



# UNIVERSITY OF KASHMIR

(NAAC Accredited Grade A+)

## CIRCULAR

It is impressed upon all Deans/Heads/Directors/Coordinators/Officers of the Main and Satellite Campuses of the University of Kashmir that, winter season involves high risk of fire incidents in office premises may increase due to various factors such as the use of heating devices, electrical overloads and improper storage of flammable materials.

Consequent to the above, all concerned Deans/ Heads/ Directors/ Coordinators/ Officers of the Main and Satellite Campuses of the University of Kashmir are hereby informed to remain extra vigilant and take necessary measures to safeguard the safety of staff, students, and the premises by strictly adhering to the following;

### **Do's**

- Ensure all fire extinguishers, smoke alarms, and fire alarms are in good working condition. Verify their accessibility and functionality.
- Regularly check heaters and any other electrical equipment for safety hazards such as frayed wires or exposed components.
- Ensure that all electrical appliances, including heaters, are turned off after use, especially during non-working hours.
- Only use heating systems that are certified and meet safety standards.
- Ensure that emergency exit routes are unobstructed and clearly marked.
- Store papers, chemicals, and other flammable materials gas etc. in safe places or designated safe areas.
- Continuously raise awareness regarding fire hazards and ensure that everyone is familiar with fire safety protocols.

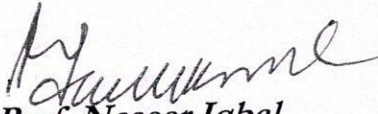
### **Don'ts:**

- Avoid plugging multiple devices into a single power outlet, which can cause overheating and lead to fire hazards.
- Never block fire exits, staircases, or fire doors with furniture, papers, or other materials.
- Never use damaged or improperly maintained space heaters or electrical appliances. These pose serious fire risks.
- Never leave space heaters or other heating devices unattended, especially overnight or when leaving the office.

- Prohibit smoking in office areas, especially near flammable materials or heating devices. Smoking in Campus has already been banned.
- Any small or smouldering fire should be addressed immediately, either by extinguishing it or reporting it to fire safety authorities directly.
- Never store paper, curtains, or other flammable items near heating devices, light bulbs, or electrical appliances.

No. F (Fire Safety-Measures)EST./KU/24

Dated: -23/12/2024

  
**Prof. Naseer Iqbal**  
**(Registrar)**