



**Bharath Institute of Higher Education and Research
(Deemed to be University)**

Office of the Dean of Engineering,

Sree Balaji Institute of Science and Technology (SBIST),

7, Works Road, Chromepet, Chennai – 600044

SBIST/SEC/REC/2025-26/001

Date: 01 October 2025

**OFFICE ORDER
FIRE AND SECURITY FACILITY**

1. PREAMBLE

Sree Balaji Institute of Science and Technology (SBIST), Chromepet, places paramount importance on the safety, security, and well-being of its students, faculty, staff, and visitors. The institution has implemented comprehensive fire prevention, protection, and emergency response mechanisms across the campus.

Fire and safety management at SBIST is aligned with:

- AICTE Essential Requirements
- National Building Code (NBC) norms
- Local Fire and Rescue Services regulations
- Disaster Management Guidelines
- Institutional Safety Policy Framework

The institution ensures a safe, secure, and risk-mitigated environment conducive to academic excellence and holistic development.

2. FIRE SAFETY INFRASTRUCTURE

2.1 Structural Safety Measures

The campus buildings are constructed with integrated fire safety provisions including:

- Fire-resistant construction materials
- Clearly marked emergency exits
- Illuminated exit signage
- Adequate ventilation systems
- Safe evacuation pathways

The building design ensures rapid evacuation and minimized fire risk.

3. FIRE SAFETY EQUIPMENT & SYSTEMS

SBIST has installed modern fire detection and suppression systems across the campus, including:

- Fire extinguishers (CO₂, Dry Chemical Powder, Water-based types)
- Fire alarm systems
- Smoke detectors
- Automatic sprinkler systems
- Fire hydrant systems
- Emergency lighting systems
- Public address system for emergency announcements

3.1 Maintenance & Testing

The institution conducts:

- Periodic inspection of fire extinguishers
- Scheduled refilling and replacement
- Fire alarm system testing
- Fire hydrant and sprinkler maintenance
- Preventive maintenance checks
- Mock drills and evacuation rehearsals

All equipment is maintained as per prescribed safety standards.

4. FIRE SAFETY TRAINING & AWARENESS

SBIST conducts structured fire safety training programs for:

- Students
- Faculty members
- Non-teaching staff

Training modules include:

- Identification of fire hazards
- Proper usage of fire extinguishers
- Evacuation procedures
- Assembly point protocols
- First aid for fire-related injuries
- CPR and basic firefighting techniques

Awareness initiatives ensure that all stakeholders are prepared to respond effectively during emergencies.

4.1 Fire Safety Measures

- Fire NOC obtained from Local Fire Authority
- Fire extinguishers on every floor
- Smoke detectors
- Fire alarm system
- Emergency exit signage
- Illuminated evacuation routes



4.2 Fire Drill

- Mandatory Fire Drill: Twice annually
- Evacuation rehearsal documentation maintained



5. EMERGENCY RESPONSE TEAM

The institution has constituted an **Emergency Response Team (ERT)** comprising trained personnel including:

- Fire Wardens
- Safety Officers
- First Aid Responders
- CPR-trained personnel
- Administrative Coordinators

The team is responsible for:

- Conducting fire drills
- Coordinating evacuation
- Managing emergency response operations
- Liaising with external emergency services

6. REGULATORY COMPLIANCE

SBIST strictly adheres to:

- Local Fire Safety Regulations
- Building Safety Codes
- AICTE Safety Requirements
- State Fire and Rescue Department Guidelines

The institution undergoes periodic fire safety inspections and audits to ensure:

- Regulatory compliance
- Risk assessment
- Immediate rectification of deficiencies
- Updated safety certifications

7. COLLABORATION WITH FIRE DEPARTMENT

SBIST maintains active collaboration with:

- Local Fire and Rescue Services
- Emergency Response Agencies
- Safety Authorities

Joint initiatives include:

- Mock drills
- Emergency simulations
- Safety awareness programs
- Risk mitigation planning

This collaboration strengthens emergency preparedness and response capability.

