

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
SUTRAHDARA DIVISION (S&S)

9th June, 2016

SOPs No.17
IN THE EVENT OF FIRE IN IGNCA

During Working Hours

1. Raise alarm by shouting Fire(R) Fire in order to seek help of other staff.
2. Inform fire control room and caretaker staff at IGNCA Intercom No 8212 at KN Building Reception and EMU at Intercom 8270.
3. Make use of fire extinguishers kept near to the place of fire(fire extinguishers are available on all the floors in No 5 building).
4. Remove other inflammable items from the fire site to save them from fire.
5. EMU is to inform CPWD for further necessary action.
6. Inform Dir(A) and JS.
7. EMU is to make an fire incidence report and put up to IGNCA Authorities.

After Working Hours and on Holidays

8. Security Guard who observes the fire will raise alarm by shouting Fire(R) Fire in order to seek help of other Security staff and Fire personnel on duty.
9. Inform Security supervisors at Intercom 8156 and 8351.
10. If fire is inside an office, take keys of the area from Guard Room at No. 6 Gate of No.5 Building and for CV Mess & 3 RP Road Offices from reception of CV Mess Building and open the area/office where fire has taken place.
11. Make use of fire extinguishers kept near to the place of fire(fire extinguishers are available on all the floors in No 5 building).
12. Inform caretakers, Consultant(CE), Consultant(S&S), AE(Elect) CPWD and Dir(A) on following mobile numbers:-
 - i) Shri Randhir Tomar, Caretaker staff -- 9871592038
 - ii) Shri Jai Singh, Caretaker Staff -- 9868884156
 - iii) Shri RK Mishra, Consultant(CE) ----- 8800330182
 - iv) Shri IP Singh, Consultant(S&S) ----- 9873212502
 - v) Shri Radhey Shyam Goel, AE(Elect), CPWD--- 9210483119
 - vi) Shri Jayanta Kumar Ray, Dir(A) -----9958133533
13. In case of major fire, ring up 100 for the help of Delhi Fire services.

Jayanta Kumar Ray
Jayanta Kumar Ray
Director

All HODs

EE(Elect), AE(Elect), CPWD