



C I R C U L A R

Imphal, the 2nd May 2026

No. HGEN/SAP/FIRE/1/2026-Gen (Hosp): In compliance with the guidelines issued by the Ministry of Health & Family Welfare, GoI, the Regional Institute of Medical Sciences (RIMS), Imphal, will observe Fire Safety Week 2026, on the theme “**Safe School, Safe Hospital & Fire Safety Aware Society – Together for Fire Prevention**” from **4th May to 10th May 2026**.

2. All Heads of Departments, officials, staff (including outsourced staff), and students are hereby requested to actively participate in the program as per schedule of activity and extend full cooperation to ensure the successful observance of Fire Safety Week 2026.

3. The weekly schedule of activities to be conducted during the week is enclosed herewith for reference.

This issues with the approval of the Director, RIMS, Imphal.

Sd/-

(Prof. N. Sanjib Singh)

Medical Superintendent

Imphal, the 2nd May 2026

Memo No. HGEN/SAP/FIRE/1/2026-Gen (Hosp):

Copy to:-

1. The P.S. to Director, RIMS Imphal, for kind information of the Director.
2. The Dean (Academic), RIMS, Imphal.
3. The Principal, Dental College/College of Nursing, RIMS, Imphal.
4. All Head of Departments/Units/Sections, RIMS, Imphal.
5. The Nodal Officer, Kaya Kalp/SAP, RIMS, Imphal.
6. All Hostel Warden, RIMS, Imphal.
7. The Deputy Director (Admn.) / Chief Accounts Officer/FA, RIMS, Imphal.
8. The Chief Nursing Officer, RIMS, Imphal - *with a request to allow the Nursing Officials to participate the training program.*
9. The EE (Civil/Elect), RIMS, Imphal - *with a request to make all necessary arrangement and to participate the training program by all the officials and staff.*
10. The Nodal Officer, Fire Safety & Measure, RIMS, Imphal - *with a request to submit action taken report.*
11. The Caretaker, Jubilee Hall, RIMS, Imphal.
12. All SOs (General/Purchase/Pension/Bills/Academic), RIMS, imphal.
13. The Liaison Officer, RIMS, Imphal.
14. The Media Cell/Photography Section, RIMS, Imphal.
15. System Administrator, RIMS, Imphal - *with a request to upload to the institute website.*
16. All the Steward, RIMS Hospital, Imphal.
17. President/Secretary, RIMSSU, RIMS, Imphal - *to actively participate in the slogan writing competition.*
18. Vice President, CRED/ MSS, Imphal.

(Prof. N. Sanjib Singh)

Medical Superintendent

RIMS Hospital, Imphal

SCHEDULE OF ACTIVITIES FOR FIRE SAFETY WEEK 2026

Day	Time	Activity	Mode	Venue	Attendee
04.5.2026	11.00 AM	Inauguration: a) Launch of Fire Safety Week 2026 by Secretary (Health) b) Pan – India pledge by Secretary (Health) c) Launch of fire & Life Safety guidelines	Online	Director Chamber/ Sushruta Hall, RIMS, Imphal.	Director, MS, HoDs, officials
		Online pledge and quiz	Online		
		Internal Fire Safety Audit at Healthcare Facilities and submission of report through IHIP portal	Physical		
	9.30 am	Awareness activity at healthcare facility a) Poster making competition for RIMS students on the theme “Safe School, Safe Hospital & Fire Safety Aware Society - Together for Fire Prevention”	Physical	Jubilee Hall, RIMS, Imphal.	Students
	12.30 pm	b) Quiz competition for Nursing officials and staff			Nursing officials and staff
	2.30 pm	c) Evacuation route maps, assembly point, staging area			
3.00 pm	d) Raise a potential fire hazard				
10.00 am	Capacity building activity: a) Undertake training on fire Safety in healthcare facilities	Physical	Jubilee Hall, RIMS, Imphal.	OPD Officials and staff	
10:45 am	b) Focused short training for healthcare workers in critical areas: ICU/NICU/PICU/OT			Nursing officials	
11.30 am	c) Focused sensitization for engineers on electrical fire safety			All Electrical Staff	
12.30 pm	d) Sensitization of Housekeeping and security staff of MSS and CRED and			MSS/CRED	

Short training on PASS and PACE					
05.05.2026	3:00 PM – 4:00PM	Technical Webinar: a) Fire safety measures for critical areas: ICU/NICU/PICU/OT b) Evacuation of patients with emphasis from critical areas	Online	Sushruta Hall, RIMS, Imphal.	Nursing officials
06.05.2026	3:00 PM – 4:00PM	Technical Webinar: a) Electrical fire safety for healthcare facilities b) Governance components and conduct of an Internal Fire Safety audit	Online	Sushruta Hall, RIMS, Imphal.	Concerned officials, Nurses, officials and staff
07.05.2026	3:00 PM – 4:00 PM	Technical Webinar: a) Fire safety regulations for healthcare facilities b) Hospital Fire Safety Plan	Online	Sushruta Hall, RIMS, Imphal.	Concerned Nurses, officials and staff
08.05.2026 - 10.05.2026	11:00 AM – 1:00 PM	Visit to Different Hospital by Central and State level observers	Physical		
11.05.2026	11:00 PM – 1:00PM	Interaction with all states/UTs nodal Officers (Disaster Management) to review activities undertaken and learning from the same	Online		