

FIRE SAFETY PLAN

(ADDRESS)

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.....
.....
.....
Telephone No.

Purpose and Objective

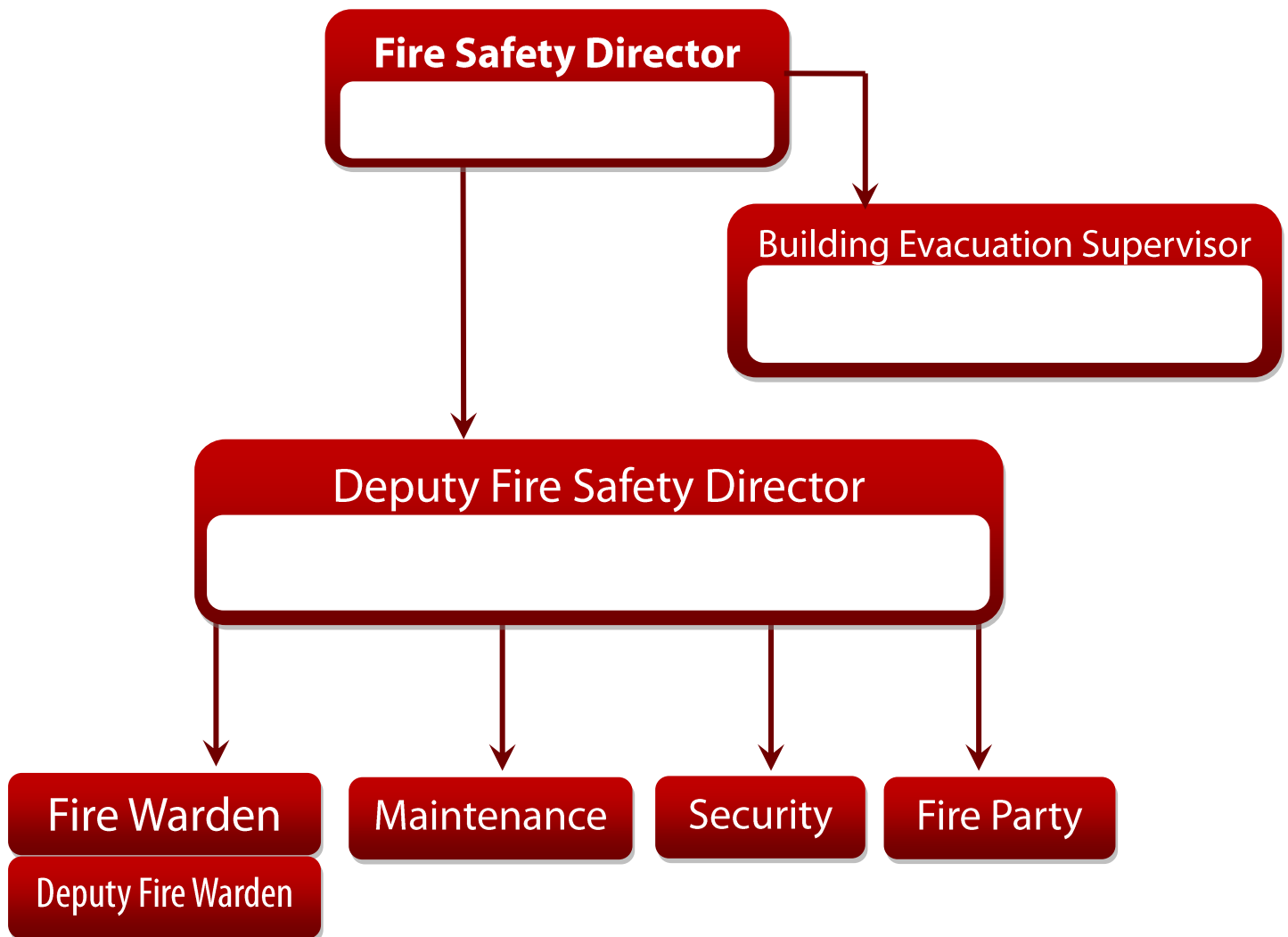
Purpose

To establish method of systematic, safe and orderly evacuation of an area or building by its occupants in case of fire or other emergency, in the least possible time, to a safe area by the nearest safe means of egress; also the use of such available fire appliances (including sounding of alarms) as may have been provided for controlling or extinguishing fire and safeguarding of human life.

Objective

To provide proper education as a part of continuing employee indoctrination and through a continuing written programme for all occupants, to ensure prompt reporting of fire, the response of fire alarms as designated, and the immediate initiation of fire safety procedures to safeguard life and contain fire until the arrival of the fire brigade.

Fire Safety Management Organization



FIRE COMMAND STATION – FCS

Ph:

FIRE COMMAND STATION – FCS

Location :

Safe Assembly Area:

Fire Safety Director

a) Name

.....

b) Regularly assigned employment – Title

.....

c) Regularly assigned location

.....

d) How is he notified when at regular location?

.....

e) How is he notified when not at regular location?

.....

f) Normal working hours

.....

g) Duties of Fire Safety Director

.....

