

**Note: To be circulated to all units on approval of Development
Commissioner, SEEPZ-SEZ**

Appendix

FIRE MOCK DRILL GUIDELINES: ANDHERI SEEPZ-SEZ

Introduction

In case of fire in a high rise building, safe evacuation of its occupants may present serious problems unless a plan for orderly and systematic evacuation is prepared in advance and all occupants are well drilled in the operation of such plan. These guidelines are intended to assist them in this task.

Alarms

Any person discovering fire, heat or smoke shall immediately report such condition to the concerned company Fire Warden and Fire Brigade, Company authority shall inform SEEPZ authority & Fire brigade if not informed by the concern department. No person shall make, issue, post or maintain any regulation or order, written or verbal, that would require any person to take any unnecessary delaying action prior to reporting such condition to the fire brigade.

Drills

Fire drills shall be conducted, in accordance with the Fire Safety Plan, at least once every three months for existing buildings during the first two years. Thereafter, fire drills shall be conducted at least once every six months.

- All occupants of the building shall participate in the fire drill. However, occupants of the building, other than building service employees, are not required to leave the floor or use the exits during the drill.
- A written record of such drills shall be kept on the premises for a three years period and shall be readily available for fire brigade inspection.

Signs & Plans

Sign at Lift Landings

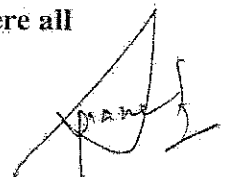
Signs shall be posted and maintained in a conspicuous place on every floor at or near the lift landing in accordance with the requirements, indicating that in case of fire, occupants shall use the stairs unless instructed otherwise.

"IN CASE OF FIRE, USE STAIRS UNLESS INSTRUCTED OTHER WISE".
(The top of the sign shall not be above 2 m from the floor level)

Floor Numbering Signs

A sign shall be posted and maintained within each stair enclosure on every floor, indicating the number of the floor, in accordance with the requirements given below. The numerals shall be of bold type and at least 75 mm high. The numerals and background shall be in contrasting colours. The sign shall be securely attached to the stair side of the door.

SDF committee shall establish pre-determined Fire command station where all



committee members should report. They shall be provided with floor plan of the building and other pertinent information relative to the service equipment of the building.

A Fire Command Station shall be established in the lobby of the building on the entrance floor. Such command station shall be adequately illuminated.

Communication & Fire Alarm

A mean of communication and fire alarm for use during fire emergencies shall be provided and maintained by MIDC/SEEPZ or SDF committee

If you discover a Fire

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

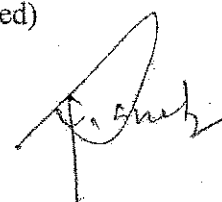
If you hear Evacuation Instruction

Leave the floor immediately by the south/north staircase.

- Do not try to use lifts.
- Do not go to cloakroom.
- Do not run or shout.
- Do not stop to collect personal belongings.
- Keep the lift lobby and staircase door shut.

Fire Safety Plan Format

- Building Address
SDF No & Sector-----
Telephone Number -----
- 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 for 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 conforming employee indoctrination and through a continuing written program 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 Director (Chairman SDF committee/ Person Nominated)
 - Name



- Company name –
- Company location- Floor No
- Telephone No
- Normal working hours
- Deputy Fire Safety Director (Secretary SDF Committee/ Person Nominated)
 - Name
 - Company name –
 - Company location- Floor No
 - Telephone No
 - Normal working hours
- Fire Wardens and Deputy Fire Wardens (One Lady & One Gents per company)
 - Their names on Organization Charts for each floor
- Building Evacuation Supervisor (Officer to be nominated by SDF Committee)
 - Name
 - Location-
 - Telephone No
 - Normal working hours
- Fire Party (Min 1 leader and 4 Fire Fighters with 2x Fire extinguishers from each company)
 - Company wise details of Fire parties naming person in charge-
 - They will be briefed by Floor wardens from that company
 - On sounding of alarm they will report to Fire Command Station

➤ Occupants Instructions

1. The applicable parts of the approved Fire Safety Plan shall be disseminated to all staff of the company by the respective Company CEO.
2. All occupants of the building shall participate and cooperate in carrying out the provisions of the Fire Safety Plan.

