

NATIONAL HIGHWAY AUTHORITY

**REGULATIONS
FOR
SECURITY ARRANGEMENTS**

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**REGULATIONS
FOR
SECURITY
ARRANGEMENTS**

1. **GENERAL**

- i) While the ultimate responsibility for security arrangements in the National Highway Authority rest with the DG (Admn) at HQ and General Manager concerned in the field for all practical purposes, however, there will be a Chief Security Officer in the authority at HQ who will be assisted by Security Officers.
- ii) It is the responsibility of every officer and member of staff of NHA to ensure that while they do nothing to prejudice the security of information, personal and material, they do everything in their power to maintain it within the framework of laws of land.
- iii) Suitable lighting arrangements should be ensured in each NHA office.

2. **SECURITY BOOKLET.**

It is binding on all the officers/officials to comply with the instructions contained in the booklet "*Security of Classified Matter in Government Departments*" (1973 Edition) as amended from time to time, which will remain in the safe custody of Chief Security Officer.

3. **CHIEF SECURITY OFFICER.**

- i. The Director (Admn) at HQ and Regional/Project GM in the field shall be the Chief Security Officer of NHA within their jurisdictions.

- ii. The Chief Security Officer is responsible to ensure compliance of security instructions by the entire staff of the authority. He will interalia:-
 - a. Carryout weeding of documents for their destruction where considered necessary.
 - b. Ensure that proper account of all the accountable documents and record of transfer of charges/ charge of accountable documents is maintained properly in accordance with para-29 Chapter-IV of the Security Booklet.
 - c. Carryout periodical check of all accountable documents held on the charge of NHA and will ensure that annual safe custody certificates are furnished to the concerned.
 - d. Ensure security clearance of all those handling accountable documents.
- iii. All Regional General Managers, Project Directors/ Deputy Directors (Maintenance) will issue instructions at their own regarding security of office premises, visitors, receipt of mail and checking of identity cards etc.

4.

SECURITY OFFICER.

There will be a nominated officer duly approved by the DG (Admn) at HQ to work as Security Officer. In Regional offices Officer Incharge of Admn and all other Field Offices Incharge will be the Security Officers for respective offices. The Security Officers of NHA shall be responsible to: -

- a. Enforce the security instructions as given in the Security Booklet and those received from the Interior Division or NHA HQ from time to time. He shall carry out surprise checks as frequently as possible for the purpose of security measures in different offices/ sections and submit his report directly to the Chief Security Officer at the end of each month.

- b. He will ensure that instructions on opening and closing of the offices issued from time to time are strictly followed.
- c. He will ensure that duty roaster of all officials who supervise the opening and closing of offices is prepared and instructions on depositing keys are complied with.
- d. He will ensure that Canteen Contractor and his employees are security cleared and such contractor is observing the security instructions issued by the Interior Division or NHA for such employees.
- e. Restriction imposed on employment of minor children should be strictly complied in NHA.

5. **SECURITY CARDS.**

- a. Security Cards shall be issued by administration section to all officers (except BS-19 and above) and members of the staff. These cards should be displayed all times, while on duty.
- b. Security Guards at the entry point will check security cards. No body should resist to such checking.
- c. All officers and members of the staff shall return their security cards at the time of leaving the authority permanently.
- d. In case of loss or theft of security card, the official concerned shall report the matter immediately to the nearest Police Station as well as to Security Officer concerned along with copy of N.C. Reports Register of Police.
- e. The staff of consultants and visitors shall be given different color Security Cards.
- f. These cards will be renewed annually. Validity period will be mentioned clearly in each card.

6. **VISITORS.**

- 1. The entry of visitors into NHA offices are regulated according to the instructions as laid down in Chapter-X of the Security Booklet, through the Receptionists and security staff. All employees holding permanent or temporary security passes

can only enter the premises after due identification at the reception. The canteen contractors and their employees also need valid security passes for entry into the office premises.

2. It should be ensured that no un-authorized person has access to files/ papers lying on the table of the officer visited.
3. All visitors will be issued visitors slip, which will be signed by the officer visited and returned at the entrance after meeting.

7. **BRIEF CASES.**

Bags, brief cases and parcels etc. carried by the visitors will be subjected to search.

8. **FIRE ARMS.**

Bringing of firearms, explosive, daggers and other weapons into the office premises is strictly prohibited.

