

24/05

OFFICE OF THE INCHARGE, SECURITY
JAMIA MILLIA ISLAMIA, NEW DELHI- 110025

27.05.2024

ADVISORY

As temperature is escalating during the summer season and since the India Meteorological Department has issued Red Alert due to heat wave in the north India, fire incidents have become a significant threat. To prevent this, all Deans of Faculties/Heads of the Departments/Directors of Centres and Incharge of various administrative offices are advised to adopt the following measures to prevent any fire incident.

1. Conduct fire safety inspection of the office premises to check fire safety compliance. Ensure that fire-fighting systems, including fire alarms, fire smoke detectors, fire extinguishers, and fire hydrants are available and fully functional, if not immediately report the same to the Building & Construction Department and Registrar Office.
2. Ensure that the fire extinguishers with valid date are available in the building premises and are hanging on an easily accessible place.
3. In case, any fire extinguisher has expired, immediately get the same replaced by writing the Purchase and Store Section.
4. Ask the office staff to use electrical appliances in the office/building premises wisely.
5. Air conditioners' power supply must be switched off while leaving the room/office and it should not be left switched on, if no one is present in the room/office during break or any other moment.
6. Electrical appliances overloading must be avoided.
7. Concerned office staff must be instructed to especially ensure while closing the office/building that all electrical appliances such as fans, lights powerpoint projectors, computers, air conditioners, heaters, and induction cookers are properly shutdown before leaving.

Arham
27/5/24
(Incharge, Security)


Copy to:

- (1) All Deans of the Faculties/HoDs/Directors of Centres
- (2) Dean, Students' Welfare
- (3) University Librarian
- (4) Provosts, Hall of Boys Residence/Hall of Girls' Residence
- (5) Controller of Examinations
- (6) Director, Games & Sports
- (7) Principal, University Polytechnic
- (8) Principals/Headmistress, JSS School, JGSS School, SAH SS School, JM School, MFN School
- (9) All Deputy Registrars/Assistant Registrars
- (10) Executive Engineer, Building & Constructions Department
- (11) Secretary to Vice-Chancellor- For the information of Officiating VC
- (12) Secretary to Registrar- For the information of Officiating Registrar
- (13) Office Staff, Security Centre
- (14) All Security Supervisors
- (15) Concerned File