Deputy Fire Safety Director

a) Name

.....

b) Regularly assigned employment – Title

.....

c) Regularly assigned location

.....

d) How is he notified when at regular location?

.....

e) How is he notified when not at regular location?

.....

f) Normal working hours

.....

g) Duties of Deputy Fire Safety Director

.....

Fire Wardens and Deputy Fire Wardens

- a) Are their names on Organization Charts for each floor and/or tenancy?
- b) Submit typical completed Organization Chart for Fire Drill and Evacuation Assignment.
- c) Duties of Fire Wardens and Deputy Fire Wardens.

Building Evacuation Supervisor

- a) Name
.....
- b) Regularly assigned employment – Title
.....
- c) Regularly assigned location
.....
- d) How is he notified when at regular location?
.....
- e) How is he notified when not at regular location?
.....
- f) Normal working hours
.....
- g) Duties of Building Evacuation Supervisor
.....

Fire Party

- a) Submit a completed Organization Chart for Fire Parties naming person in charge, and his title in the building.
- b) Indicate standards of selection from building employees based on background and availability.
- c) How are they notified?
- d) How are they notified when they are not at their regular locations?
- e) Means of responding
- f) Duties of each member of Fire Party

Occupants Instructions

Distribution of instructions to all tenants, tenants' employees and building employees.

Evacuation Drills

- a) Frequency of drills
.....
- b) How conducted?
.....
- c) Participation: Who participated? How?
.....
- d) Controls and supervision
.....
- e) Recording of details of drills
.....

Fire Command Station

- a) Location
.....
- b) Requirements
 - 1) Adequate illumination
 - 2) Adequate communication to mechanical equipment room and elevator control room on each floor
 - 3) Copy of Fire Safety Plan
 - 4) Copy of Building Information Form
 - 5) Representative floor plans showing location of signs, floor remote station, communications etc.

Signs

- a) Signs at elevator landings, Floor diagrams
- b) Floor numbering
- c) Stairway identification
- d) Elevator identification
- e) Stair re-entry

DUTIES

Fire Safety Director's Duties – Roles & Responsibilities

Be familiar with the written Fire Safety Plan providing for fire drill and evacuation procedure in accordance with orders on the subject.

Select qualified building service employees for a Fire Party and organize, train and supervise such Fire Brigade.

Be responsible for the availability and state of readiness of the Fire Party.

Conduct fire and evacuation drills.

Be responsible for the designation and training of a Fire Warden for each floor, and sufficient Deputy Fire Wardens for each tenancy in accordance with orders on the subject.

Be responsible for a daily check for the availability of the Fire Wardens, and see that up-to-date organization charts are posted.

Notify the owner or some other person having charge of the building when any designated individual is neglecting his responsibilities contained in Fire Safety Plan. The owner or the other person in-charge of the building shall bring the matter to the attention of the firm employing the individual. If the firm fails to correct the condition, the Fire Department shall be notified by the owner/person in-charge of the building.

In the event of fire, shall report to the Fire Command Station to supervise, provide for and coordinate:

- a) Declaration of any Emergency Situation / Building Evacuation.
- b) Summoning / liaising with outside agencies such as.
 - Police
 - Ambulance / Hospitals
 - Bomb Disposal Squad
 - Govt. Inspectorate etc
- c) Calling Team Leaders to the Fire Command Station.
- d) Manning of the Fire Command Station.
- e) Direction of evacuating procedures as provided in the Fire Safety Plan
- f) Reports on conditions on fire floor for information of Fire Department on their arrival.
- g) Advise the Fire Department Officer in-charge in the operation of the Fire Command Station.
- h) Communication to the Occupants, Employees, Customers, Visitors, Press / Media.
- i) Maintaining continuous communication and reviewing situation.
- j) Directing all Operations (Fire Party.)
 - Fire Wardens / Deputy Fire Wardens
- k) Arranging additional equipments / services depending upon the situation.

- l) Arranging Emergency Transportation.
- m) Arranging food for Relief Agencies / Employees
- n) Directing facilities department about restoration of power/
communication lines etc.
- o) Arranging emergency assistance to employees and their families.
- p) Giving '**ALL-CLEAR**' Communication.

Be responsible for the training and activities of the Building Evacuation Supervisor.

Deputy Fire Safety Director's Duties

Subordinate to the Fire Safety Director.

Perform duties of Fire Safety Director in his absence.

Fire Wardens and Deputy Fire Wardens Duties

The tenant or tenants of each floor shall, upon request of the owner or person in charge of buildings, make responsible and dependable employees available for designation by the Fire Safety Director as Fire Warden and Deputy Fire Wardens.

Each floor of a building shall be under the direction of a designated Fire Warden for the evacuation of occupants in the event of fire. He shall be assisted in his duties by the Deputy Fire Wardens. A Deputy Fire Warden shall be provided for each tenancy. When the floor area of a tenancy exceeds 700 m² of occupiable space, a Deputy Fire Warden shall be assigned for each 700 m² or part thereof.