9. **RECEIPT OF MAIL**

The mail will be received in R&I Section with due regard to the security instructions relating to mail of the Government of Pakistan.

10. **OPENING AND CLOSING OF OFFICE ROOMS.**

The Security Officer shall check the rooms after opening and closing of offices. The keys of all the rooms shall be deposited and kept in safe custody at Reception under proper entry in a register.

11. **OFFICE KEYS.**

- (i) All the office keys will be deposited under proper entry in the register concerned with security section.

- (ii) All duplicate keys shall be deposited with the Chief Security Officer who shall keep them in his personal safe custody for use in emergency subject to justification of non-availability of original key.

12.

MAXIMUM TIME LIMIT OF ATTENDANCE.

- i. The maximum late sitting hours of officers and staff for working in office shall be two hours. Beyond two hours the following will be observed: -
 - a. Officer of the rank of Deputy Director or below shall get written permission from his immediate superior for sitting late with a copy to Security Officer.
 - b. Any officer sitting late will be responsible to get the room locked in his presence.
 - c. A register will be maintained with the Security Officer at reception in order to incorporate the details of late sitting of each official.
 - d. On holidays, prior permission as indicated at (a) above will have to be obtained and security staff will be informed well in time accordingly.
 - e. In case of emergency, an officer visiting office should make entry into the register as mentioned at "C" above.
- ii. The office canteen will be opened and closed as per prescribed schedule time in the supervision of Security Officer and no employee of the canteen will be allowed to remain inside the building before or after the prescribed time.
- iii. The Chief Security Officer should make surprise visits in order to ensure strict compliance of security instructions in NHA office buildings.

13. **SEALS AND RUBBER STAMPS.**

All official seals and rubber stamps shall be kept in the personal custody of the officers concerned under lock and key.

14. **SHORTHAND NOTE BOOKS.**

Shorthand notebooks, particularly those used for classified matter, shall be handled and destroyed in the manner prescribed under instruction-55 in Chapter-VI of Security Booklet.

15. **WASTE PAPERS.**

Waste papers, particularly relating to classified matter, shall be destroyed by burning under personal supervision of Director concerned.

16. **USE OF PHOTOSTAT MACHINE AND CYCLOSTYLING ETC.**

Use of Photostat machine and cyclostyling work of classified matter including typing shall be carried out under the strict supervision of the Deputy Director concerned. Instructions contained in Appendix-XVII of the Security Book will be strictly complied with in this regard.

17. **TOP SECRET AND SECRET MATTER.**

Top secret and secret document shall be handled and dealt with at least at the level of Deputy Director concerned personally and passed on to the higher officers, if necessary, either personally in locked boxes, sealed covers or through safe hands.

18. **UNIFORMS.**

NHA Chowkidars and Drivers, as well as Naib Qasids of the officers in BS-20 and above shall be issued uniforms prescribed for Federal Government employees of above category on the recommendations of the DG (Admn) and they shall attend their duties properly dressed accordingly.

19. **MAKING STAFF SECURITY CONSCIOUS.**

Efforts will be made to make the members of staff security conscious. Senior officials are required to see that juniors are briefed and groomed accordingly. Fraternalization and disclosure of information/casual talk etc. with foreigners shall be guarded against specifically. Chief Security Officer should organize periodic lectures to develop a culture of security consciousness amongst the officers and staff.

20. **DECLARATION BY OFFICERS AND STAFF.**

Declaration under official secrets act shall be obtained from all officers and the members of staff employed on sensitive work or dealing with classified matter as required under instruction-91 Chapter-IX of the Security Booklet. The Members should classify the sensitive work within their wings and intimate to Chief Security Officer accordingly.

21. **RECORD ROOM.**

The record room shall be placed under the charge of BS-16 officer; entry into the Record Room shall be prohibited except on official business by the official incharge and members of his staff. Record Room will be maintained in accordance with the instructions contained in the Secretariat Instructions and prescribed by NHA for the subject matter.

22.

SECURITY OF CLASSIFIED MATTER.

