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SAINIK SCHOOL PURULIA

STANDARD OPERATING PROCEDURE (SOP)-13/21
FOR FIRE FIGHTING

INTRODUCTION

1. Fire accidents can cause heavy destruction to property, equipment, stores vehicles and can also lead to loss of precious lives. It is, in most cases, caused by carelessness, negligence, ignorance, lack of discipline or failure to abide by rules and laid down instructions. It is therefore, imperative that utmost caution and vigilance be maintained by all staff members and their families of Sainik School Purulia at all times to prevent any incidence of fire. It is also necessary that all members of Sainik School Purulia are aware of the measures to be adopted in case of a fire outbreak in their respective areas.

AIM

2. The aim of these orders is to lay down the preventive as well as Fire Fighting measures to deal with fire incidents in the school Area of Responsibility.

3. The Fire Fighting orders are divided into the following parts :-

(a) Part I - Preventive Measures.

(b) Part II - Action to be taken on the outbreak of fire.

PART-I: PREVENTIVE MEASURES

4. Prevention being better than cure, the following preventive measures will be strictly adhered to by all personnel at all times:-

(a) Sainik School Purulia has been declared "**NO SMOKING**" zone. Therefore, no one is permitted to smoke inside the school complex.

(b) No burning of garbage or dry leaves is permitted inside the school campus.

(c) Stores containing items of inflammable nature will be regularly checked and turned over.

(d) Fuel will not be filled in the Generator Set when the engine is running. Ignition switch will be switched off before topping up. All duty masters to ensure the same during refilling of Generator Set.

(e) Unauthorized electric connection either from main lines or from nearby electric switch is strictly forbidden. Strict disciplinary action will be initiated against defaulters.

(f) Inflammable material (including paper and wooden racks) will be stored in well ventilated places.



- (g) Bulbs / lamps will not be hung touching a wall.
- (h) Rubbish will be disposed off only in receptacles or places earmarked for the purpose.
- (j) Burning of letter / paper / documents will only be done only at burning pit and in presence of duty master / Presiding Officer.

STORAGE OF INFLAMMABLE MATERIAL

5. Inflammable material will be stored at a min distance of 25m from any type of accommodation / store house. All closed stores/rooms where inflammable materials are to be stored will be aired at regular intervals.

STORING / HANDLING OF FOL

6. The following points will carefully be watched while storing/handling FOL:-
- (a) Leakage in the tins, jerry cans or barrels.
 - (b) Leakage in pipes.
 - (c) Incorrect securing of lids.
 - (d) Use of water on petroleum fire is strictly forbidden. Always use dry earth, sand and foam type extinguishers.
 - (e) Under growth and dry grass must never be allowed to accumulate in the FOL areas.

FIRE POINTS

7. Fire Points at the following places will be established:-
- (a) Academic Block.
 - (b) Vehicle Park.
 - (c) Stores.
 - (d) Generator Room.
 - (e) Hostel Area.
 - (f) Cadet Mess.



8. Each fire pt will consist of the following Fire Fighting equipment:-

(a)	Fire extinguisher ABC type	-	02
(b)	Fire bucket (water)	-	01
(c)	Fire bucket (sand)	-	02
(d)	Fire hook	-	01
(e)	Fire beater	-	01
(f)	Shovel GS	-	01
(g)	Crow bar	-	01
(h)	Pick axes	-	01

PART -II: ACTION TO BE TAKEN ON OUT BREAK OF FIRE

9. The following basic principles for the control of any type of fire should be known to all staff members of the school:-

(a) **Cooling.** This is a most common yet most effective method of fighting the fire. The sum total of this method is bringing down the temperature or cooling the temperature. This is best done by use of water, earth/sand or fire extinguishers.

(b) **Smothering.** This means to cut off oxygen from the scene of fire, as oxygen helps to spread the fire. This is best done by use of one or all of the following means.

(i) Throw blanket over the fire (incase of small fire only).

(ii) Throwing of sand on fire.

(iii) By use of chemicals/foam extinguisher.

(c) **Starvation.** To cut off source supply of fire, that is, to cut of fuel or electricity from source of supply.

(d) **Isolation.** Combustible material must be removed from the source of fire or from the vicinity of fire. The fire must be cordoned so that the fire does not spread any further and is restricted to minimum area. This helps in fighting the fire quickly.