Each Fire Warden and Deputy Fire Warden shall be familiar with the Fire Safety Plan, the location of exits and the location and operation of any available fire alarm system.

In the event of fire, or fire alarm the Fire Warden shall ascertain the location of the fire, and direct evacuation of the floor in accordance with directions received and the following guidelines:

- a) The most critical areas for immediate evacuation are the fire floor and floors immediately above.
Evacuation from the other floors shall be instituted when instructions from the Fire Command Station or conditions indicate such action. Evacuation shall be via uncontaminated stairs. The Fire Warden shall try to avoid stairs being used by the Fire Department. If this is not possible, he shall try to attract the attention of the Fire Department Personnel before such personnel open the door to the fire floor.
- b) Evacuation to two or more levels below the fire floor is generally adequate. He shall keep the Fire Command Station informed regarding his location.
- c) Fire Wardens and their Deputies shall see that all occupants are notified of the fire, and that they proceed immediately to execute the Fire Safety Plan.
- d) The Fire Warden on the fire floor shall, as soon as practicable, notify the Fire Command Station of the particulars.
- e) Fire Wardens on floors above the fire shall, after executing the Fire Safety Plan, notify the Fire Command Station of the means being used for evacuation and any other particulars.

- f) In the event that stairways serving fire floor and/or floors above are unusable due to contamination or cut off by fire and/or smoke or that several floors above fire involve large numbers of occupants who must be evacuated, consideration may be given to using elevators in accordance with the following:
1. If the elevators servicing his floor also service the fire floor, they shall not be used. However, elevators may be used if there is more than one bank of elevators, and he is informed from the Fire Command Station that one bank is unaffected by the fire.
 2. If elevators do not service the fire floor and their shafts have no openings on the fire floor, they may be used, unless directed otherwise.
 3. Elevators manned by trained building personnel or firemen may also be used.
 4. In the absence of a serviceable elevator, the Fire Warden shall select the safest stairway to use for evacuation on the basis of the location of the fire and any information received from the Fire Command Station. The Fire Warden shall check the environment in the stairs prior to entry for evacuation. If it is affected by smoke, alternative stair shall be selected, and the Fire Command Station notified.
 5. The Fire Warden shall keep the Fire Command Station informed of the means being employed for evacuation by the occupants of his floor.
- g) Ensure that an alarm has been transmitted.

IN CASE YOU NOTICE A FIRE

01. Raise the alarm by breaking manual call point.
02. Inform Fire Command Station
Dial : _____
03. Inform fire brigade 101 (Fire Control Room) and Nearest Fire Station
at _____. Ph: _____.
04. When you summon the fire brigade, mention
 - Your Name
 - Your Address
 - Important Landmarks
 - Type of Fire (Oil / Electrical etc)
 - Always do mention, we are in the ____ Floor, to get the turnable ladder quickly.
 - Note down the time of calling
05. Fire Wardens / Deputy Fire Wardens can tackle small fires right in the incipient stage, (without endangering themselves).
However, keep fire brigade informed right in the beginning.
06. In case of any major fire accidents, do not take risk. Hand over the site to fire brigade.
07. Evacuate the facility.

EVACUATION GUIDELINES FOR FIRE WARDEN/DEPUTY FIRE WARDEN

1. **ON RECEIVING LIVE COMMUNICATION FROM FIRE SAFETY DIRECTOR/ DEPUTY FIRE SAFETY DIRECTOR**
2. Position yourself at a convenient place in your designated floor or move around. **Be alert.**
3. **On receiving communication from Building Evacuation Supervisor to evacuate the facility, start Evacuation.**
4. **DIRECT ALL THE OCCUPANTS TO EMERGENCY STAIRCASE or other STAIRCASES. DO NOT USE LIFTS (ground lift & switch it off)**
5. **Help**
 - First : Differently Abled (Must have pre-designated aides)
Pregnant Women
 - Second : Women
 - Third : All the rest
6. Check Restrooms / Bathrooms, Storage rooms, Conference rooms & Cafeteria., etc.,
7. Keep repeating **“TAKE A BRISK WALK, DON’T RUN”**
8. While evacuating occupants from smoke filled areas, advise the occupants to crawl on their hands and knees below the smoke. If necessary, instruct them to tie wet kerchief against nose and mouth. **(THIS WILL PREVENT THE ENTRY OF SMOKE / TOXIC GASES).**
9. FW / DFW members before leaving their respective floors, if possible try and close all the doors/windows

10. Once the total evacuation gets over in your designated floor, rush to the safe assembly point and report to Building Evacuation Supervisor.
11. Building Evacuation Supervisor to check the head counts / attendance rolls through mega phone.

"BUILDING EVACUATION SUPERVISOR is: _____"

"SAFE ASSEMBLY POINT" is " _____ "

12. Once taking the head count/attendance let the people go outside the campus, make way for fire brigade vehicles.
13. If anyone missing, help fire brigade in search operations.

