

MFSS-2

MINIMUM FIRE SAFETY GUIDELINES FOR EDUCATIONAL BUILDINGS

1. Adequate number of **Fire Extinguishers** with periodical maintenance should be provided. After periodical maintenance the expiry date should be affixed on them.
2. **Hose Reel Hose & Nozzle** should be maintained with proper care.
3. **Hydrant Valves** and **Delivery Hoses** with proper washers should be ensured.
4. **Delivery Hoses** should be tested once in 3 months without fail and record should be maintained.
5. **Manually operated Fire Alarm System, Sprinklers, Detectors** etc and other installations in the buildings should be monitored properly. They should be maintained and records kept.
6. **Fire Pumps** should be in working condition with proper maintenance.
7. **Fire Pumps** should be invariably connected to **alternate source of power** supply having adequate capacity.
8. **Automatic system of the Fire Pumps** should be in operational condition at all the time (24×7).
9. **Daily starting of Pumps and weekly testing of all equipments should be ensured.**
10. Isolation for **Sprinkler Valves** and **Main Valves** of Terrace Tank should be kept open at all the times.
11. High hazard installations, if any, near the school shall be told to ensure proper Fire Safety Measures.
12. Proper Ventilation should be ensured in the periphery of the basement and in the building.
13. Mechanical Ventilators provided in the basements to be ensured to work properly.
14. All the Staircases should be kept without any hindrance and all the openings to the Staircase should be kept in utility, so that the escape during emergency can be made easy and smooth.
15. Proper Maintenance of lifts should be ensured.
16. **Fireman Switch** of the lift should be in operative condition.
17. Emergency Lighting Systems in the corridors and Escape routes with battery backup should be ensured.
18. **Self Illuminated Exit Signs** with independent source of power supply should be provided.(Exits should be seen and identifiable in emergency)
19. Exit Doors shall be ensured to work properly and shall open only from the side from which they were designed to open.

20. Proper Verandah shall be provided for class rooms in every floor.
21. Safe Assembly Area shall be properly marked.
22. Awareness classes regarding Fire Fighting and Emergency Operations shall be conducted for students in consultation with local Fire Stations and such records shall be maintained.
23. Floor wise announcement through Public Address system should be made.
24. **School Emergency Plan** should be prepared.
25. The plan of each floor of the building clearly showing Emergency Exits, Staircases, Lifts, Fire Ducts, etc should be kept in the respective floor at strategic points. Fire Stations will assist during such drills.
26. Evacuation drills shall be conducted periodically and records shall be properly maintained. Proper evacuation plans shall be prepared and displayed at every floor. Fire Stations will assist during such drills.
27. External Observers shall be invited for each evacuation drill and observations shall be noted specially. Improvements in different fields and short comings shall be noted separately.
28. For High- Rise Buildings, the width of the main entrance shall be ensured to a minimum of **5metres** for the easy access of Fire fighting Vehicles. If an arch/covered gate is constructed it shall be ensured with a clear Head Room of not less than 5metres is provided.
29. Open space around the area of the building should be kept free for easy movement of fire fighting vehicles during emergency; any construction/ temporary kiosks strictly not allowed in the Open Space.
30. Good Housekeeping should be ensured. So that Fire Vulnerable wastes are removed regularly.
31. All staff shall be trained in Fire Fighting and Phased Evacuation in case of Emergency and in providing of First-Aid.
32. School Buildings should be free from inflammable and toxic material, as far as possible.
33. Electrical Equipments/ Installations should be switched off before leaving the building/ before closing.
34. Cooking of food, where essential, should be done at a safe place and if possible away from the School Building.

35. Emergency Contact Numbers of nearby Fire & Rescue Station, Hospitals, Ambulance Services, KSEB, Police Stations etc should be displayed at appropriate places.

36. Nearby water sources shall be marked to get water in Emergency.

- **High Hazard Installations, if any, near the Educational Building shall be told to take proper Fire Safety measures by giving instructions to the hazardous Building's owner.**
- **Assistance/ help may be taken from this Department to improve the Fire Safety Measures.**

Sd/-
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