



AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY (Autonomous)

Tamaram, Makavarapalem, Narsipatnam(R D), Anakapalli Dist-531113

FIRE SAFETY COMMITTEE

Roles and Responsibilities:

1. **Conducting fire and safety drills:** The committee is responsible for organizing fire and safety drills regularly to ensure that students and staff are prepared for emergencies.
2. **Inspecting equipment regularly:** The committee inspects all the fire and safety equipment on campus, such as fire extinguishers, fire alarms, smoke detectors, and sprinkler systems, to ensure they are in good working condition.
3. **Identifying potential hazards:** The committee is responsible for identifying potential fire and safety hazards on campus and taking steps to mitigate them.
4. **Developing emergency procedures:** The committee develops emergency procedures for different scenarios, such as fire, chemical spills, and natural disasters.
5. **Review student's complaints & Suggestions:** The Committee Review the complaints & Suggestions regarding safety and health hazards related to fire hazards management.
6. **Training staff and students:** The committee provides training to staff and students on fire and safety procedures, evacuation routes, and the proper use of fire extinguishers.
7. **Conducting regular inspections in labs:** Review safety and health policies and procedures established by the agency pertaining to laboratory and chemical safety
8. **Conducting investigations:** In the event of a fire or safety incident, the committee investigates the cause and recommends corrective actions.
9. **Conduct meetings:** The committee conduct meeting at least once every semester. Maintain written minutes of such meeting and send copy to each committee member.

Frequency of Meeting: Once in a semester.