Some important aspects requiring special attention are classified matter, which are summarized below:-

- i. Security Classification: Security Classification is awarded to sensitive material requiring special protection. While grading, a document, the originator should correctly classify it as its contents warrant i.e. nature, source and implications of the information contained therein. Factors such as the grading of a file of which it happens to be a part should not influence the grading of document. At the same time, over classification should be avoided since it reduces the importance of classified matter, encourages neglect of security rules and thus endangers the whole system of security.
- ii. Protection and Handling of Classified Matter: Persons dealing with classified matter must take every precaution to prevent deliberate or even a casual inspection of it by any unauthorized person. Rooms containing a classified matter should not be left unattended even for few minutes during working hours and should be provided with automatic locks. The Typing, Cyclostyling, Printing, Duplicating and Reproduction etc. of "Top Secret", "Classified" and "Accountable" matter should be done under secure conditions. All materials and waste incidental to the reproduction of classified matter should be accounted for and properly destroyed. When printing reproduces classified matter, necessary safeguards must be provided at each stage. Instructions given in the Regulations for Records Management and Disposal shall be followed in the handling of classified matters/cases.
- iii. Accounting of Shorthand Note Books: All shorthand notebooks must be page numbered and issued to the PSs, PAs, Stenographers and Steno Typists by an authorized officer in the authority. They should be issued on requisition made in writing under a clear receipt. Every notebook should bear a certificate that inside of its cover recording the number of pages it contains. A register should be maintained to ensure proper receipt and disposal of the shorthand notebooks. The used note books should be destroyed after three months under the supervision of concerned officer who should before burning them, ensure by physical checking that the notebooks received have all the pages intact. A note to this effect should be made in the register. In case an officer dealing with classified matter

desires that a shorthand notebook should be got burnt instead of its being returned to the issuing authority, he should proceed to get it burnt and record a note in the Register to this effect.

- iv. Transmission of Classified Matter: Classified matter should be enclosed in two opaque envelopes while transmitting outside the Department as follows:-
 - a. Inner Envelops: The inner envelope should give name, address and designation of the addressee. At the left bottom cover it will give the name and designation of the sender. It should also give the reference number of the documents enclosed therein and its classification on the top right and left corner respectively. Such inner covers should be gummed, stitched with thread and a wax seal or paper seal put on the knot in order to prevent and to reveal any tampering which could be noticed by the addressee.
 - b. Outer Envelope: The outer envelope giving official designation of the addressee must not show any security classification and it should be thick enough to conceal gum, wax, seal and threading of the inner envelope. The address of the sender should also be shown on the outer envelope.
 - c. The envelopes classified, as "Secret", "Confidential" or "By Name" shall be opened personally by addressee only.
- v. Movement within a Department: Movement of a classified matter within the same office should be done in distinctive file covers with appropriate markings. Classified matter should not normally be moved from one office to another through Naib Qasids. Duly vetted Private Secretaries/Personal Assistants should pass it on by hand to responsible officer concerned or in double covers, under proper diary/dispatch system.
- vi. Safe Custody of Accountable Matter:
 - a. The issuing authority of classified documents should keep an up-to-date list of the distribution of all "Accountable" documents issued by it, indicating copy number of each holder respectively. They should provide a copy of such

list to Chief Security Officer to facilitate its surprise check.

- b. Every holder of classified documents should, likewise, maintain a register in which all these documents should be listed. A physical check of the classified documents held should be carried out every quarter and a certificate of custody recorded in the register.
 - c. The recipients to the issuing authority must send the safe custody certificate in respect of each copy of an accountable document on the first of July each year. Copy of the handing/taking over certificate, in case of transfer of the holder of an accountable document, should also be sent to the originator of the document.
- vii. Transmission by Telephone: The telephone/secraphones may be used to convey classified information only when the need for speed out-weighs the need to guard against leakage. Even then, every effort should be made to render the conversation as unintelligible as possible to eavesdroppers.

23.

SECURITY LAPSES ACTION TO BE TAKEN.

1. It is the duty of every officer and member of staff of the NHA to be vigilant at his own and report any case of security lapse or suspected security risk that may come to his notice, to his Senior Officer and to the Chief Security Officer/Security Officer of the National Highway Authority without any loss of time.
2. It may be noted that violation of the security instructions is punishable under the NHA (Efficiency & Discipline) Rules, 1995. Detailed procedure has been given in Chapter-II of Security Booklet, which must be followed in letter and spirit.

24.

The Chief Security Officer at HQ and Regional GM in region may deploy any officer (BS-18 and 17) of NHA for surprise

security check of NHA premises on regular as well as rotation basis as and when he deem necessary.

