



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR,
HYDERABAD METROPOLITAN REGION (IIMR) TELANGANA-508126, INDIA**

**अखिल भारतीय आयुर्विज्ञान संस्थान, बीबीनगर
हैदराबाद मेट्रोपोलिटन क्षेत्र (एचएमआर), तेलंगाना - 508126, भारत**

संख्या/No. AIIMS/BBN/DDA/2024/१४

दिनांक/Date : 30th /May / 2024

सलाहकार/Advisory

विषय/Sub: Electrical Device Usage and Fire Safety Protocol-reg.

Dear Faculty Members, Officers, Staff and Students,

In light of recent safety concerns and our ongoing commitment to sustainability, safety and conservation this is a gentle reminder to all regarding the usage of electrical devices in the Institute. It is imperative that we collectively prioritize both energy conservation and fire safety.

To this end, all employees are requested to adhere to the following guidelines:

1. **Switch off Lights, Fans AC etc. when not in use:** Please remember to switch off all lights, fans, AC's etc. when leaving a room, whether it's the end of the workday or a temporary absence from the area. This simple action not only conserves electricity but also reduces the risk of electrical faults due to overheating and load, that could lead to fire hazards.
2. **Unplug Electrical Devices when not in use:** When electrical devices such as chargers, printers, monitors, and other equipment are not in use, please switch the power supply off or unplug them from the power outlets. This practice not only saves standby power but also eliminates the potential risk of electrical shorts or sparks
3. **Regular Inspections:** Please be vigilant in inspecting electrical cords, plugs, and sockets in your respective offices and facilities under your control for any signs of damage or short circuits. Report any issues immediately to the engineering team for prompt repairs and replacements to prevent potential fire hazards.
4. **Fire Safety Awareness:** Familiarize yourself with the location of fire extinguishers, emergency exits, and evacuation procedures. In the event of any electrical emergency or fire outbreak, prioritize personal safety and then safety of others following established safety protocols.

By collectively adhering to these guidelines, we not only contribute to reducing our electricity consumption and minimizing wastage, but also enhance the overall safety and well-being of all. Let us all commit to fostering a culture of safety, sustainability, and responsible energy usage. Your cooperation and vigilance in this matter are indispensable towards ensuring a safer and sustainable workplace and patient care environment.

Thank you for your immediate attention and dedication in this matter.



Ram

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