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Ministry of Civil Service and Administrative Reforms

17 February 2006

Circular Letter No. 7 of 2006

E/152/75/14/03

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c of Ministries/Departments

Provision for Emergency Preparedness and Response

The Occupational Safety, Health and Welfare Act stipulates *inter-alia* that the employer should:

- (a) arrange for a sufficient number of employees to be trained in every place of work in the proper use of the means of extinguishing fire; and
 - (b) take effective steps to ensure that all employees are familiar with the means of escape and with the procedure to be followed in case of fire.
2. The Fire Services which regularly tender fire prevention advice through lectures, talks and demonstrations to civil servants, propose to maintain this exercise to further increase the safety awareness which will eventually be followed by the organisation of fire evacuation drills.
4. It would therefore be appreciated if you would submit the particulars as per the annexed pro-forma to the Fire Services by 31 March 2006 at latest, so that a priority list of officers in Ministries/Departments could be worked out in connection with the fire safety awareness programme.
5. In this connection, a record of all the officers having followed the training programme should be kept.

Supervising Officer

Copy to: Secretary to Cabinet and Head of the Civil Service

Annex to Ministry of Civil Service and Administrative Reforms Circular Letter No 7 of 2006

Ministry/Department:

Names and Location of Buildings (specify all premises occupied, where applicable)	No of Employees	Name of Officer Designated to Liaise with the Fire Services & Tel. no.	Whether Building is Government Owned or Rented	If Building is Rented, Give Name of Owner & Tel. No.
(i).....				
(ii).....				
(iii).....				

Date:

Signature:.....

As per circular letter

Supervising Officer