25. All FAX machines, Internet Computer Instruments shall be installed in the personal office rooms of officers. Any staff member will not use these without permission of the officer concerned.

26. **SECURITY STAFF DEPLOYMENT.**

- i. There will be two methods to deploy the security staff within NHA premises:-
 - a. Recruitment of own staff out of retired army personnel having good health, age and prescribed qualifications.
 - b. Engaging guards of a private security firm duly registered with the government and having good reputation, through a contract with the approval of Chairman, NHA.
- ii. NHA own security staff as far as possible, be sent for suitable training on public relation, first aid, fire fighting and security matters.
- iii. Suitable bachelor residential accommodation shall be made available within NHA premises at least for three guards at a security point.
- iv. At least one-armed licence holder guard with arms and an other without arms shall be deployed together at night and holidays. Normally one guard shall be deployed on each entrance or a place as deemed necessary by Security Officer.

27.

**MOVEMENT/SHIFTING OF OFFICE EQUIPMENTS/
FURNITURE/ VEHICLES ETC.**

- i. No shifting/movement of office equipment, furniture and vehicle etc. shall be allowed by security staff from one office to the other or outside office without written permission of Security Officer or Chief Security Officer/Regional General Manager.
- ii. All such movements/shifting shall be entered in a Register with security section, who will ensure that any item moved for repair/ maintenance outside office should be returned to place concerned. If such item is not returned on due date, the Security Officer will report the facts in writing to Chief Security Officer/Regional General Manager.
- iii. If an official is using personal equipment in the office, he will intimate the Security Officer and Administration Section in writing before entry of equipment in the office. Security Section and Administration will maintain proper record in such cases.

28.

FIRE FIGHTING.

- (1) Each Building of NHA will be treated as a Sector and its floors (in case of multistoried building) will be counted as section for the purpose of Security and Fire Fighting.
- (2) Chief Security Officers will be the Chief Fire Officers in NHA offices. On the recommendation of Chief Fire Officer, the DG (Admn) at NHA HQ and Regional/Project GMs in the field will nominate Sector/Section Fire Officers for Fire Fighting purpose under intimation to all concerned. Sector Fire Officer will be an officer in BS-18 whereas for section, there will be an Assistant Fire Officer (BS-17/16).

(3) In case a Fire Officer proceeds on long leave/temporary duty, another officer will be detailed to take over the duties from him under intimation to all concerned. In such situation necessary handing/taking over of the charge of fire duty/document invariably take place before a Fire Officer proceeds on long leave/transfer/course/permanent transfer.

(4) Duties of Fire Officers of Sectors/Sections will be as under: -

- a) Sector Fire Officer will be responsible to Chief Fire Officer for all matters relating to fire fighting within his area/sector.
- b) On outbreak of fire during office hours they will immediately inform the Chief Fire Officer of the incident and intimate, the nature and cause of fire.
- c) They will coordinate and assist the fire parties under suitable arrangements in case of outbreak of fire and issue suitable instructions to them.
- d) They will also supervise and assist in fire fighting practices to the Chief Fire Officer.
- e) Assistant Fire Officer will nominate the following fire fighting parties/teams from the wings/section/offices occupying the section of a building for approval of the Chief Security Officer through Sector Fire Officer: -

	<u>Incharge</u>	<u>Crew</u>
i) Fire fighting team	1	3
ii) Cordon/Picquet	1	2
iii) Salvage Team	1	3

f) The Assistant Fire Officer will forward the lists of fire piquet team to the Chief Fire Officer through Sector Fire Officer and;

- i) Will maintain liaison with Sector Fire Officer. Will make arrangements for fixing fire equipments at various fire points in his area. Will see that fire buckets are available and filled with sand and water and placed at various convenient points and will check periodically that the fire

organized properly and utilized for quelling the fire on strengthening the cordon.

Duties of Salvage Team.

Will be responsible for rescuing trapped personnel, removing all safes and almirahs of important record. After having done this they will try to salvage as much equipment, store and documents as possible having salvaged all that could possibly be removed. They will assist piquet/fire-fighting team to extinguish the fire.

- (6) All security staff of NHA and other staff members to be involved in security and fire fighting duties shall be deputed for fire fighting training once a year. In addition, in house classes will also be arranged to explain/refresh about emergency fire duties to the staff involved in these duties.