**Do not allow anybody to re-enter the facility
till**

ALL – CLEAR signal is given by FSD/ DFSD

Organization Chart for Fire Drill and Evacuation Assignment

A chart designating employees and their assignments shall be prepared and posted in a conspicuous place in each tenancy and on each floor of a tenancy that occupies more than one floor and a copy shall be in the possession of the Fire Safety Director.

Keep available an updated listing of all personnel with physical disabilities who cannot use stairs unaided. Make arrangements to have these occupants assisted in moving down the stairs to two or more levels below fire floor. If it is necessary to move such occupants to a still lower level during the fire, move them down the stairs to the uppermost floor served by an uninvolved elevator bank and then remove them the street floor by elevator. Where assistance is required for such evacuation, notify Fire Safety Director.

Provide for Fire Warden identification during fire drills and fires, such as using armband etc.

Ensure that all persons on the floor are notified of fire and all are evacuated to safe areas. A search must be conducted in the lavatories to ensure all are out. Personnel assigned as searchers can promptly and efficiently perform this duty.

Check availability of applicable personnel on Organization Chart and provide for a substitute when the position on a chart is not covered.

After evacuation, perform a head count to ensure that all regular occupants known to have occupied the floor have been evacuated.

When alarm is received, the Fire Warden shall remain at a selected position in the vicinity of the communication station on the floor, in order to maintain communication with the Fire Command Station and to receive and give instructions.

Building Evacuation Supervisor's Duties

A building Evacuation Supervisor is required at all times other than normal working or business hours when there are occupants in the building and there is no Fire Safety Director on duty in the building.

He should be capable of directing the evacuation of the occupants as provided by the Fire Safety Plan.

During fire emergencies, the primary responsibility of the Building Evacuation Supervisor shall be to man the Fire Command Station, and the direction and execution of the evacuation as provided in the Fire Safety Plan. The Building Evacuation Supervisor's training and related activities shall be under the direction of the Fire Safety Director in accordance with these rules, and the Fire Safety Plan. Such activities shall be subject to Fire Department control.

Fire Party Duties

On receipt of an alarm for fire the Fire Party shall:

- a) Report to the floor below the fire to assist in evacuation and provide information to the Fire Command Station.
- b) After evacuations of fire floor, endeavor to control spread of fire by closing doors etc.
- c) Attempt to control the fire until arrival of the Fire Department, if the fire is small and conditions do not pose a personal threat.
- d) Leave one member on the floor below the fire to direct the Fire Department to the fire location and to inform them of conditions.
- e) On arrival of the Fire Department, the Fire Party shall report to the Fire Command Station for additional instructions.
- f) Have a member designated as runner, who shall know the location of the nearest telephone, and be instructed in its use. Such member shall immediately upon receipt of information that there is a fire or evidence of fire, go to the telephone, transmit an alarm and await the arrival of the Fire Department and direct such department to the fire.

Occupant's Instructions

- a) The applicable parts of the approved Fire Safety Plan shall be distributed to all tenants of the building by the building management when the Fire Safety Plan has been approved by the Fire Commissioner.
- b) The applicable parts of the approved Fire Safety Plan shall then be distributed by the tenants to all their employees and by the building management to all their building employees.
- c) All occupants of the building shall participate and cooperate in carrying out the provisions of the Fire Safety Plan.

Fire Prevention and Fire Protection Programme

- a) A plan for periodic formal inspections of each floor area, including exit facilities, fire extinguishers and house keeping shall be developed. A copy of such plan be submitted.
- b) Provision shall be made for the monthly testing of communication and alarm systems.

Building Information Form

It shall include the following information:

- a) Building address.....Pin Code.....
- b) Owner or person in-charge of building – Name, Address and Telephone Number.
- c) Fire Safety Director and Deputy Fire Safety Director's Name and Telephone Number.
- d) Certificate of occupancy. Location where posted or duplicate attached.
- e) Height, area, class of construction.
- f) Number, type and location of fire stairs and/or fire towers.
- g) Number, type and location of horizontal exits or other areas of refuge.
- h) Number, type, location and operation of elevators and escalators.
- i) Interior fire alarms, or alarms to central stations.
- j) Communications systems and/or walkie talkie, telephones etc.
- k) Standpipe system; size and location of risers, gravity or pressure tank, fire pump, location of Siamese connections, name of employee with certificate of qualification and number of certificate.
- l) Sprinkler system; name of employee with Certificate of Fitness and certificate number. Primary and secondary water supply, fire pump and areas protected.
- m) Special extinguishing system, if any, components and operation.

- n) Average number of persons normally employed in building. Daytime and night time.
- o) Average number of handicapped people in building. Location. Daytime and night time.
- p) Number of persons normally visiting the building. Daytime and night time.
- q) Service equipment such as:
 - 1) Electric power, primary, auxiliary;
 - 2) Lighting, normal, emergency, type and location;
 - 3) Heating, type, fuel, location of heating unit;
 - 4) Ventilation – with fixed windows, emergency means of exhausting heat and smoke;
 - 5) Air-Conditioning Systems – Brief description of the system, including ducts and floors serviced;
 - 6) Refuse storage and disposal;
 - 7) Fire fighting equipment and appliances, other than standpipe and sprinkler system; and
 - 8) Other pertinent building equipment.
- r) Alterations and repair operations, if any, and the protective and preventive measures necessary to safeguard such operations with attention to torch operations.
- s) Storage and use of flammable solids, liquids and/or gases.
- t) Special occupancies in the building and the proper protection and maintenance thereof. Places of public assembly, studios and theatrical occupancies.

