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No. BSNLCO-COMN/11(12)/1/2020-NWO CFA-Part(1) Dated 12.03.2021

To

All Chief General Managers  
Telecom Circle/ Metro Telephone Districts / Mtce Regions

**Sub: Regarding safety from Fire incidents.**

Recently, fire incidents occurred at Telephone Exchange Civil Lines, Roorkee, Uttarakhand Circle. Based upon the investigations made in the fire incident, the following recommendations are being made to prevent the re-occurrence of the fire incident:-

1. MDF room must be located on ground floor and it should be properly earthed from more than one location.
2. High tension power line underground work must be monitored by outdoor plant in charge and if there is any interference to telephone line, it must be reported to electricity department and need to be rectified immediately.
3. For all new installations in the exchange, layout approval must be taken from competent authority before installing it.
4. The Battery must be installed with DC HRC Fuse in negative & link on positive of proper capacity.
5. Unused cables & obsolete equipment must be dismantled immediately to avoid increased density in cable trays & in the equipment room.
6. All the exit paths must always remain cleared & any spare/unused items must not be in the galleries/passages. The key of all the gates, if locked, must be kept with the security guards to avoid any delay.
7. The earth resistance must be measured every six month, including dry months as per BSNL Guidelines & earth register must be maintained accordingly. The continuity of earth must also be checked time to time by the exchange in-charge.
8. The cable entry openings must be sealed with asbestos material.
9. The safety measures like gas mask, wet cloth etc. must be taken while carrying out fire- fighting & may be readily available always in the exchange building.
10. Fire drills & Fire-fighting training of all staff (Regular & Contractual) must be done regularly as per BSNL Guidelines.

Apart from above, all existing guidelines & other instructions issued by this office time to time including engineering instructions on prevention of fire in telecommunication buildings & fire fighting should also be strictly followed.

This is issued with the approval of competent authority.

  
12/03/2021  
(Alok Kumar)  
DGM(NWO-I)CFA