29

NORMAL CAUSE OF FIRE ACCIDENTS.

- (1) All officers assigned fire duty should be more vigilant and should be aware of causes of fire accidents i.e.: -
- a. Dry Grass.
 - b. Accumulation of rubbish, waste oil, dry leaves, oily rags/papers etc.
 - c. Loose electric connections and improper/unauthorized fittings thereof.
 - d. Non-observance of fire fighting precautions.
 - e. Throwing of cigarette ends carelessly and smoking in unauthorized place.
 - f. Refilling of M.T. Vehicles without observing necessary precautions.
 - g. Exposing sensitive stores to the direct rays of sun.
 - h. Sabotage/enemy action.

equipments provided at various points are complete in all respects and discrepancy if any will report to the Chief Fire Officer through Sector Fire Officer.

- ii) Will chalk out fire practices programme at least once a quarter under the supervision of Sector Fire Officer and copy of the same sent to Chief Fire Officer.
- g) In case of outbreak of fire within office/house the Assistant Fire Officer will ensure that: -
 - i) Electric current of the area is immediately switched off.
 - ii) All cupboards containing important record are removed to the safest place while the fire fighting parties are busy with the operation.
 - iii) Will arrange classes to train the fire fighting teams and will ensure that they are fully kept abreast with the latest orders on the subject, under the supervision of Sector Fire Officer.

(5) **FIRE FIGHTING TEAMS DUTIES.**

Will under take the fighting operations. They will form a chain from the nearest water supply/sand heap to the scene of fire and by means of buckets will ensure a continuous of water/sand for quelling the fire. More than one chain may be formed, if possible with the assistance of others on the spot. This will, be done under the supervision of the fire officer. Chemical fire extinguisher and other fire fighting implements e.g. fire hooks etc. will also be used where necessary.

Duties of Cordon/Piquet Team.

Will form a cordon round the scene of fire and will keep all on lookers away from the scene so as to avoid harping the work of the fire fighting. Personal at the spot may however, be

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PRECAUTIONS AGAINST FIRE.

- (1) Fires are NOT permitted in the vicinity of any NHA building except at authorized fireplaces, stoves or braziers.
- (2) No lights except those authorized are allowed at the own choice of any official.
- (3) Those responsible for the closing of un-occupied rooms or buildings in which fires or lights have been used will ensure before closing them that there is no risk of an outbreak of fire occurring.
- (4) Smoking in a store room or any place where dry grass, straw or combustible material is lying about, is forbidden.
- (5) Care will be exercised to avoid risk of fire when oil stove lamps are in use.
- (6) Empty packing cases or inflammable material will NOT be staked against the outer walls of all buildings or enclosures.
- (7) No tent screen or cooking place will be allowed within one hundred yards of buildings.
- (8) Petrol, kerosene, or other mineral oil or empty tins will never be stored in building especially near the mechanical vehicle places of parking.
- (9) Replenishment of fuel tanks of mechanical vehicles will only be made in the open air and at a distance of not less than ten yards from any shed or buildings and at a safe distance from any naked lights. Petrol tanks will remain closed and petrol taps turned off while the vehicle is in a building.

(2) Fire prevention is largely the practice of careful habits, which should automatically suggest themselves to every one. It is the duty of everyone to prevent fire and a few details of common causes should be sufficient to show that most fires are avoidable and should never be allowed to start if we should keep the following main causes in our minds: -

- i) By far the most frequent causes of fires are the care less throwing away of lighting cigarette ends, matches and cantatas of pipes among combustible mater such as papers - lighted cigarette ends left lying on tables, or being allowed fall off from ashtrays, have been responsible for many fires.
- ii) Petrol Kerosene and other highly inflammable material should be stored in authorized places.
- iii) Fire in offices should not be raked out on the hearths, but should damped out or allowed to burn unattended.
- iv) Smoking is prohibited in garages and stores.
- v) Electric wiring fitting appliances which maintained in good order defects will be reported without any delay and current turned off from the current circuit until necessary repair have been carried out. Before the offices are closed, the Security Officer must ensure that all electrical points are switched off.
- vi) In order to avoid instances of spontaneous combustion, Record Rooms/store room will be kept clean and well ventilated.
- vii) Record is stacked properly so that suitable gangway exists to facilitate action in case of fire.
- viii) The Security Officer after working hours and Sector Fire Officer during office hours should take a round of the office premises to ensure that the measure against outbreak of fire in the area is adequate.
- ix) The Sector Fire Officer institute a thorough check to examine the existing fire fighting arrangements and take necessary action to remove any defects etc. in conjunction with the concerned authorities without delay. The importance and necessity of fire fighting organization at NHA cannot be over emphasized.