FIRE SAFETY PLAN

INSIDE FACILITIES / RESOURCES

Trained Team of Fire Party
 Fire Wardens
 Deputy Fire wardens

The Facility is protected with the Fire Extinguishers

| | | |
|-----------------------|-------|---|
| Water CO ₂ | 9 ltr | – |
| Mech Foam | 9 ltr | – |
| DCP | 5Kg | – |
| ABC | 5Kg | – |

The Building is protected with full fledged fire hydrant system. In case of any major emergency we can use exclusive fire hydrant system provided in the building. The Fire Hydrant System has got Fire Brigade Inlets for the use of local fire Brigade.

FIRE HYDRANT SYSTEM

| | |
|--|---|
| No. Of Internal Hydrant System | : |
| No. Of Yard | : |
| Water Tank Capacity | : |
| Motor Driven Pump capacity / Pressure | : |
| Engine Driven Pump capacity / Pressure | : |
| Pump Room Location | : |

(Maintained by_____)

FIRE ALARM SYSTEM

Control Panel Location :

Ph:

(Maintained by_____)

No. of Smoke Detectors :

No. of Heat Detectors :

No. of Manual Call Points :

PUBLIC ADDRESS SYSTEM

No. of Speakers :

Amplifier / Mic Location :

OUTSIDE HELP

KARNATAKA STATE FIRE & EMERGENCY SERVICES

Central Fire Station:

