



DIRECTORATE OF FIRE SERVICE,
HOME GUARDS & CIVIL DEFENCE, ODISHA

CIRCULAR ORDER NO. 15 , Date 13th Jan.,2021

A “Fire Park” has been developed inside the premises of Odisha Fire & Disaster Response Academy (OFDRA), Bhubaneswar with a view to educate and create fire safety awareness among the public in general and student community, in particular. The initiative is first of its kind in the country to bring awareness on fire safety measures and to create fire safety compliant citizenry in the long run. Besides, it will showcase the activities of the Odisha Fire Service. Now, therefore, it has become imperative to issue following guidelines for proper management of the “Fire Park”.

A. General Guidelines

- i. The Fire Park shall remain open for public every Saturday from 15:30 hrs to 17:00 hrs, subject to seasonal changes of timing.
- ii. All the visitors are required to produce their identity proof at the place of entry and register themselves in an entry register to be available at entrance gate.
- iii. The visitors may be provided with a fire helmet and fluorescent jacket, which should be properly sanitized after every use.
- iv. One designated officer, not below the rank of Station Officer, in uniform shall receive the visitors at the main gate and guide them throughout.
- v. The visitors shall be led to the Conference Hall/ Recreation Hall and offered to sit.
- vi. After assembly the documentary movies on fire safety and on Odisha Fire Service will be shown to the visitors for a duration not exceeding 20 minutes.
- vii. The visitors then will be led to assemble at Rescue from Height (**Stall-1**) site. The designated fire service personnel shall demonstrate various methods of rescue from height like fireman lift, pick back, chair knot, rope crossing etc.
- viii. The next event will be rescue from underwater using ‘SCUBA’ (**Stall-2**). The designated fire personnel shall show demonstration on Water Rescue techniques using SCUBA.
- ix. The visitors will next visit the smoke chamber (**Stall-3**) for demonstration on smoke management and techniques to get rid of smoke in a fire affected house.

- x. **Stall-4** will be on use of First-Aid Fire Fighting equipment, particularly the portable fire extinguishers. The visitors will be briefed on use and care of different fire extinguishers meant for different types of fires and associated hazard. The fire personnel will demonstrate on practical fire fighting using extinguishers.
- xi. Next, the visitors will be led to **Stall-5**, where use of disaster response equipment shall be displayed and demonstrated such as, cutting, spreading and breaking techniques using various tools, devices and equipment.
- xii. After completion of stall visits, the visitors will proceed to Exhibition Hall where they would get an insight into the history and heritage of Odisha Fire Service and process of its modernization.
- xiii. The visitors shall be issued with flyers/pamphlets on fire safety awareness and congregate at a pre-designated place where the Odisha Fire Service Band shall render music on patriotic songs before dispersal. Feedback of visitors shall be taken in a "Feed Back" register.
- xiv. Provision for drinking water be made and sufficient trash bins be provided in the "Fire Park".
- xv. The visitors shall be requested not to touch, tear, pluck or disfigure any article, equipment, plants, shrubs, flowers during their visit. Caution boards shall be displayed near stalls in this regard.
- xvi. Separate wash room facilities for male and female visitors should be extended.

B. Conduct and Courtesy

- i. High standard discipline shall be maintained by personnel of OFDRA, Bhubaneswar while dealing with visitors. The visitors shall always be shown due courtesies.
- ii. The personnel engaged in the Fire Park shall always bear in mind that the visitors are the guests of the organization and visiting the "Fire Park" on our invitation.
- iii. Adequate safety measures shall be taken during demonstration. Safety of visitors shall be given top priority.
- iv. Care shall be taken towards safety of children visiting the "Fire Park" who may be curious to experiment and unaware of safety protocols.
- v. Only the designated officers and men as decided by Director, OFDRA, Bhubaneswar shall deal with the visitors and remain responsible for smooth conduct of demonstration. No other personnel shall unnecessarily intervene in the process.
- vi. Personnel with good bearing and articulation will be involved with the demonstrations and other programmes.
- vii. Personnel assigned for demonstrations shall be in proper uniform as per the requirement.
- viii. No entry fee or charges of any kind shall be collected from the visitors.

C. Maintenance and Budget

- i. The premises of OFDRA, Bhubaneswar are to be kept neat and tidy and decorated every Saturday by using Fire Service flags, bunting flags, flower vases, standees, coloured umbrellas, etc.
- ii. As far as practicable, new equipment, articles, gadgets etc. shall be used for demonstration.
- iii. All the stalls shall be maintained regularly. The premises of OFDRA, Bhubaneswar shall be beautified round the year with seasonal flower plantation by the staff and trainees.
- iv. The field activities shall remain closed from 15:00 hrs to 17:30 hrs every Saturday.
- v. Additional budgetary provisions under appropriate heads may be projected for this purpose.

D. Supervision

- i. The Director (OFDRA) shall act as the Nodal Officer of the "Fire Park" and shall ensure its uninterrupted functioning and that the objectives and purposes of the "Fire Park" are achieved for greater interest of public safety.
- ii. He shall select a designated group of officers and men as demonstrators and guides.
- iii. Different educational institutions may be contacted to ensure that large numbers of students are encouraged to visit the "Fire Park".
- iv. Any changes in the schedule or addition or deletion of event in the "Fire Park" shall only be made with the approval of the DG, Fire Service




13.1.2021
D.G., Fire Service,
C.G., Home Guards & Dir, Civil Defence,
Odisha, Cuttack.

Memo No. M-17-2021/ 273 /FS

Date. 13.01.2021

Copy forwarded to

- 1) Director, OFDRA, Baramunda, Bhubaneswar
- 2) Chief Fire Officer, Odisha, Cuttack
- 3) All Range Fire Officers


13.1.21
C.F.O-cum-Staff Officer
to DGP, FS, Odisha, Cuttack

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- 1) Copy to all sectional head of Fire Service Directorate, Odisha, Cuttack.
 - 2) Copy to Circular Order /Guard File.