

Zonal Safety Circular No.-06/2021

Sub: Check List for prevention of fire in station premises.

In order to prevent the cases of fire in station premise, a check list is given below. This may be used during inspection for guidance and corrective action.

Check List for fire prevention in Station premises	
A.	General Check List for prevention of fire:
1.	House Keeping should be clean and tidy. No old and discarded articles should be stored.
2.	Display of 'No Smoke' Board.
3.	Fire Alarm should be available at RRI/Panel Room/SM Office /Crew Lobby/PRS/ Parcel Room/Cloak Room/ Goods Shed. Ensure that the fire alarm system is in working condition.
4.	Provision of air ventilation, if required provision of Exhaust fan.
5.	Adequate No. of Fire Extinguisher should be available and placed at proper location. Fire Extinguisher must not be over due for refilling.
6.	Availability of fire buckets with proper upkeep (properly filled with water/ sand).
7.	Dust bins should not be over filled with rags/wastes/garbage and it should be cleared/cleaned regularly.
8.	Names of nearest fire stations and their distances with telephone numbers/mobile numbers should be displayed.
9.	Training of Staff for fire fighting by regular fire drill.
10.	First aid box should be available. Basic training for first aid to be provided.
11.	Indication/marketing of emergency exit at public gathering places.
B.	Check List for prevention of fire by electric power supply:
1.	Electrical/Signal/Telecom/Railnet wiring inside the office/chambers and running towards or around the working office tables/cubicles should be properly dressed by casing-caping or concealed wiring as per site feasibility.

2.	Signalling cables should run in separate channels or ducts. No power cables should run with signalling cable.
3.	Loose Electrical wiring to load should be replaced immediately. It should be properly dressed in casing-caping or concealed whatever feasible technically.
4.	Never allow to lay electrical wires under carpets, mats or doorways. Wire may get crushed resulting in short-circuiting.
5.	Electrical wiring should not run over/near hot & wet surfaces.
6.	Broken plugs and switches are to be replaced immediately to avoid sparks.
7.	Old and damaged wires without insulation should be renewed.
8.	Ensure provision of individual Miniature Circuit Breaker (MCB) for various electrical circuits. Also ensure periodical testing of MCB to check its effectiveness.
9.	Electrical power points should be tested for proper earthing.
10.	The power supply to appliances should be switched off after use.
11.	Use one socket for one appliance. Use ISI certified appliances.
12.	Water filter, cooling machine and other electric equipments should be provided with 3 pin plugs and sockets so as to ensure earthing.
13.	Main supply switch should be kept off when leaving office for a long duration.
14.	No appliances other than PC, peripherals etc. are to be connected to the UPS system.
15.	Proper fixing/fitting of structure bonds/Earthing with FOB/OHE uprights/signals posts.
16.	Electric Transformers (AT transformer/Step down transformer) in station premises should be secured so that public has no access.
C.	Additional Points to be checked:
-	<u>Parcel Room/Cloak Room/ Goods Shed:</u>
1.	Parcel baggage should be properly stacked. Provision of rack/shelf/shell should be made of incombustible materials like steel/concrete (use of wood and plastic to be avoided).
2.	Precautions are being taken in booking of dangerous goods like explosives, gases, inflammable materials and corrosives etc. as per extant rules.
3.	Precautions to be taken for storing of inflammable materials like Oil/Petroleum products/ Chemicals/ Paints/ cotton/ clothes/ jute/ paper/ cardboards etc.
-	<u>Crew Lobby/PRS/Offices :-</u>
4.	Old records should be disposed regularly as per the office norm. Records should be kept in rakes/admiral made of incombustible materials.

	At FOB/ Platform / Subway
5.	No loose and open wiring on wall/roofs in FOB/Platform area. All wires must pass through the duct/pipe.
6.	Protective screens for OHE should be available.
7.	Do not let the rags/garbage be accumulated; dust bins should be cleaned regularly.
-	At Kitchen and food stalls: -
8.	Proper placement of gas cylinders & stove with arrangement of proper exhaust/ventilation.
9.	Connection of gas pipe with gas stove should be regularly checked. Ensure that there is no leaking in gas pipes.
10.	Ensure safe storage of cooking gas cylinder.
11.	Never leave burning stove unattended.

- Apart from the aforementioned check list, if anything is notice in precarious condition which may lead to fire, a curative action must be taken than & there.

(Hindi version will follow)

Principal Chief Safety Officer
S.E.C Railway/BSP

Circulation to:

1. PCOM, PCCM, PCEE, PCME, PCE, PCSTE & PCSC for kind information.
2. DRM/BSP, R & NAG for information and necessary action.
3. Sr.DOM(Co), Sr.DCM(Co) , Sr.DSC & Sr.DEE(G)/BSP, R & NAG for necessary action
4. Sr.DSO/BSP, R & NAG for information and necessary action.