8. INTEGRATION WITH DISASTER MANAGEMENT PLAN

Fire safety protocols are integrated into the institution's comprehensive **Disaster Management Plan**, which covers:

- Preparedness strategies
- Emergency response procedures
- Risk mitigation measures
- Recovery and rehabilitation mechanisms

The Disaster Management Plan clearly outlines roles, responsibilities, communication channels, and emergency coordination procedures.

9. CONTINUOUS IMPROVEMENT & SAFETY REVIEW

The institution adopts a proactive and continuous improvement approach through:

- Regular Safety Committee Meetings
- Periodic Risk Assessments
- Internal Safety Audits
- Feedback collection
- Implementation of corrective measures
- Upgradation of fire safety systems

Lessons learned from drills and real-time observations are incorporated into safety enhancement measures.

10. SAFETY AWARENESS & COMMUNICATION

SBIST promotes fire safety awareness through:

- Display of safety signage across campus
- Emergency exit maps
- Safety posters and instructions
- Digital notice boards
- Safety bulletins and newsletters
- Emergency notification systems

These initiatives reinforce safety consciousness and encourage proactive safety behaviour.

11. COMPLIANCE STATEMENT

Sree Balaji Institute of Science and Technology fully complies with fire and safety requirements as mandated by AICTE and relevant regulatory authorities.

The institution ensures that:

- Fire safety systems are adequately installed and operational.
- Regular inspections and maintenance are conducted.
- Fire drills and awareness programs are organized periodically.
- Emergency preparedness is integrated into institutional governance.
- Safety documentation is maintained for AICTE, NAAC, and NBA audits.

Through its structured and proactive fire safety management system, SBIST maintains a secure and resilient campus environment that supports academic excellence, innovation, and personal development.

J. Indumathi



ANNEXURE

FIRE SERVICE LICENCE

(Under section 13 of the Tamil Nadu Fire Service Act 1985 read with
Tamil Nadu Fire Service Rules 1990 Appendix III)

LICENCE NO: 182453 /A1/2024

DATE: 24 / 04 / 2024

License is hereby granted under section 13 of the Tamil Nadu Fire & Rescue Service Act, 1985 for RUNNING A MEDICAL COLLEGE & HOSPITAL at (Ground+ Four Floors Only) (mention whichever is Applicable) within the jurisdiction of Chennai Corporation at the Premises at No.7, Works Road, Chennai-600 044. Subject to the Conditions noted there on and such other conditions as may be prescribed.

The above premises inspected by G.TAMILPANDI, Tambaram Station Officer,
Dated on: 23.04.2024.

CONDITIONS

As per Col. 13 of appendix V to the Rules under section 13 of the Act.

1. This License is valid for One year from the date of issue.
2. Regular License has to be obtained from the competent authority of other Departments.
3. If there is any deviation from the Government Rules and Act the issue of Fire License will be automatically cancelled.
4. All the Fire Extinguishers have to be recharged placement and maintained periodically as per BIS 2190/2010.
5. Periodical Maintenance should be ensured to keep all fire production equipments and system always in good condition.
6. Trained fire personal should be available to operate the systems in case of any emergency.
7. National building code-2016 Fire & Life safety part-IV should be followed.
8. Fire Drill should be conducted as per NBC-2016.

Office Seal



[Signature]
DISTRICT OFFICER
FIRE & RESCUE SERVICES
CHENNAI SOUTH DISTRICT

TO:
M/S SRI BALAJI MEDICAL COLLEGE & HOSPITAL,
No.7, Works Road Chrompet ,
Chennai- 600 044.

