

**Appendix A**  
**Fire Drill and Evacuation Procedure**

**A 1 INTRODUCTION**

Each and every building shall have an emergency evacuation protocol, first aid firefighting plan, training and responsibilities of the occupants complemented with the provisions provided therein.

**A 2 EVACUATION PLAN**

The egress system of a building shall be designed for systematic evacuation. The evacuation procedure of a building is developed considering the fire design scenario. At the time of occurrence of fire the area of incident shall be evacuated first and the probability of aggravation of fire beyond the area of incident shall get the priority and so on. All evacuation procedures shall be performance based and documented as a fire protection and evacuation in a manual with description in vernacular with appropriate diagrams. This document shall be distributed among the occupants.

The fire protection and evacuation manual shall be approved by the authority having jurisdiction.

**A 3 FIRE REPORTING**

Any occupant of a building discovered smoke or fire shall immediately act without any delay through manual call points or voice communication system or as per instruction provided thereof. Buildings where provisions of manual call points are not applicable occupant shall report directly to the fire service and civil defense department.

**A 4 FIRST AID FIREFIGHTING**

All occupants of buildings shall be trained for first aid firefighting where the equipment is installed to do so.

A 4.1 Buildings of Occupancy groups of Mercantile, Office, Industrial, Institutions of care shall have formation of teams of first aid firefighters, evacuation leaders among the employees for each shift of work schedule. List of such team members shall be submitted to the authorities having jurisdiction with proper identification and the consent letter of the person, volunteered to perform the responsibility in case of any emergency.

A 4.2 Buildings of occupancy group of healthcare facilities shall have special formation of first aid firefighter and evacuation leaders among all the doctors and the nursing and management staffs complying with the performance based design scenarios and number of ambulatory patients to be relocated.

A 4.3 Buildings of occupancy group of Educational facilities shall have schemes at all levels to train all students by forming first aid firefighting team including evacuation procedure. Duties and responsibilities during any emergency situation.

**A 5 FIRE DRILL**

A 5.1 Fire drill shall be conducted as per design scenarios in presence of the representative of the authority having jurisdiction.

A 5.2 The essence of a fire drill is orderly evacuation training not the time of evacuation.

A 5.3 Simulation fire drill is an accepted method in health facilities and institution for care occupancy group where patients or inmates shall not participate in evacuation drill only the staff and all attending personnel shall follow the fire drill manual.

A 5.4 Training of first aid firefighting is a part of fire drill.

**Part 4**  
**Fire Protection**

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- A 5.5 A log book shall be maintained where each and every fire drill shall be recorded and duly signed by the representative of the authorities having jurisdiction.
- A 5.6 Frequencies of fire drills shall be decided by the authorities having jurisdiction. Recommended minimum frequency of fire drill shall be as follows:

**Fire Drill Frequency**

<b>Occupancy Group</b>	<b>Frequency</b>
A: Residential	Yearly
B: Educational Facilities	Monthly
C: Institution for Care	Yearly
D: Health Facilities	Quarterly
E: Business	Twice a year
F: Mercantile	Yearly
G: Industrial Building	As per laws of the land
I: Assembly	Yearly
J: Hazardous Building	As per laws of the land
K: Garage	Yearly
M: Miscellaneous	As per laws of the land

A 6 PRIVATE FIRE BRIGADE

In any private industrial zone or industrial park or any community of business or mercantile or private housing society intends to establish a private fire bridge for advanced firefighting (more than first aid firefighting) shall follow the guidelines stated below.

- A 6.1 The formation of such bridge shall be approved by the fire service and civil defense department.
- A 6.2 Organogram of the bridge shall be approved by the authority of jurisdiction.
- A 6.3 Staff training of the bridge member shall be done according to the standard and recommendations of fire service and civil defense department.
- A 6.4 The list of equipment to be procured for the bridge shall be approved authority of jurisdiction.
- A 6.5 The size of the bridge depends on the area to be covered.
- A 6.6 Attending any fire call the bridge shall inform instantaneously to the fire service and civil defense department.
- A 6.7 The formation of first aid firefighting and evacuation team of the inmates of the building shall not be exempted by establishing such bridge.