22971500 / 22971550 / 22971600

The Nearest Fire Station is at

_____ **Fire Station**

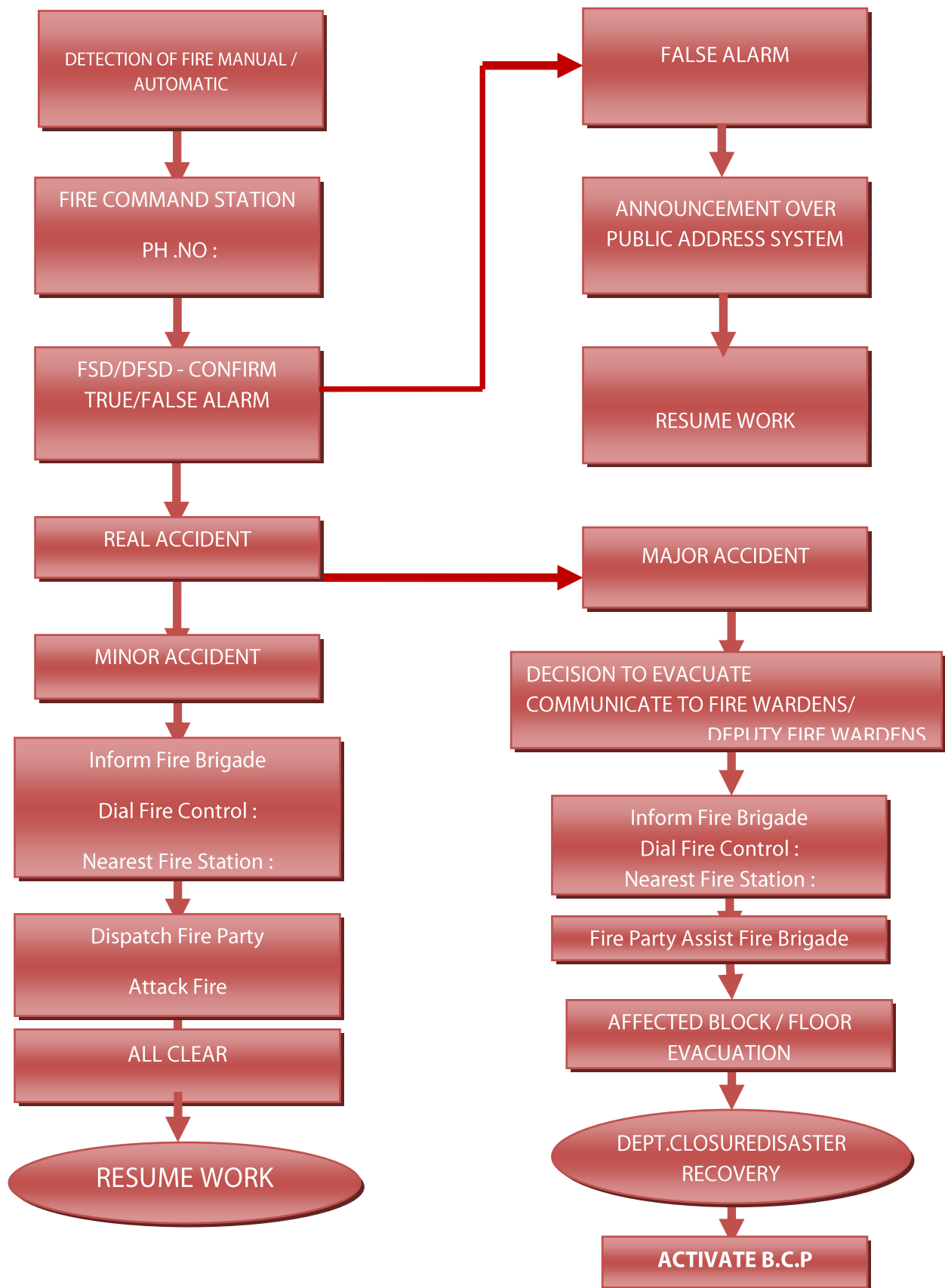
Ph: 080-_____

Fire Party

| SLNO | NAME | COMPANY | MOBILE NO | EXTN |
|------|------|---------|-----------|------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |
| 11. | | | | |
| 12. | | | | |
| 13. | | | | |
| 14. | | | | |
| 15. | | | | |
| 16. | | | | |
| 17. | | | | |
| 18. | | | | |

Note: Generally team comprises of well trained Security/Maintenance/House Keeping etc.,

FIRE SAFETY PLAN FLOWCHART – (FSP –F)



Roles & Responsibilities – Maintenance / Facilities.

On taking decision to evacuate the facility/if the alarm is heard.

1. Shut off power supply to the affected area. If required, maintain domestic lighting.
2. Put off all air-conditioning (HVAC)
3. Activate Dampers in HVAC ducting.
4. Ground all the lifts and switch-off.
5. Deactivate the access control system
6. Communicate / Co-ordinate with Fire Party for fire hydrant /sprinkler pump operations.

| SL. NO. | NAME | CONTACT | DEPARTMENT/BUILDING |
|----------------|-------------|----------------|----------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

FOR SECURITY TEAM

1. Evacuating support Staff such as House-keeping, Cafeteria Staff, etc.,
2. Evacuating Visitors
3. Taking the roll call of visitors/support staff at safe assembly point.
4. Entry & Exit to be kept clear for fire vehicle entry
5. Cordoning off the Affected Area.
6. On fire brigade's arrival, give total assistance viz.,
 - Give clear information about the affected floor /facility and process and materials. - Show them the water facility available at the site.
 - Keep-off all on lookers out & help the security.
 - Keep-off all vehicles out of the complex at safe distance.
 - Salvage the un-burnt materials around the accident spot
 - Fighting small fires - Assisting fire brigade while fighting major fires.

| SL. NO. | NAME | DESIGNATION | CONTACT NO. | Email ID |
|---------|------|-------------|-------------|----------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |



EVACUATION

FIRE SAFETY PLAN – EVACUATION

RESOURCES

1. TRAINED TEAM OF FIRE WARDEN / DEPUTY FIRE WARDEN

2. PUBLIC ADDRESS SYSTEMS

No. of Speakers :
Amplifier / Mic Location :

3. ACCESS CONTROL SYSTEM

Access Controlled Doors are deactivated once the Fire Alarm Sounds.
Fire Alarm start sounding once the heat or smoke is detected

Access Controlled Doors –

.....
.....
.....
.....

FIRE WARDEN/DEPUTY FIRE WARDEN – EVACUATION

| Sl No. | NAME | COMPANY | MOBILE NO | EXTN |
|-----------------------------|------|---------|-----------|------|
| Ground Floor | | | | |
| Fire Warden: | | | | |
| 1. | | | | |
| Deputy Fire Warden: | | | | |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 1st Floor | | | | |
| Fire Warden: | | | | |
| 1. | | | | |
| Deputy Fire Warden: | | | | |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 2nd Floor | | | | |
| Fire Warden: | | | | |
| 1. | | | | |
| Deputy Fire Warden: | | | | |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

| Sl. No. | NAME | COMPANY | MOBILE NO | EXTN |
|-----------------------------|------|---------|-----------|------|
| 3rd Floor | | | | |
| Fire Warden: | | | | |
| 1. | | | | |
| Deputy Fire Warden: | | | | |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4th Floor | | | | |
| Fire Warden: | | | | |
| 1. | | | | |
| Deputy Fire Warden: | | | | |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 5th Floor | | | | |
| Fire Warden: | | | | |
| 1. | | | | |
| Deputy Fire Warden: | | | | |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

FIRE SAFETY PLAN – EVACUATION

EVACUATION ANNOUNCEMENT GUIDELINES

FSD / DFSD on taking decision to evacuate the entire facility / affected block / floor, shall follow the following steps;

1. Raise the alarm for a short duration (10 - 15 sec.)
2. After the alarm, instructions can be given over the Public Address System.

