SOHAIL UNIVERSITY

Policies & Procedures

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SOP Title: Seasonal Fire Prevention & Bird Nesting Risk Management Notifications	
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To be implemented by: Quality Enhancement Cell and other departments of Sohail University	
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	Designation	Date
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Reviewed by: Syed Najeeb Haider Jafri **Sign:**	Director QEC	11/6/26
Approved by: Prof. Dr. Saeed Quraishy **Sign:**	Vice Chancellor	11/6/2026

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1. Purpose

To establish a systematic procedure for preventing fire hazards arising from seasonal factors—particularly bird nesting in electrical, HVAC, and ceiling installations during spring.

2. Scope

This SOP applies to:

- All academic blocks
- Administrative buildings
- Electrical rooms and substations
- False ceilings
- Air conditioning units
- Cable trays and distribution panels
- Any structure with exposed electrical installations

3. Policy Statement

The institution is committed to maintaining a safe environment by proactively identifying and mitigating seasonal fire hazards. Special preventive measures shall be implemented during spring when birds commonly build nests in electrical and mechanical infrastructure.

4. Definitions

- **Seasonal Fire Risk:** Increased fire hazard due to environmental conditions (e.g., dry nesting material).
- **Electrical Conduit:** Protective tubing for electrical wiring.
- **Junction/Breakout Box:** Electrical enclosure housing wire connections.
- **Preventive Inspection:** Scheduled safety review to eliminate potential fire sources.

5. Responsibilities

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5.1 Director Administration / Registrar

- Approve seasonal inspection plan.
- Ensure resource allocation.

5.2 Safety Committee / Fire Safety Officer

- Conduct risk assessment.
- Monitor SOP implementation.
- Maintain inspection records.

5.3 Maintenance Department

- Remove bird nests safely.
- Seal open conduits and boxes.
- Repair damaged wiring.

5.4 Electrical Supervisor

- Inspect electrical load and overheating points.
- Ensure junction boxes are sealed.

5.5 HVAC Technician

- Inspect indoor/outdoor AC units.
- Remove nesting materials from vents and compressors.

6. Seasonal Risk Period

Season	Risk Type	Inspection Frequency
February–May (Spring)	Bird nesting & dry materials	Monthly
June–August (Summer)	Overheating & overload	Monthly
Winter	Heating system overload	As required

7. Procedure

Step 1: Pre-Season Inspection (February)

- Inspect:

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- Open electrical conduits
- Junction boxes
- False ceilings
- AC outdoor units
- Cable trays

- Identify presence of:
  - Nests
  - Dry grass
  - Feathers
  - Damaged insulation

Step 2: Sa□e Removal o□Nesting Materials

- Disconnect electrical supply before removal.
- Use protective gloves and masks.
- Dispose of nesting material safely.
- Disinfect affected area if necessary.

Step 3: Repair & Sealing

- Install:
  - Conduit caps
  - Fire-resistant sealant
  - IP-rated junction box covers
  - Stainless steel protective mesh on AC vents
- Replace damaged wiring.
- Ensure proper insulation.

Step 4: Installation o□Preventive Barriers

- Install bird spikes on ledges.
- Install mesh around:
  - Vent openings
  - AC outdoor units

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- False ceiling openings

- Seal unused structural openings.

Step 5: Fire Safety Reinforcement

- Ensure CO_2 fire extinguishers near electrical areas.
- Test smoke detectors in ceiling voids.
- Conduct fire drill before summer.

Step 6: Documentation

Maintain:

- Inspection checklist
- Corrective action log
- Photographic evidence
- Maintenance completion report

Records must be submitted to the Safety Committee.

8. Risk Classification & Response Time

Risk Level	Example	Action Time
High	Nest inside junction box	Immediate (24–48 hrs)
Medium	Nest near AC vent	Within 3 days
Low	Nest near but not touching wiring	Within 7 days

9. Monitoring & Review

- Safety Committee shall review inspection logs quarterly.
- Non-compliance shall be reported to Administration.
- SOP shall be reviewed annually.

10. Emergency Protocol (If Fire Occurs)

1. Activate fire alarm.
2. Cut main electrical supply.

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3. Use CO_2 extinguisher.
4. Call Fire Department.
5. Evacuate affected area.

11. Compliance

This SOP aligns with:

- General Fire Safety Standards
- Electrical Safety Codes
- Institutional Safety Policies

Failure to comply may result in disciplinary action.

Conclusion

Seasonal bird nesting significantly increases the risk of electrical fires. Preventive inspection, sealing of electrical systems, and proper documentation are mandatory to ensure safety and compliance.

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