



लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

FIRST-AID PROCEDURES

AND

SAFETY MEASURES FOR FIRE & EARTHQUAKE HAZARDS

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FIRE SAFETY MEASURES

Fire presents a significant risk to life and property. It can kill or seriously injure employees or visitors and can also damage or destroy buildings, equipment or stock. As such, during any outbreak of fire, one should act responsibly and with absolute alertness.

Do's:

1. Please alert other colleagues and use the fire alarm.
2. Please check whether the Fire Extinguishers are placed in your Room/ Hall or not.
3. Please be aware of the procedure for using the ABC Cylinders placed in your rooms/ Hall. (Detailed instructions are given on the cylinder itself)
4. Please call the Fire Service on 101.
5. Please put off the main electrical switch.
6. Please leave your Room/ Hall immediately through the stair-case.
7. Please switch off all electrical (especially ACs) points while leaving your room/ hall as a matter of routine.

DON'Ts:

1. Please don't use the lift.
2. Please don't keep papers/files and other materials near the electrical switches or sockets.
3. Please don't try to repair the switches and sockets yourself.
4. Please do not wait to collect your possessions in emergency situation.
5. Please never hide yourself in any room or in a cupboard.
6. Please do not smoke and light match box inside the office premises.

EARTHQUAKE SAFETY MEASURES

Earthquake is a common phenomenon undoubtedly known to humans from earliest times. About 60% of the land area of our country is susceptible to damaging levels of seismic hazard. We can't avoid future earthquakes, but preparedness can certainly reduce the extent of damage and loss. North East Region (NER) is one of the six most-seismically active regions on earth. Guwahati is among the five high-risk cities in NER for earthquakes.

A. During an Earthquake:

- Stay calm. Do Not Panic. If you're indoors, stay inside. If you're outside, stay outside.
- Don't use matches, candles, or any flame. Broken gas lines and fire don't mix.
If you're in a car, stop the car and stay inside until the earthquake stops.
- Drop under a table; Cover your head with one hand and Hold the table till the tremors last.
- Stay away from mirrors and windows. Donot exit the building while the earth is still shaking.
- Move outside as soon as the tremors stop. Do not use a lift.
- When outside, move away from buildings, trees, walls and poles/electric lines.
- When inside a vehicle, pull over in an open place and remain inside; avoid bridges.
- When in a structurally safe building, stay inside until shaking stops.
- Protect yourself by staying in the corner/under a strong table or bed/ an inside wall away from mirrors and windows.
- If near an exit, leave the building as soon as possible.
- If inside an old and weak structure, take the fastest and safest way out.

B. After an Earthquake:

- Do not enter damaged buildings.
- If trapped in rubble:
 - Do not light a matchstick.
 - Cover your mouth with a cloth.
 - Tap on a pipe or a wall.
 - Sound a whistle.
 - Shout only as a last resort. This will help you conserve energy.
- Use stairs and not lifts or elevators.
- Move cautiously, and check for unstable objects and other hazards above and around you.
- Check yourself for injuries.
- Anticipate aftershocks, especially after a major earthquake.
- Stay away from beaches. Tsunamis and searches sometimes hit after the ground has stopped shaking.
- Do not spread and/ or believe in rumors.
- Leave a message stating where you are going if you must evacuate your house.
- Do not drive around the damaged areas as rescue and relief operations need roads for mobility.
- Do not attempt to cross bridges/ flyovers, which may have been damaged.

FIRST-AID PROCEDURES

First aid is the first and immediate assistance given to any person suffering from either a minor or serious illness or injury, with care provided to preserve life, prevent the condition from worsening, or to promote recovery. It includes initial intervention in a serious condition prior to professional medical help being available, such as performing cardiopulmonary resuscitation (CPR) while waiting for an ambulance, as well as the complete treatment of minor conditions, such as applying a plaster to a cut.

STANDARD FIRST-AID PROCEDURES:

A. BURNS

1. Pour running cold water on the affected part.
2. Do not apply ointments or oils or any other substance.
3. Cover the wound with sterilized cloth.
4. Give artificial respiration, if needed.
5. Prevent shock.
6. Arrange immediate medical aid.

B. SUFFOCATION

1. Remove the patient from the source
2. Clean the airways.
3. Restore breathing by artificial respiration.
4. Send the patient to the hospital.

C. ELECTRIC SHOCK / INJURIES

1. Do not touch the casualty while he is still in contact with electricity.
2. Switch off the current at once.
3. Do not attempt first aid until the contact has been broken.
4. Make the air passage clear and clean.
5. Restore breathing Artificial respiration and external cardiac massage, if needed.
6. Call for immediate medical aid.
7. Send the patient to the hospital.

D. EYE INJURIES

1. Removal of foreign body should not be attempted.
2. Do not apply oil or ointment.
3. Apply sterile pad and loose bandage.
4. Send the patient to the hospital.

E. CHEMICAL BURNS OF THE EYES

1. Immediate washing of the eye with clean water at least for fifteen minute or longer.
2. Apply sterile dressing over the eye.
3. Neutralising agents or ointments should not be used.
4. Send the patient to the hospital.

F. CONTROL OF BLEEDING

1. Apply direct pressure by thumb or finger.
2. Apply dressing – gauze pad and bandage.
3. Apply indirect pressure on pressure points.
4. Apply tourniquet.
5. Remove the injured to the hospital.

G. FRACTURES

(Signs of Fracture: Extreme Pain, Tenderness, Swelling, Loss of Power, Deformity)

1. Do not move the injured unless the life is endangered from other causes.
2. Deal with the haemorrhage and breathing difficulties. Immobilise the fracture by using suitable splints.
3. Immobilisation should include one joint above and one joint below the fracture.
4. Remove the injured to the hospital.

H. ARTIFICIAL RESPIRATION

1. Mouth to Mouth: This is appropriate and effective technique for emergency artificial respiration.
2. Keep the head slightly backward and open the jaw.
3. Seal the casualty's nose to prevent escape of air by pinching with thumb and index finger.
4. Take a deep breath, open your mouth widely, place it over the victim's mouth and make a tight seal.
5. Quickly blow the full breath into the mouth of victim.
6. Remove your mouth from the victim and allow him to exhale passively.
7. Repeat the procedure 12 to 15 times per minute, till medical aid is arranged.
8. Arrange immediate medical aid.

I. BLEEDING NOSE

1. Make the patient sit on a Chair with head downward.
2. Pinch the nose with fingers and thumb.
3. Apply ice or cold compression.
4. Do not plug the nostrils.
5. Do not put water or any medicine through the nostrils.
6. Send for medical aid immediately.

J. SNAKE BITE

Reassure the patient

1. Do not allow the person to run or walk
2. Apply a ligature above the wound (in between the heart and the wound) if the bite is in the leg or hand.
3. Wash the wound with potassium permanganate solution or with soap and water.
4. Allow free bleeding.

5. Never suck the blood from the wound.
6. Treat for shock.
7. Arrange immediate hospitalization, by transporting the patient in a lying down position.

K. DOG BITE

1. Clean the wound immediately with water.
2. Then wash with antiseptic soap and water.
3. Do not try to stop bleeding.
4. Do not cover the wound.
5. Send the patient to hospital for treatment.

L. INSECT BITE

1. The sting-piece should be pulled out.
2. Apply cold compression.
3. Apply vinegar diluted with water.
4. Soda-bicarbonate paste should be applied at the site.
5. Prevent shock.
6. Send for medical aid immediately.
