



BALAJI COLLEGE OF PHARMACY

Approved by A.I.C.T.E. PCI New Delhi and Affiliated to J.N.T.U.A., Ananthapuramu

Sanapa Road, Alamuru (P), Rudrampeta, Ananthapuramu – 515002. (A.P.)

www.balajipharmacy.ac.in

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Fire Safety Policy and Emergency Evacuation Procedures

This document sets the policy on how the regulations are interpreted at Balaji College of Pharmacy.


PART 1: Fire Safety

Introduction:

Balaji College of Pharmacy has established a fire safety policy and procedures which are designed to protect students, staff, visitors and college assets. The effectiveness of these policies depends not only on physical precautions designed to prevent the occurrence and spread of fire, but also on the co-operation of every member of staff, student and visitor.

Compliance with fire safety policies and procedures is a legal requirement. All staff will have duties and responsibilities in respect of fire safety. Ultimate responsibility for this policy rests with the employer. The College Board of Directors will look to the Principal to ensure that the Fire Safety Policy and the Fire Safety Procedures are effectively applied and brought to the attention of their staff and are observed by them at all times. As with all matters relating to health and safety, the Estate Officer and Heads of Departments have devolved responsibility for the application of this Fire Safety Policy.

The Government published the Regulatory Reform (Fire Safety) Order in 2005. It applies to the vast majority of premises. The fire safety arrangements at Balaji College of Pharmacy have been dictated by the provisions of the Fire Safety Acts.


PRINCIPAL
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ROLE OF THE COLLEGE FIRE SAFETY MANAGER


The Estate Officer is the designated College Fire Safety Manager, who is responsible for ensuring that:

- The Fire Safety Policy is kept under regular review by Principal & HODS.
- The Fire Safety Policy is promulgated to all relevant personnel.
- Everyone in the campus (including visitors) is given clear instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and students.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered extended or rebuilt, or when new buildings are constructed.
- Records are kept of all fire practices.
- Certificates and records for the installation and maintenance of fire-fighting systems and equipments are kept.

PART 2: FIRE SAFETY PROCEDURES

BRIEFING NEW STAFF AND STUDENTS

All our new staff (teaching and non-teaching alike) and all new students are given a briefing on the college emergency evacuation procedures as soon as possible after joining. They are informed about the locations of emergency exits, escape routes and the outside assembly point. Fire action notices are displayed on the walls of all rooms and all the staff are made aware of what they look like and where they should go on hearing the fire alarm.


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VISITORS

All visitors are required to sign in at the college reception where they are issued with visitor's badge, which should be worn at all times that they are on college premises. They are made aware of the emergency evacuation procedures and the location of the assembly point.

DISABLED STAFF, STUDENTS OR VISITORS

Special fire safety measures are to be included in all risk assessments for disabled students and, for disabled members of staff or visitors. Consideration of fire safety should also be included in risk assessments for pregnant staff.

FIRE PRACTICES

One fire practice is held every term at District Fire safety office which, combined with a programme of inducting new staff and students with emergency escape procedures.

Maintenance of Fire Alarm Systems

The Principal and Estate Officer will be responsible for ensuring the ongoing maintenance of all the college's fire alarm systems, within the college buildings.

Smoking

Smoking can be a major source of fires. Smoking in college's premises is prohibited.

Availability

- This policy is made available to parents, staff and students in the following ways: via the College website and on request a copy may be obtained from the College Office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.