- (10) Smoking is prohibited within a garage or motor shed.
- (11) The greatest care will be taken to prevent the leakage of petrol, kerosene and other mineral oils and frequent examination will be made to ensure that no leakage is taking place.
- (12) Petrol fires will be extinguished by the use of chemical fire extinguisher and/or by smothering with sand or earth. On a fire breaking out attempts to extinguish it and the removal of all petrol in the immediate vicinity of the flames will be conducted simultaneously. If the fire is being fed from a leak in a petrol pipe or tank the supply of petrol should, if possible, be cut off, or the vehicle should be moved with the object of preventing the petrol from the leak feeding the flames. Attempts should at the same time be made to beat out the flames so as to separate the flames from the leak. If a petrol fire has become too fierce to be extinguished and if there is a supply of petrol which is feeding the flames all doors and windows should be blocked with wet mud or rags.
- (13) Mechanical vehicles should be garaged with their brakes off to enable their immediate removal.
- (14) If a mechanical vehicle catches fire, and it is not possible to move it away, all other vehicles in the vicinity should be drawn away from the burning vehicle.
- (15) Chemical fire extinguisher will be inspected at least once a month and will be kept filled and ready for any emergency.

- (16) Neither unauthorized person will interfere with electric, gas or water supply system in NHA buildings NOR will fuse wires be replaced except by authorized personnel.

31. **PROCEDURE ON OUTBREAK OF FIRE.**

- (1) Any individual observing a fire will shout "fire, fire" and take immediate steps to extinguish it if possible, by the handiest means available i.e. chemical extinguisher/sand/water buckets. He will simultaneously ask some one to sound the nearest fire alarm going. Nearest Fire Brigade Station will be informed about the incidence at once.

- (2) Action by the fire fighting team.

- i) On the fire alarm being sounded, the members of the fire fighting teams will fall out at the double to the scene of the fire collecting fire-fighting equipment en route and commence operations immediately.
- ii) In the event of respective party not present at the alarm post, the other party nearest of that area will assume control.

- (3) On the order "*pick up equipment*" team will take up the equipment and on the order "*Move*" they will double in single file to the scene of fire and commence operations under the control of the Assistant Fire Officer.

- (4) Signals.

- i) Signal for commencing work will be one blast on a whistle or the order start work.
- ii) Signal for stopping work will be two blasts on whistle or the order "*stop work*".

(5) Action finished.

On being dismissed by the fire officer the team will return to the alarm post and stow equipment. Baskets will be refilled and arrangements will be made for the refilling of fire extinguish before dismissing. All members will check their equipment and report correct or otherwise to the Assistant Fire Officer for suitable action.

32

OUTBREAK OF FIRE - COURT OF INQUIRY.

(1) The Chief Fire Officer will always convene a court of inquiry as soon as possible consequent upon the outbreak of fire. Section/Wings involved will immediately initiate the report of outbreak of fire. The court of inquiry will ascertain following:-

- a) The origin of the fire.
- b) By whom it was discovered.
- c) The action taken by the person making discovery.
- d) To whom the fire was first reported by the person-making discovery.
- e) The length of time between the discovery of the fire and the sounding of the alarm.
- f) The name of the officer in command of the fire arrangement.
- g) The length of time after the alarm before the appliances was at work.
- h) Whether the fire piquet turned out in sufficient numbers and with promptitude.
- i) Whether there was any failure as regards water supply or the working of the fire appliances.
- j) The length of time between the working of the local fire brigade and its arrival.
- k) The extent of the assistance given local or by the locally or by the local fire brigade.
- l) The period from the alarm until the outbreak was extinguished.

- m) The extent of damages done to persons, record, building and contents of buildings.
 - n) The responsibility of the outbreak of the fire.
- (2) The Chief Fire Officer will submit detail inquiry report to the DG (Admn) HQ within three days with his recommendations for further action as deemed fit.

33.

FIRE FIGHTING EQUIPMENT.