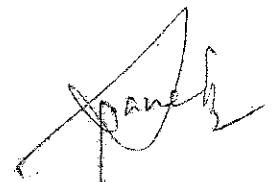
➤ Evacuation Drill

- ✓ Frequency of drills
- ✓ How conducted?
- ✓ Participation:

Duties

Fire Safety Director's Duties

- ✓ Be familiar with the written Fire Safety Plan providing for fire drill and evacuation procedure in accordance with orders on the subject.
- ✓ Select qualified staff as Building Evacuation Supervisor
- ✓ Be responsible for the availability and state of readiness of the Fire Fighting Equipment in the SDF
- ✓ Conduct fire and evacuation drills.
- ✓ Be responsible for the designation and training of a Fire Wardens
- ✓ Notify the SEEPZ authority regarding any deficiencies related to Fire Management either from authority or individual units of SDF.



- ✓ In the event of fire, shall report to the Fire Command Station to supervise, provide for and coordinate:
 - Ensure that the Fire Department has been notified of any fire alarm.
 - Manning of the Fire Command Station.
 - Direction of evacuating procedures as provided in the Fire Safety Plan.
 - Reports on conditions on fire floor for information of Fire Department on their arrival.

Deputy Fire Safety Director's Duties

- ✓ Subordinate to the Fire Safety Director.
- ✓ Perform duties of Fire Safety Director in his absence

Fire wardens

- ✓ Each floor of a building shall be under the direction of a designated Fire Warden from the companies occupying that floor. Coordination among fire wardens should be carried out on weekly basis for the evacuation of occupants in the event of fire.
- ✓ 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;
 - 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.
 - Evacuation to two or more levels below the fire floor is generally adequate. He shall keep the Fire Command Station informed regarding his location.
 - Fire Wardens shall see that all occupants are notified of the fire, and that they proceed immediately to execute the Fire Safety Plan.
 - The Fire Warden on the fire floor shall, as soon as practicable, notify the Fire Command Station of the particulars.
 - Fire Warden 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.
 - 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 evacuation of the floor in accordance with the following:
 - Use of terrace gateway
 - 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.

- Evacuation through pre-determined Rescue Points.
- Ensure that an alarm has been transmitted.
- ✓ 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 before fire floor. If it is necessary to move such occupants to a still lower level during the fire, move them down the stair 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 evacuations notify Fire Safety Director.
- ✓ Provide for Fire Warden Identification during the drills and fires, such as using jackets, caps, armband etc (have similar color code for all units in SEEPZ).
- ✓ Ensure that all persons on the floor are notified of fire and all are evacuated to safe areas. A search must be conducted to ensure all are out. Personnel assigned as searchers can promptly and efficiently perform this duty.
- ✓ After evacuation perform a head count to ensure that all regular occupants known to have occupied the floor have been evacuated.

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.

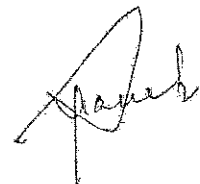
- ✓ He should be capable of directing the evacuation of the occupants as provided by the Fire Safety Plan.
- ✓ During fire emergencies, the primary responsibility of the Building Evacuation Supervisor shall be to man the Fire Command Station, and the direction and execution of the evacuation as provided in the Fire Safety Plan.

Fire Party Duties

- ✓ Report to Fire Command Station / location of fire on orders of designated authorities to assist in evacuation and provide information to the Fire Command Station.
- ✓ Attempt to control the fire until arrival of the Fire Department, if the fire is small and condition do not pose a personal threat.
- ✓ Leave one member on the floor below the fire to direct the Fire Department to the fire location and to inform them of conditions
- ✓ On arrival of the Fire Department, the Fire Party shall report to the Fire Command Station for additional instructions.

Assembly area

Each SDF Committee in consultation with units and considering the Exit gates will earmark assembly areas for all units separately. All company staff will be briefed on the Exit route he is to follow and his assembly point.



If there are more than two assembly areas two additional supervisors will be nominated by each unit and they should be in communication with each other. On evacuation to Assembly area all supervisors will take head count and intimate the same to fire safety director. If there are any missing persons the same shall be intimated to Fire Brigade along with his work location to enable them to undertake search and rescue operation.

