<b>Prepared date:11/11/2025</b>
	<b>Reference:</b> FMS 7b. NABH Standards – 6 <sup>th</sup> Edition Objective elements :		Issue Date:11/11/2025
	<b>Issue no: 01</b>	Review No: 0	<b>Review date: 11/11/2026</b>

<b>FMS.7e</b>	<b>The organization has plans for fire and non-fire emergencies within the facilities.</b>
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**a. The organization has plans and provisions for early detection, abatement and containment of fire and non-fire emergencies.**

The organization strictly follows the fire safety regulations and their impact on employers and those responsible for the workplace, therefore the organization takes responsibility to safe guard the employees, visitors and patients.

**1)** The Management follows the fire safety rules as per the Fire Act 1971.

- The existing premises is adopted to ensure that the occupants have reasonable time to exit. The Management takes the responsibility to see that the means of escape is satisfactory. The Management motivates staff in taking an active part in fire prevention and ensuring that escape routes are kept clear and free from obstructions. New staffs joining are walked through all escaping routes of the premises on the commencement of their employment.
- Fire extinguishers are provided at all the places, which are easily accessible. Signboards have been placed for easy identification. Sufficient fire extinguishers have been placed near the critical areas in the maintenance department where generators and other electrical main panel boards are placed. Laboratories also have sufficient fire extinguishers. Hydrant water facilities with hoses are provided in all the floors. Fire sensing alarms are also provided.
- Management strictly implements, that the smoking is prohibited within the hospital premises.
- If any alteration for refurbishment of the premises is taking place care is taken to ensure that escape rules are unaffected if not alternate rules are established.

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- If any project work, which involves the use of flame producing equipment by the contractors it, is ensured that adequate fire precautions are adopted. A person is nominated at the work place to supervise the work.
- Storage areas are regularly checked for any accumulation of paper and other combustible waste materials are found they are removed to reduce unnecessary risks.
- In canteen wherever cooking is done, the respective staff are advised to ensure the danger of fire is minimized.
- The electrical panel boards and the electrical duct rooms are supervised regularly to ensure that there is no fire due to any electrical short circuits.
- Routine checks are made as per the checklist mentioned below.

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Fire Precautions	Have all parts of the premises been checked to see that all combustible materials including waste are safely stored?	Yes / No
	Is an adequate space maintained around heaters of all types, particularly thermal storage and convector heaters and are they suitably guarded?	Yes / No
	Are portable heating appliances safely and suitably guarded?	Yes / No
	Are paints and flammable liquids and compressed liquefied a gas cylinders which are not in use properly stored, preferably outside the building.	Yes / No
	If any temporary electrical wiring is installed is it well insulated and not subject to overload. Are all permanent installations in accordance with the AP Transco currently in force?	Yes / No
	Is a final inspection of the premises carried out after closing hours to ensure that:-	-
	i). All electric equipment not required to be in use is switched off.	Yes / No
Fire Instructions	Are staffs aware of the action they <b>should</b> take if they discover or are informed of an outbreak of fire and are they familiar with the method of raising the alarm?	Yes / No
	<b>Are fire instructions clearly displayed throughout the premises.</b>	Yes / No

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Means of Escape	Are staff aware of the importance of fire doors and the need to close such doors particularly at the time of a fire?	Yes / No
	Are staff familiar with all escape routes from the premises?	Yes / No
	Are all gangways and escape routes maintained free from obstructions?	Yes / No
	Can all fire safety signs and fire exit notices be clearly seen at all times?	Yes / No
	Are all doors affording means of escape available for use when the premises are occupied?	Yes / No
Fire Fighting	Are portable fire extinguishers, fire blankets, water buckets etc., readily available for use?	Yes / No

Fire safety equipment is tested and documented.

The check is made with regard to hose reels, fire extinguishers, fire alarms, fire detectors, and emergency lighting.

The check is done as per the schedule plan and is documented.

**II) The organization takes care of non-fire emergency situations by identifying them and by deciding appropriate course of action. These include:**

- i.** Terrorist attack,
- ii.** Invasion of swarms of insects and pests
- iii.** Earthquake
- iv.** Invasion of stray animals
- v.** Hysterical fits of patient and/or relatives

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- vi. Civil disorders effecting the organization
- vii. Anti-social behaviour by patients / relatives
- viii. Temperamental disorders of staff causing deterioration in patient care
- ix. Spillage of hazardous (acids, mercury) infected materials and medical wastes
- x. Building or structural collapse
- xi. Fall or slips or collision of personnel in the passageway
- xii. Fall of patient from bed
- xiii. Bursting of pipelines
- xiv. Sudden flooding of areas like basements due to clogging in pipelines
- xv. Sudden failure of supply of electricity, gas, vacuum etc.
- xvi. Bursting of boilers and / or autoclaves

The hospital has liaison with the civil and police authorities and fire brigade as required by law for help and support in case of an emergency.

**b. The organization has a documented safe exit plan in case of fire and non-fire emergencies.**

The organization has a safe exit plan in case of fire and non-fire emergencies.

