

EMERGENCY EVACUATION PLAN FOR LIFE AND FIRE SAFETY



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The role of the Fire and Emergency services is to save life and property of the Citizens and to provide expert assistance in meeting natural calamities or man made disasters.

India commemorates the Bombay Dock Explosion incident on 14th April 1944 in which 66 Firemen valiantly fought the fire and made the supreme sacrifice to save others' lives. All ranks of Directorate of Fire and Emergency Services pay our homage to these heroes, who have set example to us living up to the motto **"We Serve to Save"**. The National Fire Service Day 14th April is followed by Fire Prevention Week to generate awareness among community about various Fire Safety Management Skills. The theme for the Year 2011 is **LET S WORK TOGETHER FOR FIRE SAFE INDIA .**

The variety of emergencies calling for expert intervention has been increasing over the past many years, necessitating the re-designation of the department as "Fire and Emergency Services". Both in the case of fire and non-fire Emergencies there is a big resource gap in terms of personnel as well as Fire Fighting and Search & Rescue equipments.

The vertical growth in urban areas calls for a totally different approach to management of emergencies. Houses located at the ground level can be easily vacated in the event of Fire & other emergencies. However Residential flats and commercial establishment provided in Multi-storeyed buildings pose a serious challenge for evacuation of the occupants to a place of safety. This is where we have to change our thinking about Evacuation Plan. Much of the deaths in vertical building during fire or other emergency are known to occur as a result of panic reaction and ignorance of the various safety options available eg. every high rise building has designated Fire Escape Staircase, Fire Safety signage indicating the route to follow to reach the place of safety is also provided on each floor. It is the duty of each occupant of the building to be thoroughly familiar with these facilities and also to participate in Evacuation Drill periodically so that complete evacuation of the building can be achieved in a very orderly manner and within the minimum time.

To provide Safe and proper evacuation in the event of a fire or emergency it is critical that the procedure outlined in the “Fire and Life Safety” – Part 4 of the National Building Code of India 2005 is scrupulously adhered. This is the adopted Building Code in India, requirement for all types and usages of Buildings. The Evacuation Policy discussed below can be adopted in developing your Evacuation and Life Safety Plan. If you have any questions or need assistance in reviewing your Emergency Plan or observation of your evacuation drill, contact the Station Fire Officer, Fire Prevention Cell on Tel.No. (0832) 2225500. You are also welcome to visit the Department’s Website www.goadfes.gov.in where details of Evacuation Drill Procedure are available.

Procedure to be adopted for evacuation should follow these guidelines:-

- A procedure to form Emergency Response Team
- A procedure for raising the alarm.
- A procedure for calling the Fire Services.
- A Evacuation Procedure geared to the mobility of occupants.
- A procedure for fighting the fire using first-aid fire fighting equipments.
- A procedure for reporting to a pre-determined assembly point and informing the designated person/s of the situation.
- A procedure for accounting each person on the premises.
- A procedure for assisting the Fire Service personnel on arrival.
- A procedure to carry out Fire and Evacuation drills.

REMEMBER ..

YOUR SAFETY IS YOUR PRIME CONCERN

- You can increase your chance of surviving a fire by being prepared and doing the right thing in an emergency.
- Take the time to become familiar with your surrounding and to plan your escape in the event of fire. If a fire starts, follow the tips and **ABOVE ALL**, stay calm!

IF YOU WORK OR LIVE IN A HIGH-RISE BUILDING

- **EXITS**: Find the location of your two closest exits and be familiar with the path of travel to them.
- **CALL 101**: Reporting the Fire immediately, or call from a nearby phone. Know your building address, and speak calmly and clearly.
- **FIRE ALARM**: Identify the location of the nearest fire alarm. Pull the nearest fire alarm to warn others of the fire danger – **NEVER IGNORE AN ALARM.**
- **EVACUATION PLAN**: Be familiar with the emergency Evacuation Plan for your building.
- **FIRE EXTINGUISHERS**: Know where to find them, know how and when to use them.
- **FIRE DRILLS**: Practice them as a matter of habit; you may not realize that a REAL EMERGENCY exists.
- **EXTINGUISHMENT**: If the fire is small, extinguish it. If it is spreading, GET OUT and close the door behind you.

IF YOU DISCOVER A FIRE

- **EVACUATE**: If there is no smoke, walk quickly to the nearest exit. If there is light smoke stay low and crawl to the nearest exit. Remember alternate exits and never evacuate to the roof, go down and out of the building.
- **ELEVATOR**: Never use an elevator in a fire emergency. An elevator might stop at the fire floor or malfunction. Always use the stairs.

IF YOU DECIDE NOT TO EVACUATE OR YOU ARE TRAPPED, CREATE AN AREA OF REFUGE

- **SEAL THE ROOM**: Use wet clothing or towels to stuff around cracks in doors and seal up vents. Close doors and protect yourself against smoke.
- **USE WATER**: Keep a wet cloth over your nose and mouth, breath through your nose only. Wet down wall, doors and windows
- **SIGNAL FOR HELP**: Call 101 or building management for help, if you have no phone, signal at the window for help.
- **DO NOT BREAK WINDOWS**: Flames and smoke can travel back to you from the outside. If you need air, open the window a crack; be ready to close it immediately.
- **DON T JUMP**: Wait to be rescued, if you are above the 2nd floor. By remaining calm, you increase your chances of survival!

Experience indicates that a safe and successful response to an emergency situation is dependent upon the thorough knowledge of emergency procedures. Awareness and preparedness are the price we pay for our safety. Let us be prepared.