[Signature]
F. P. P.
23/04/2024

[Signature]



TAMILNADU FIRE AND RESCUE SERVICES DEPARTMENT

(Under section 13 of the Tamil Nadu Fire Service Act 1985 and
Tamil Nadu Fire Service Rule 1990 - Appendix-III)

Licence No:831/2025

0/o.the Director of Fire & Rescue Service,

Dated: 04/11/2025

No.17, Rukmani Lakshmiipathi Salai,
Chennai - 600 008.

ISSUE OF FIRE LICENCE

Ref: (1) Online Application from the M/s. Sri Balaji Medical College and Hospital, Chennai, Online Token No.339739, Dated:30.10.2025.

(2) Letter R.C.No.4759/C/2025, dated.03.11.2025 from the Chairman, MSB Inspection Committee, Northern Region, Chennai.

With reference to the letter first cited above the Fire Licence is issued as under, based on the recommendations conveyed in the reference 2nd cited above.

The Fire Licence is hereby issued under section 13 of the Tamil Nadu Fire and Rescue Service Act 1985 for the multi-storied building classified as Group C Institutional Building, Sub-Division C-1 Hospital of M/s. Sree Balaji Medical College and Hospital, hospital block consisting of ground floor + 4 floors with a height of 19.20 meters and college block-2 consisting of ground floor + 5 floors with the height of 19.28 meters at No.7, Works Road, Chennai - 600 044 subject to the following conditions and such other conditions as may be prescribed from time to time. This licence is valid for **THREE YEARS** from 04.11.2025 to 03.11.2028 and should be renewed on 04.11.2028.

CONDITIONS

1. Automatic sprinkler system and automatic detection system partially provided, it should be extended to all floors.
2. In college block-2 approved plan is only for ground + 4 floors but fifth floor is constructed without approval. The applicant should get approval for the fifth floor from CMDA.
3. Periodical maintenance should always be ensured to keep all fire protection equipment and systems in good working condition.
4. "Mock drill" should be periodically conducted. The date of conduct should be informed to the District Officer, Chennai City South District well in advance to enable the team to make suggestions, if any.
5. Trained fire personnel should be available to operate the systems in case of any emergency.
6. All fire fighting equipment should always be kept in good working condition at all times.
7. Any erection of a permanent or temporary structure should be intimated to this Fire and Rescue Services Department.
8. With reference to air-conditioning it should not exceed the electricity board load on any account.
9. Available set back area on all sides should be maintained to withstand the weight of 4 metric tonnes per sq. metre.
10. House keeping / dumping of waste material any where should be avoided. Dust bins should be emptied daily.
11. Emergency fire exit, door should open from the floor to staircase only and not the other way round. The door should be in red reflector & arrow marks should commensurate with the gradient of staircase.
12. Do's & don'ts in times of emergencies should be available in a laminated hanging pad or otherwise in the telephone room's desk as well as in the CE or emergency in charge of the officer's desk.
13. Staircase should be kept free without any obstruction.
14. Fire escapes should be kept open during office hours and should be kept usable at any point of emergency.



Signature valid
Signed by Director of Fire & Rescue Services
District Officer, Chennai City South District
Date of Issue: 04/11/2025

15. Fire order / contingency plan should be prepared and displayed in each floor. It should also contain the rescue team members name, designation and contact number.
16. As per section 3.2 of BIS 12459, 1988 – code of practice for fire safety in cable regularization, 1m transparent fire retardant coatings shall be applied to all cables at termination points in electrical panels and all cables inside the distribution boxes.

Approved by,
Director,
Fire and Rescue Services,
Tamil Nadu.

Issued by,
Additional Director,
(Operation & Training),
Fire and Rescue Services,
Tamil Nadu.

To:

M/s. Sree Balaji Medical College and Hospital,
No.7, Works Road,
Chennai – 600 044.

Copy to:

The Joint Director, Fire and Rescue Services,
Northern Region, Chennai.

Signature valid

Signed by: Director, FRS,
Directorate of Fire,
Home Department,
Date: 04-Nov-2020 20:34:13