- Fire escape and exit routes signboard is placed in each floor for safe exit in case of any fire.
- Staircases are kept clean for easy exit.
- Arrangements are made for warning all occupants in the event of a fire through fire alarm systems hand bells, Telephone facility to call / contact for help.
- The exit doors are not locked and even if it is locked the key is placed near the door for easy access.
- In case of fire in order to provide a safe exit the staff in the respective areas are given instructions which are as follows:
  1. Security Officer calls the fire brigade by using the telephones
  2. Front Office staff also calls the fire brigade.
  3. Staff members in the wards inform the security personnel

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4. The Chief Security Officer / On duty Security officer identifies the fire zone involved and instruct the staff accordingly.
5. Senior member of the staff meets the fire brigade officer on his arrival and briefs in of the situation.

**c. Staff is trained for their role in case of such emergencies.**

The staff is trained for their role in case of such emergencies.

- Training of staff is very essential whenever there is a fire. All the staff are given regular training relating to the action to be taken in case of fire especially for the evacuation procedures which are as follows:-
  1. Evacuate the fire area first.
  2. Progressive horizontal evacuation (moving away from the fire in sages)
  3. Vertical evacuation.
  4. Ground floor horizontal evacuation.
  5. Final evacuation to outside.
- The staff is given training in using fire extinguisher as per the schedule plan of training by the fire inspectors.

**d. Mock drills are held at least twice in a year.**

- Mock drills are very essential for effective Management of fire safety.
- Mock drills are held at least twice in a year and it is documented.
- During the mock drill the staff are seen that they use all types of fire extinguishers they are involved in assisting the people to evacuate the occupants.
- Training material is obtained from the district fire officer.

**e. There is a maintenance plan for fire related equipment**

Maintenance plan for fire related equipment is available and is strictly followed.

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Fire extinguishers are thoroughly checked as per the schedule with regard to filling and safety issues.

Fire hydrant systems are also checked regularly.

Smoke detectors are checked for their effective function.

Fire safety handling equipment like structures, nets, rubber mats ,gloves, first aid boxes are checked about their condition and availability.

All the above details are documented by the fire safety officer

### **ELECTRICITY, BACKUP POWER AND ENERGY CONSERVATION MEASURES**

Power cut and disrupted lift operation are the major concern in this type of building. The alternate power supply, back up facility is there to ensure the continuity of the service and will ensure the ease of living in this hospital building. Dedicated power back up service for water pumps, fire fighting, lifts, and illumination of lobbies and campus lighting has been planned.

- Electricity will be supplied by DG SET'S. The estimated load is around 150 KVAH/day.
- Proper electrical earthing was installed in the Hospital.
- DG sets (250& 300 KVA) was installed for backup power
- Fuel required for DG sets will be around 20 litre/hr.
- The emission from DG sets will be discharged through stack length of 4 m for each KVA DG set.
- Inbuilt acoustic enclosure to minimize noise generation for DG sets
- Maximum utilization of natural light

### **Traffic hazards**

- within this hospital area is planned to minimize with the provision of separate entry and exit way and wide driveway.
- Structural fault will be totally monitored and avoided during the entire construction work and the following strategies were taken into consideration.

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- Despite these, the building was monitored for any structural faults in a regular interval and to be repaired/retrofit as soon as noticed.
- A building emergency response must ensure that necessary repairs are made and follow the maximum possible precautions as follows:

#### **Step 1**

A list of all the items necessary to manage the Hospital effectively must be prepared.

A blank space under each item subhead, which should describe the policies for the stuffs & patients, their restrictions, such as no smoking or pets, maintenance responsibilities, etc. should be available and kept handy.

#### **Step 2**

Procedures for all the items in the list have to be prepared. Also, the data regarding the person will perform maintenance and repairs to the Building, to be kept available in hand. There should be transparent policies on smoking and pets and if pets are allowed, and how many with what kind.

#### **Step 3**

Periodic walk-throughs of the outside areas of the hospital to be inspected and signs of damage or needed cosmetic work to be identified. Repairs and touch-up work as needed will keep the stuffs & patients happy and avoid complaints.

#### **Step 4**

Emergency repairs to be made immediately.

#### **Step 5**

Prepare a preparedness plan to take proper actions to protect the stuffs & patients and complex if there is a disaster, such as a fire or flood. Established evacuation procedures have to be notified to all the stuffs & patients. Notices in the complex should be seen and the regular checking of safety equipments (i.e., smoke alarms) are essential to ensure the items function properly.

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**Step 6**

Tackle pest infestations immediately, before the problem spreads. Termites are difficult to eradicate and can get into all the units in the Hospital if measures are not taken as soon as it is noticed. A professional service can be able to deal with a pest infestation.

**Elevator Failure:**

**Instructor:**

**If you are trapped in an elevator, use the emergency telephone inside the elevator to call for assistance or press the elevator alarm inside the elevator to signal for help.**

**Call Elevator Maintenance Company.**

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