10. **Fire in School Complex.** Any person on noticing fire/unusual smoke will shout '**AAG-AAG**' and attract attention of others available in the vicinity. Other personnel will rush to the scene to assist in fire fighting and alert others as well.



11. The duty master will be immediately informed about any occurrence of fire. On receipt of information, he will rush to the scene of fire and will inform the Quartermaster, Administrative Officer and Principal. Quartermaster will immediately inform Purulia Fire Station on Telephone No **03252 - 222201 /101**. Medical authorities are to be informed if the necessity arises.

Fire Fighting Parties

12. Fire Fighting parties will be detailed on monthly basis by the Administrative Officer and published in the SRO according to the strength and composition of parties as given below :-

- | | | | |
|-----|-----------------------|---|----------------------------|
| (a) | Fire Fighting Officer | - | 01 PGT |
| (b) | Fire Fighting Party | - | 1 PGT / TGT* and 15GEs. |
| (c) | Fire Picquet | - | 1 PGT / TGT* and 10 GEs. |
| (d) | SalvageParty | - | 1 PGT / TGT* and 15GEs. |
| (e) | ReserveParty | - | All present staff members. |

(*As per Quarterly SRO)

DUTIES

13. **Fire Fighting Party**. Duties are listed below :-

(a) The party will assemble with their equipment under the teacher i/c, immediately on hearing the fire alarm and rush to the scene of fire.

(b) Quartermaster will locate the source of water/sand supply. He will organise supply of these items to the teacher i/c and with four GEs will start fighting the fire. As soon as more manpower help is received, the whole party will join to douse the fire.

(c) The party will also remove all inflammable materials from the vicinity of the fire on arrival at the scene of fire.

(d) The fire extinguisher will be used as under :-

- | | | | |
|------|-----------------------------|---|---------------------|
| (i) | Fire extinguisher foam type | - | On fire of FOL. |
| (ii) | Fire extinguisher soda acid | - | On all other types. |

14. **Fire Picquet Party**. Duties are as under:-

(a) On hearing the alarm they will fall in under teacher i/c and proceed to the scene of fire.



(b) On reaching the scene of fire, the party will form a cordon around the affected area to avoid sabotage theft when other personals are fighting the fire.

(c) The cordon will be formed in such a way that every alternate persons of the party will face inside and outside the cordon. The distance between person to person should be atleast 50 m.

(d) The party will ensure that no unauthorized person is permitted to come inside the cordon.

15. **Salvage Party.** The salvage party will be divided in two parts and equipped as under:-

(a) **Salvage Wk Party.**

- | | | | |
|-------|--------------------------|---|---------|
| (i) | Fire Hooks | - | 02 GEs. |
| (ii) | Axes Picks | - | 03GEs. |
| (iii) | Axes felling and rope | - | 02 GEs. |
| (iv) | Pers for removing stores | - | 08 OR. |

(b) **Reserve Party.**

- | | | | |
|------|----------------------------------|---|-------------|
| (i) | Stretcher with Blanket | - | 10 Persons. |
| (ii) | Spare helper with first aid box. | - | 05 Persons. |

16. Duties of salvage party are listed below :-

(a) In order to control fire spreading, the salvage work party will isolate adjacent building and remove any other materials likely to catch fire.

(i) The salvage work party will extricate personal and important documents.

(ii) The rescue party will arrange to rescue the casualties. Any person affected by fire must immediately be covered with blankets and evacuate to nearest hospital. The burns should be covered with cotton wool to avoid affect by air.

17. Quartermaster will supervise the salvage. He will keep in mind that members of the salvage party are not exposed to undue risk. On arrival of the district fire fighting team, he is to assist them with his team to bring the fire under control and extinguish it thereof.



Fire Fighting Drills

18. Regular Fire Fighting practice is essential in order to achieve speed and efficiency in dealing with fire accidents. Accordingly, fire drills will be organized and practiced as per the order of Principal.

CONCLUSION

19. The above orders are meant to be broad guidelines to deal with any situation of fire in the campus. All personnel are to ensure that they are aware of the nearest fire points in their workplace or residences and update themselves about the operation of the various fire fighting equipment. A combined and concerted effort from all personnel would help not only help in preventing fire accidents but also keep ourselves and our near and dear ones safe during any such incident.

Sainik School Purulia

Dated : 10 Sep 2021



A handwritten signature in blue ink, appearing to read "G. Prabahar".

(G Prabahar)
Gp Capt
Principal