

प्रधान महालेखाकार (लेखापरीक्षा-I) का कार्यालय केरल, तिरुवनंतपुरम  
**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I),**  
**KERALA, THIRUVANANTHAPURAM**

PAG (Audit I)/Estate/Dis-Mgt/2023-24/

दिनांक/Date: 26.05.2023

**परिपत्र सं./ CIRCULAR No.22**

विषय/Sub:- Disaster Management Plan

During the last Disaster Management Committee meeting, the committee has accentuated the importance of the following as part of Disaster Management Plan:-

- (a) Fire safety precautions against electricity.
- (b) Obstruction free entry / exit points, passage around the campus and parking management.

Majority of fires are of electric origin on account of electric short circuits, overheating, overloading, use of nonstandard appliances, illegal tapping of electrical wires, improper electrical wiring, carelessness, and ignorance, etc. It can lead to serious fire and fatal accidents if proper instructions are not followed. Such incidents can be minimized to a great extent by observing precautions against fire. In addition, in the event of any fire incident, an effective firefighting and evacuation depends on easy and unhindered entry and exit of fire tenders, ambulance, supporting vehicles, etc., reach of fire tenders to every building in the campus and ample space to operate the firefighting apparatus.

In order to minimize the occurrence of electrical fire and to ensure the obstruction free entry / exit points, certain guidelines are imposed herewith, for strict compliance: -

**Fire safety precautions against electricity.**

- Every section in the office should ensure that there is no open electrical circuit, overloading of switch boards, faulty electrical appliances, etc.
- Bring to notice any loose wires, open circuits, faulty electrical appliances, etc.
- Leave space for air to circulate around heat-producing equipment.
- Keep electrical appliances away from anything that might catch fire.
- Do not stack books, files, or papers on top of computer monitors/servers/CPUs.

➤ Designate employees' section wise to turn off or unplug all electrical appliances after office hours.

➤ Dos and Don'ts

Dos	Don'ts
One socket may be used for an equipment.	Do not let the equipment cord swing.
Broken plug and switch may be changed.	Wires may not be left exposed at the end of the socket.
Electric wires may be kept away from hot and wet surface.	Do not intervene with electric fixtures such as plug, wires, switch, and socket.
After using the equipment plug may be removed from socket.	Oil lamps, incense sticks or candles should be kept away from floor or inflammable things.
Avoid hindrances in the escape routes/stairs	Do not use several electrical equipment in a single socket.
Defective electric equipment may be immediately repaired/ replaced.	Do not cause overheat / overload by putting wires on additional electric equipment such as heater /air conditioner apart from permitted equipment.
All the works such as welding/cutting should be done under strict supervision. Staff should be imparted preliminary training in firefighting.	Necessary fire safety measures may be arranged at the time of installation of modular furniture.

In addition to the above precautions, in case of fire, Staff may

- Save yourself and then call out for help.
- Sound alarms and call Fire Department on 101 immediately, it does not make any difference even if the fire seems to be harmless.
- Leave the place immediately and close the doors to control fire and smoke.

- Use optional exits if faced with smoke and flames while escaping. As smoke and temperature increase it leaves cleaner and cooler air close to the floor and if there is no other exit, keep the head 12 to 24 inches above the floor and crawl with hand and legs.
- After exiting keep distance from the building and unless and until the Fire Department permits should not go inside the building.
- Encounter fire with available equipment without taking any risks.
- Staff should know how to operate safety measures like fire alarms and to use fire extinguishing equipment.
- Do not use elevators as a means to flee from the building.
- Staff should not shout, scream, or run about. Do not create panic.
- Wreckage may be cleared so that Fire Dept could easily reach fire hydrant.

**For obstruction free entry / exit points, passage around the campus and parking management.**

- Keep the internal roads obstruction free at all times.
- Don't Park vehicles on either side of the internal roads.
- Don't Park vehicles close to fire hydrants/underground static water tanks.
- Parking must be limited to the earmarked spaces.
- Avoid crowding in the fire accident site to ensure unhindered firefighting, and rescue operations.

It is requested that all Sections / officials should ensure compliance of the above instructions scrupulously as a precaution under Disaster Management Plan. Further, respective Group officers should designate each section wise officials to turn off or unplug all electrical appliances after office hours, on rotation for every quarter under intimation to estate section of this office.

**(Issued vide orders dated 25.05.23 of Principal Accountant General)**

-ह- Sd/-

वरिष्ठ उप महालेखाकार (प्रशासन) एवं सम्पदा अधिकारी  
**Senior Deputy Accountant General (Admn) & Estate Officer**

सेवा में/ To

1. सभी समूह अधिकारी/ All Group Officers
2. महालेखाकार (सा.सा.क्षे.ले.प/आराक्षेलेप/ले व ह) के सचिव  
Secretary to Accountant General (Audit I/Audit II/A&E).
3. सभी शाखा अधिकारी/ All Branch Officers
4. सभी अनुभाग (सा.सा.क्षे.ले.प/आराक्षेलेप/ले व ह)/ All Sections (Audit I/Audit II/A&E).
5. सूचना पट्ट/ Notice Boards