3. SAMPLE INSTRUCTIONS -

“Pay Attention - Pay Attention - Pay Attention”

“We Have Observed A Minor Fire In Area”

“You Are Advised To Evacuate the Building”

“Take Brisk Walk, Don’t Run”

“Take Brisk Walk, Don’t Run”

“Use Only Stair Case, Do Not Use Elevators”

“Use Only Stair Case, Do Not Use Elevators”

“Do Not Run To the Terrace Floor”

“Come Down and Assemble Near the Safe Assembly Point at

“ _____ ”

**(THE ABOVE INSTRUCTIONS CAN BE REPEATED TILL THE ENTIRE
EVACUATION PROCESS GETS OVER)**

FIRE SAFETY PLAN – EVACUATION

EVACUATION PEOPLE WITH SPECIAL NEEDS

List of Differently Abled People

| SI No | Name | Floor | Company | Special Aids |
|--------------|-------------|--------------|----------------|---------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

01. Whenever possible, locate Differently Abled persons on ground floor / lower floors or as near as possible to exits or staircases.

02. Special notification for the hearing impaired.

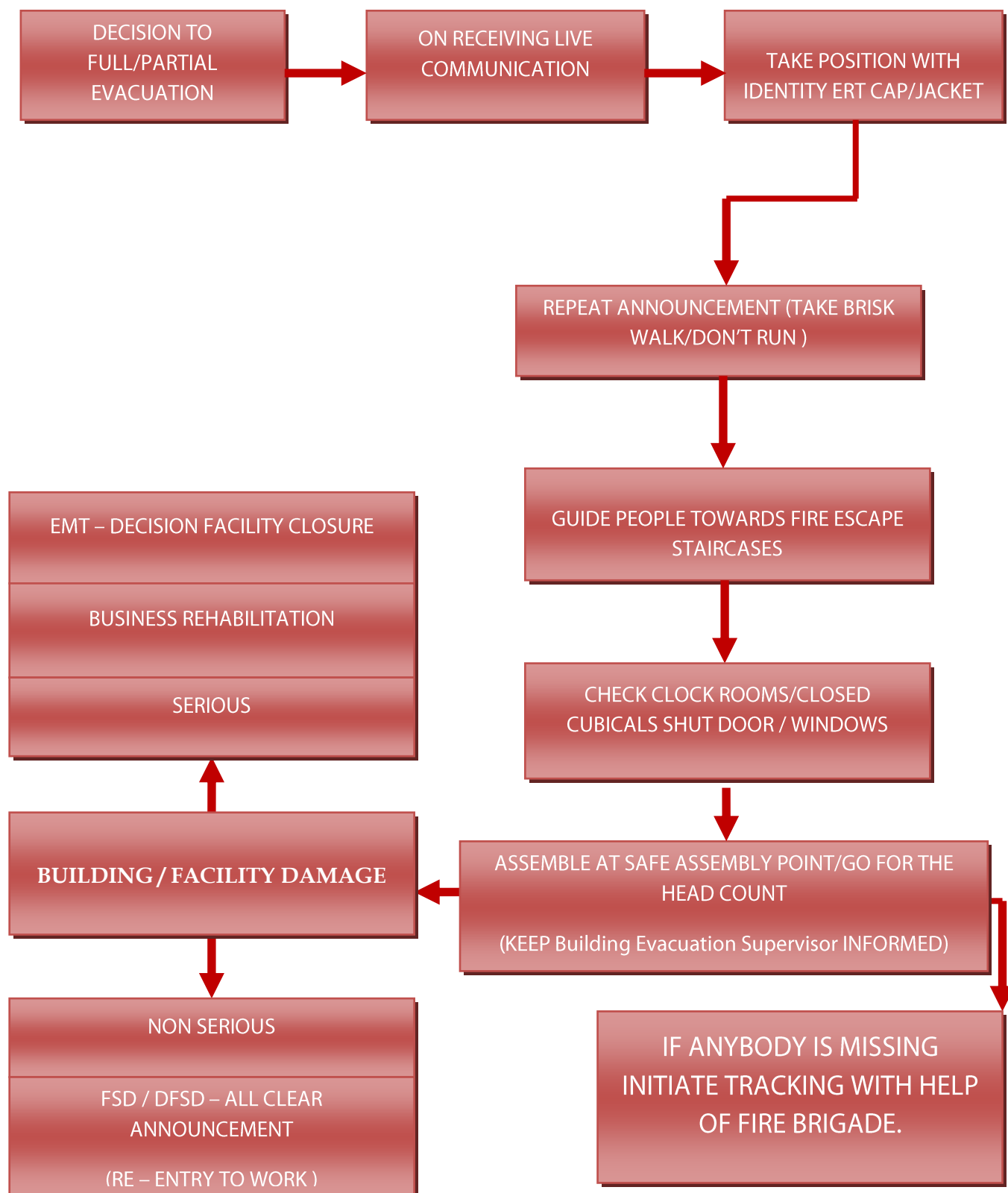
03. Special evacuation devices to bring down mobility impaired

ON RECEIVING LIVE COMMUNICATION – FIRE WARDEN / DEPUTY FIRE WARDEN

01. Designated special aides shall move towards the physically challenged persons and assist them in moving towards safe assembly point.

02. If need be, Fire Warden / Deputy Fire Warden special aides can use special devices / chairs / stretchers (Elevators).

