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MARUTI SUZUKI COMPANY

Sector 14, Gurgaon

Interoffice Memorandum

To: CEO

From: Manager

Date: May 14, 2020

Subject: REPORT ON FIRE ACCIDENT

With the reference to the accident that took place last week in our office, the following report is submitted after a thorough analysis of the facts. On 7 May, 2020 a fire broke out around 2:00 am in the office. It experienced a tragic fire accident caused by the leakage of electricity. It engulfed so quickly that it covered a vast area consuming the meter room, important equipment’s such as computers, hard drives, etc, and other important documents kept in the office. Since the fire reached to meter room of the office, the fire spread at an alarming rate. Moreover, fire was uncontrollable, security guard who was at his duty, sustained burn injuries while he was trying to control the fire.

The firemen were summoned immediately and tried to stop the fire. The fire extinguished after 2 hours of continuous efforts. Security guard was taken to the nearby hospital with severe burn injuries. Further, the doctor told that the security guard was saved at the right time. He faced several injuries but with good rest he will recover soon in 2-3 weeks.

Under investigation, it is found that the fire broke out because of a short circuit in the switch box. As all the fittings in the meeting rooms, personal desk of every employee was seized with their respective circuit boards, the fire chanced to spread very fast. Although there was no physical loss, the devastating fire accident has resulted in a loss of huge amount of loss in the form of monetary terms i.e. 12 lakhs.

Recommendations to prevent such mishaps

In order to avert or overcome such mishaps in future, the following precautions are suggested from my end:

1) Make sure there are good connections and effective grounds in the wiring.

2) Every terminal should have an emergency plan. In case of fire or other emergencies, procedures should outline to call the fire department and how the building is to be evacuated.

3) Hold drills and review procedures frequently, and include emergency response information in new employee orientation.

4) Ask the fire marshal to inspect chemical and equipment storage areas periodically to ensure proper ventilation and storage.

5) Store hazardous materials according to manufacturer’s instructions and OSHA regulations. Clearly mark these items to help emergency personnel identify and stabilize them.

If the above measures are followed, there may be less chance of such accident to occur and loss to human and property can be avoided.

Thank You

Yours faithfully,

Pulkit Sharma

Manager