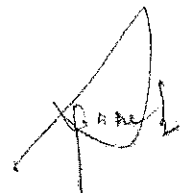
Do's and Don'ts: For SEEPZ Administration & All Companies

Do's

- Acquaint yourself with the layout of the escape routes, staircases, refuge areas and the location of fire alarms.
- Train yourself and the security personnel in the proper operation and use of first-aid hose reel provided at each floor level and fire extinguishers. Also train them in switching on the fire pump, at ground/basement level and also the booster pump at terrace level, and the method of summoning the Fire Brigade Department in the event of a fire.
- Keep always closed the fire doors of staircases, main entrance to the factory building/ company
- All the fire protection installations such as fire pumps, wet riser-cum-down comer, sprinkler installation, fire extinguishers etc should be kept in a good state. Timely use of these will help in controlling/extinguishing the fires in the early stages, thereby minimizing life losses and property losses.
- Always maintain good housekeeping.
- Ground all the lifts, including FIRE LIFT, in case of a fire.
- Practice evacuation drills periodically.
- Irrespective of the magnitude of fire, summon the Fire Brigade at the earliest.
- Seek the advice and guidance of Fire Brigade Department in the matter of fire safety.
- In case of fire, guide the Fire Brigade Department personnel about the location and extent of fire, information about trapped persons, if any, and provide any other information they may request. Help them to help you.

Dont's

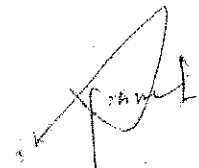
- Do not allow encroachments or storages in the courtyards of the building. Open courtyards are required for placing and operating the fire and rescue appliances in case of emergency.
- Do not allow storages or obstructions in the common corridors and staircases. These exit routes, if maintained clear, will help easy escape in case of fire.
- Do not allow the Fire doors of the staircases to be kept open. In case of fire, heat and smoke enters the staircases and prevent the escape of people.
- In case of fire, do not use LIFTS for escape. They may fail midway trapping people inside. Use only staircases.
- Do not allow Electric Meter Rooms to be used as storages, dumping places or as living quarters for servants. They are potential fire hazards.
- Do not use the basement for any purpose other than permitted purpose. Because of ill-ventilation, habitation or working in the basement will make a death trap for people.



- Continuous electrical ducts through the height of the building enable the fire to spread from one floor to another. Seal them at each floor slab level and at ground level.
- Do not allow Air-Condition ducting to pass through one floor to another, because fire, heat and smoke travel through these ducts and spread to the other part of the building. Sectionalize them, as far as practical even on a particular floor, so as to limit the spread of fire, heat and smoke, and minimize the damages.
- Never paint or coat fire detectors or sprinkler heads. If done, they will become ineffective.
- Do not re-enter the Fire affected building to collect the valuables or for any other purpose. It may cost your life.
- Do not decorate walls and ceilings of common corridors with combustible material such as wooden paneling etc. They create unwarranted fire risk in the escape route in case of fire.
- Do not allow Firefighting tanks to be misused or remain empty. Do not block access to the tank. Fire Service may need them for use at any moment.
- Avoid damage to wet riser system. It has been provided for your use to extinguish/check spread of fire before arrival of Fire Brigade. It's good maintenance ensures your safety.
- Do not 'switch off' Fire/Smoke Detection System. This may lead to fire remaining unnoticed till it assumed large magnitude
- Do not 'switch off' electricity of the entire building in the event of a fire. This will cause stoppage of all the fire protection and firefighting system installed in the building.
- Do not carry out additions and alteration in the building. Consult Fire Brigade before undertaking such works.

To prevent fire

- Do not overload electrical circuit; it may cause short circuit and a fire.
- Use one socket for electrical appliances
- Do not leave electrical appliances unattended.
- Switch off electric appliances after use and remove the socket. It is fire safe practice.
- Switch off the "Main switch" before the house for long time duration.
- Do not keep electric wiring hanging, batten properly.
- Do not use candle the in case of power failure. User battery operated torches.
- Smoke only in the Smoking Zone, use non- combustible ashtrays for depositing lighted smoking material
- Use ashtray while Smoking
- Keep matches, crackers, lighters away from the children.
- Keep L.P.G. Stove/Segree/Burner on raised non-combustible platform.
- Turn off both the L.P.G. gas cylinder valve and burner knob of the gas segree/cooking range etc. when not in use after cooking.
- Ventilate the entire room if L.P.G. cylinder is leaking and do not switch on/off any of the electric switches the room in . Replace L.P.G. supply tube periodically or as and when advised by Mechanic.
- If L.P.G. cylinder is leaking-



- Close the main cylinder valve.
- Ventilate the entire room.
- Do not operate electric switch.
- Do not store scrap/combustible material in and around the building; dispose it regularly.

A handwritten signature in black ink, appearing to be 'A. Paul', is located on the right side of the page.