- (1) The following fire fighting equipment will be available in NHA buildings: -
- i) 1 - Fire fighting vehicle - Located at MT Park (if available).
 - ii) Fire appliance including fire extinguisher foam/soda Acid, Sand and water buckets, axes hand/felling and ladders etc.
- (2) The fire fighting equipment will be supplied by store section NHA HQ. It will be issued to Sector Fire Officer on the recommendation of Chief Fire Officer who will be responsible for its care and safe custody. Permanent fire hooks will be fixed in the walls in the verandas for displaying the equipment. Chains and locks will be provided for securing the equipment.
- (3) Repairable items will be sent to store section for necessary repair. Replacement of unserviceable items will be arranged by store section.
- (4) Sector Fire Officer will ensure that the fire equipment will not be used for any purpose other than emergency/fire/practices (when allowed).

- (5) Sector Fire Officer will ensure that at least 50% of the buckets are kept filled with sand and remaining with water. The same will be refilled after a week time. Sweepers will be utilized for the purpose.
- (6) Only the Fire Parties/Teams during the fire practices or outbreak of fire will use the fire fighting equipment. After the fire practices all appliances shall be returned to/replaced at their original. Assistant Fire Officer of the respective section will ensure that the appliances are in working condition.
- (7) The fire extinguishes shall not be used in normal quarterly fire practices by the fire parties. Practical demonstration on the fire extinguishes shall be given by the fire crew during the fire practices. However, fire extinguishes will be inspected on monthly basis.
- (8) In order to keep the equipment in serviceable condition for a longer period, it is necessary that the fire buckets be emptied of the water and sand and refilled off and on. The sweepers working in respective wings will be utilized for the said job.
- (9) The respective Assistant Fire Officer for investigation will report any discrepancy/Loss of the fire fighting equipment to Chief Fire Officer within 12 hours of observance of the loss. On receipt of investigation report "Loss Statement" will be prepared by Chief Fire Officer against the individual held responsible for the loss of the equipment and the individual will called upon to pay the cost of the lost item for replacement with new one.
- (10) Following First Aid equipment shall be available with Assistant Director (Welfare): -

- a) First Aid Box
- b) Field Bandages
- c) Tinctureiodin
- d) Cotton
- e) Stretcher

- (11) Static water Tank will be arranged in all the buildings for fire fighting purpose.

34.

FIRE PRACTICES.

- (1) In order to familiarize/acquaint the staff with correct method and use of fire appliances in case of a fire, all Fire Officers and Assistant Fire Officers will hold fire practices on quarterly basis under the administrative control of the Chief Fire Officer. He will manage/arrange the fire practices with the prior approval of DG (Admn) at HQ and in regions/field office, GM concerned will accord approval.
- (2) It is imperative that all these practices are taken up seriously conscientiously and regularly by all concerned. It is therefore, incumbent on the part of Chief Fire Office to conduct fire practice in right earnest so that every body is fully acquainted with the use of fire appliances.
- (3) The Sector Fire Officer will ensure to Chief Fire Officer that the Parties/Teams are properly organized and practices carried out in prescribed manner.
- (4) On conclusion of each fire practice the Chief Fire Officer will submit a report to DG (Admn) for his information/action if any.
- (5) Fire practices are designed to train the staff/fire fighting team in the correct use of available fire appliances. Non attendance

of the fire practice by the individual or who absents himself without any reasonable excuse constitutes misconduct. The defaulters will, therefore render themselves to disciplinary action.

35.

CAUTION FOR FIRE FIGHTING.

- (1) Never enter a smoke filled room in an upright position. The air at floor level is comparatively clear. Crawl in on hands and knees visibility will be greater and discomfort less.
- (2) If following an alarm, only smoke and crackling are evident, never open a door to investigate without having a line or hose or an extinguisher ready to attack any possible fire immediately. In these cases the sudden inrush of oxygen when a door is opened usually results in a sudden flare up of smoldering materials.
- (3) Do as little damage as possible when effecting entry. Where possible break only one panel of a door, insert the hand, and undo the lock. This applies in particular to Yale pattern locks. In the case of large doors it is often necessary to break only one panel, when it will be possible to crawl through. If it is essential to force entry by the use of a large axe, deliver the blows on the solid portion of the door and near the lock or belt.
- (4) When breaking through windows always break the top porting of the panel so as to avoid broken glass falling in to hands and wrists. Remove broken glass from below the window to prevent slipping. Always protect the fire hose from damage by covering the window sash with sacking etc.

