



Central University of Science & Technology

CUST

Fire Safety Plan

Central University of Science & Technology (CUST)



Fire Safety Plan

Fire Safety Instructions

Central University of Science and Technology, Dhaka

1. **Introduction.** The purpose of these Fire Safety Instructions is to establish a clear and effective framework for preventing, responding to, and managing fire emergencies within the Central University of Science and Technology, Dhaka. Ensuring fire safety is a shared responsibility of all staff, students, and visitors. This document outlines essential guidelines, roles, and procedures to minimize risks, protect life and property, and ensure a coordinated response in the event of a fire. All members of the university community are required to familiarize themselves with these instructions and comply fully at all times.

2. **General Instructions.** To ensure a safe and well-prepared campus environment, the following general fire safety instructions must be strictly observed by all staff, students, and visitors:

- All staff, students, and visitors must be aware of fire exits, alarm points, and assembly areas.
- Fire exits, stairways, and corridors must always remain unobstructed.
- Electrical equipment must be switched off after use (where applicable).
- Smoking is strictly prohibited except in designated areas (if any).
- Any fire hazard or faulty equipment must be reported immediately to the Fire Safety Coordinator.

3. **Responsibilities During Fire Emergency.** In the event of a fire emergency, clearly defined roles and responsibilities are essential to ensure an effective and coordinated response. Roles and responsibility of each individual are appended below:

a. **Chief Fire Safety Leader (Treasurer).** The Chief Fire Safety Leader is responsible for overall command and strategic decision-making during fire emergencies.

- Provide overall leadership and decision-making during fire emergencies.
- Authorize evacuation and coordinate with external emergency services (Fire Service & Civil Defense).

- Ensure institutional compliance with fire safety policies.
- b. **Fire Safety Coordinator (Mr. Ariful Islam, Mr. Zikrullah).** The Fire Safety Coordinators are responsible for managing operational response and ensuring effective implementation of fire safety procedures.
- Activate fire alarm upon confirmation of fire.
 - Coordinate evacuation procedures and emergency response.
 - Ensure regular fire drills and staff training.
 - Liaise with firefighting authorities upon arrival.
- c. **Evacuation Leaders (Floor-wise).** Evacuation Leaders play a critical role in ensuring the safe and orderly evacuation of occupants from their designated areas.”
- **Ground Floor – Mr. Wahid**
 - **1st Floor – Assistant Professor Shahela Pervin, CSE Department**
 - **2nd Floor – Lecturer Moynul Alam, DBA**

Duties:

- Direct all occupants to the nearest safe exit.
 - Ensure no one is left behind (check rooms, washrooms if safe).
 - Prevent panic and maintain orderly evacuation.
 - Report evacuation status to the Fire Safety Coordinator at the assembly point.
- d. **Firefighting Team Leaders (Engineer Md Abdullah Al Mamun, Lecturer Hasan Al Mamun, Lecturer Pranta Kumar Sarker).** The Firefighting Team Leaders are tasked with providing initial response to control fire incidents where it is safe to do so:
- Use fire extinguishers or firefighting equipment if the fire is small and controllable.
 - Do not take unnecessary risks; prioritize personal safety.
 - Disconnect electrical supply if safe to do so.

- Support fire service personnel upon arrival.

e. **First Aid Team Leader (Ms. Arifa Akhtar, Assistant Professor Moskura Hoque, Mr. Saju Mia).** The First Aid Team Leader is responsible for providing immediate medical assistance during emergencies:

- Provide immediate first aid to injured persons.
- Arrange for emergency medical assistance if required.
- Maintain first aid kits and emergency medical supplies.

4. **Evacuation Procedure.** The following evacuation procedures must be followed promptly and carefully by all occupants upon detection of a fire emergency.

- On hearing the fire alarm, stop all activities immediately.
- Leave the building through the nearest exit—do not use lifts.
- Follow instructions from Evacuation Leaders.
- Assemble at the designated assembly point.
- Do not re-enter the building until officially declared safe.

5. **Emergency Contact.** For immediate assistance during a fire emergency, the following contact information must be readily accessible to all personnel:

- Fire Service & Civil Defense: 999 (Bangladesh Emergency Hotline)
- Internal Contact (Fire Safety Coordinator): Mr. Zikrullah (Cell: +8801967928001), Mr. Ariful Islam (+8801687664475)

6. **Training and Drill.** Regular training and drills are essential to ensure preparedness and an effective response in the event of a fire emergency. The Fire Safety Coordinators (**Mr. Ariful Islam and Mr. Zikrullah**) shall be responsible for planning, organizing, and conducting fire drills and training programs, with support from the Evacuation Leaders and Firefighting Team members to ensure effective participation and implementation.

- Fire drills shall be conducted at **least once every month**.
- All staff must participate in fire safety training sessions.

- Firefighting team members shall receive hands-on training.

7. **Conclusion.** Adherence to these Fire Safety Instructions is essential to maintaining a safe and secure campus environment. Timely response, proper coordination, and awareness of individual responsibilities can significantly reduce the impact of fire emergencies. The university administration expects full cooperation from all individuals in following these guidelines and participating in training and drills. Continuous vigilance and preparedness will ensure the safety and well-being of everyone on campus.