EMERGENCY RESPONSE PLAN EVACUATION FLOWCHART



Representative Floor Plan

A floor plan, representative of the majority or the floor designs of the entire building, shall be at the Command Post, in the main lobby, under the authority of the Fire Safety Director. One copy of a representative floor plan shall be submitted to the Fire Department with the Fire Safety plan.

Fire Safety Plan

In planning, evaluate the individual floor layouts, the population of floors, the number and kinds of exits, the zoning of the floor by area and occupants. Determine the movement of traffic by the most expeditious route to an appropriate exit and alternative route for each zone, since under fire conditions one or more exits may not be usable. This format is to be used in the preparation of the Fire Safety Plan. Nothing contained in this Fire Safety Plan format is to be construed as all inclusive. All rules and other requirements are to be fully complied with.

Personal Fire Instruction Card

All the occupants of the building shall be given a Personal Fire Instruction Card giving the details of the floor plan and exit routes alongwith the instruction to be followed in the event of fire. A typical Personal Fire Instruction Card shall be as follows:

PERSONAL FIRE
INSTRUCTION CARD

SEAL

NAME OF THE ORGANIZATION
ADDRESS OF THE ORGANIZATION

NAME:.....

DESIGNATION:

FLOOR NO.:.....

DATE:.....

FIRE WARDEN

INSTRUCTIONS

FOR YOUR OWN SAFETY YOU SHOULD KNOW

1. Two push button fire alarm boxes are provided per floor. You should read the operating instructions.
2. You should read the operating instructions on the body of the fire extinguishers provided on your floor.
3. The nearest exit from your table.
4. Your assembly point on ground floor (check with your Fire/Deputy Fire Warden).

5. FOR YOUR OWN PROTECTION YOU SHOULD REPORT TO YOUR FIRE/DEPUTY FIRE WARDEN.

- a) If any exit door/route is obstructed by loose materials, goods, boxes etc.
- b) If any staircase door, lift lobby door does not close automatically or does not close completely.
- c) If any push button fire alarm point, or fire extinguisher is obstructed, damaged or apparently out of order.

IF YOU DISCOVER A FIRE

1. Break the glass of the nearest push button fire alarm and push the button.
2. Attack the fire with extinguishers provided on your floor. Take guidance from your Wardens.
3. Evacuate if your Warden asks you to do so.

IF YOU HEAR EVACUATION INSTRUCTIONS

1. Leave the floor immediately by the south/north staircase.
2. Report to your Warden, at your predetermined assembly point outside the building.
3. Do not try to use lifts.
4. Do not go to cloakroom.
5. Do not run or shout.
6. Do not stop to collect personal belongings.
7. Keep the lift lobby and staircase doors shut.

YOUR ASSEMBLY POINT IS.....

BUILDING INFORMATION FORM

| SL. NO | DETAILS | | |
|-----------|---|--|--|
| a) | Building Address Pin Code | | |
| b) | Owner or person in-charge of building – Name, Address and Telephone Number | | |
| c) | Fire Safety Director and Deputy Fire Safety Director's Name and Telephone Number. | | |
| d) | Certificate of occupancy. Location where posted or duplicate attached. | | |
| e) | Height, area, class of construction | | |
| f) | Number, type and location of fire stairs and/or fire towers. | | |
| g) | Number, type and location of horizontal exits or other areas of refuge. | | |
| h) | Number, type, location and operation of elevators and escalators. | | |
| i) | Interior fire alarms, or alarms to central stations. | | |

| | | | |
|----|---|--|--|
| j) | Communications systems and/or walkie talkie, telephones etc. | | |
| k) | Standpipe system; size and location of risers, gravity or pressure tank, fire pump, location of Siamese connections, name of employee with certificate of qualification and number of certificate | | |
| l) | Sprinkler system; name of employee with Certificate of Fitness and certificate number. Primary and secondary water supply, fire pump and areas protected. | | |
| m) | Special extinguishing system, if any, components and operation. | | |
| n) | Average number of persons normally employed in building. Daytime and night time | | |
| o) | Average number of handicapped people in building. Location. Daytime and night time. | | |
| p) | Number of persons normally visiting the building. Daytime and night time | | |

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| q) | Service equipment such as: <ol style="list-style-type: none"> 1. Electric power, primary, auxiliary; 2. Lighting, normal, emergency, type and location; 3. Heating, type, fuel, location of heating unit; 4. Ventilation – with fixed windows, emergency means of exhausting heat and smoke; 5. Air-Conditioning Systems – Brief description of the system, including ducts and floors serviced; 6. Refuse storage and disposal; 7. Fire fighting equipment and appliances, other than standpipe and sprinkler system; and 8. Other pertinent building equipment. | |
| r) | Alterations and repair operations, if any, and the protective and preventive measures necessary to safeguard such operations with attention to torch operations | |
| s) | Storage and use of flammable solids, liquids and/or gases. | |
| t) | Special occupancies in the building and the proper protection and maintenance thereof. Places of public assembly, studios and theatrical occupancies. | |