- (5) If it is necessary to remove fooling slates or tiles always start at the top and work downward. In this way only little damage need to be done.
- (6) If personnel still require using them do not apply water to stone or concrete stairs which have been subjected to considerable heat. The sudden reduction in temperature is liable to cause immediate collapse or serious cracking.
- (7) When ventilating, always remember that hot air rises. Open the upper part of a window or where both upper and lower sashes move ring both to the center of the frame so as to allow cool air to get in through the lower opening and smoke, etc. to escape through the upper.
- (8) Always endeavor to ascertain the position in which the fire started; and if possible, the cause. This information will be required to the subsequent Court of Inquiry.
- (9) Never use a Soda/Acid extinguisher on live electrical circuits in any circumstances.
- (10) When dealing with fires where electrical circuits are, or may become involved, make certain whenever possible that the current is switched off before the actual fire fighting begins. The use of water on electrical circuits is highly dangerous.
- (11) Always carry out a quick check to ensure that your equipment is accounted for before leaving the scene of the fire.
- (12) Finally, never allow excitement to over-ride discretion. An well-organized plan of attack and calm execution is essential to achieve good results.

36.

OPERATION OF SUI GAS.

- (1) Sui gas heaters are installed in almost of all rooms of office/residential buildings. To preclude chances of any hazard/mishap, wings/sections should ensure that the staff detailed to operate the gas appliances familiarizes themselves thoroughly with the operating instructions. Utmost care should be exercised in the handling of the stop cocks and heater knobs etc.
- (2) In case the Sui gas supply is required to be cut off because of leakage/fire it can be controlled by switching of high-pressure control valves provided with each building.
- (3) Location of the control valves will be made known to all concerned. These valves will be checked for leakage of gas off and on by the respective wings/section and a report sent to Assistant Fire Officer immediately if any leakage is detected.
- (4) Fire Extinguisher held on charge of Sector Fire Officer, should be kept out a prominent place so that they are easily available for use in case of fire/emergency. The fire extinguisher will be checked periodically by the Assistant Fire Officer. If any extinguisher is found looking/defective/unserviceable, it should be sent immediately to AD (S&R) for replacement/repair.
- (5) After working hours the duty Security Officer will contact the Chief Fire Officer at his residence on telephone and also inform the nearest fire brigade immediately on outbreak of fire is reported.

37.

PRECAUTION:-

Checking that gas taps are fully turned off when not in use and before lighting a match, and;

- a. Check that gas taps of appliances are turned off.
- b. Light a match or the gas torch (attached with some of the gas appliances).
- c. Apply lighted match or torch to burner at level before turning on gas.
- d. Turn on gas cock.
- e. If match goes out turn off gas and start again.

38.

WARNING.

If for any reason gas supply to premises fails then shut off all gas valves and cocks. These must not be turned on again under any circumstances unless an authorized representative of Gas Company arrives.

39.

GAS LEAKAGE.

- a. Gas leakage in the pipeline installed in premises can in most cases be detected either by sound of escaping gas or by gas smell. The company specially odorizes the gas be contacted for this purpose. In no case should leakage be detected by the application of naked lights.
- b. If leakage is observed, extinguish all naked lights, open all doors and windows to ventilate area, turn off all consumer safety, shut off valves and the meter and report immediately to the Gas Company.

40. **GOOD PRACTIC.**

It will be a good practice to shut off the Consumer Control Cock also (which is normally located outside the room using gas) when gas is not in use.

41. Keeping in view the area of a Section, suitable number of Fire Fighting Uniforms be placed along with equipment. Uniforms shall be prepared with the consultation of nearest Fire Brigade Station.

42. Contractors at projects site will maintain security and safety (Fire Fighting) arrangements. Necessary clause in this regard shall be included in the contract documents.

43. The organisation as per requirements of the fir-fighting manual at the present does not exist. The officers/officials will be assigned the tasks in addition to their own duties till the regular strength as per requirements is in place.

Note: - *“In case of change of nomenclature of posts mentioned in these Regulations due to re-organization, the newly created posts shall replace the old one and the officers so posted with new designations will exercise powers as are vested in existing posts of same status”.*