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First Edition

Fire and Emergency Drill Manual and Building Inspection Guide



Gujarat State Fire Prevention Services

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Annexure 1 – Responsibilities of Building Fire Safety Team Members

1. INTRODUCTION

National Building Code 2016 (Part 4: Fire and Life Safety) and the Gujarat Fire Prevention and Life Safety Measures Regulations, 2022 has specified comprehensive measures for Fire Prevention, Life Safety and Fire Protection in various categories of buildings. These measures are based on the types of occupancies, fire load, occupant load, etc. in the given building. However, it is essential that all the occupiers of the building/ premise are well-versed with all the potential hazards, use of firefighting installations and signage. They also need to be aware about their respective roles and responsibility in case of a fire or emergency and have skills and competencies required for life safety in case of any incidents.

Fire and emergency drill and regular building inspection are effective ways to enhance preparedness for response and prevent untoward incidences. The Gujarat Fire Prevention and Life Safety Measures Regulations, 2022 mandates that building inspection for fire safety related aspects and mock-drills should be conducted every six months. They help in securing the building from a potential hazard and also facilitate to test the capacities of the occupiers. They also help in identification of gaps through feedbacks which results in potential saving of lives and property in case of fire incidence.

2. SCOPE AND PURPOSE OF THE MANUAL

1. To suggest processes for the preparation, conduct and evaluation of drill.
2. To serve as a guide for carrying out periodic inspection of building/premise.

3. FIRE AND EMERGENCY DRILL PLANNING AND PREPARATION

3.1 Preparation of Fire Safety Plan

Preparation of a **Fire Safety Plan** is the first step towards prevention and management of fire risk in the building/ premise. Fire Safety Plan should be prepared by the building owner/occupiers to guide the building/ premise occupiers to prepare for any eventualities and respond in the event of fire and evacuate the building/ premise in the shortest available time. The plan would further guide the owners/ occupiers to take necessary measures for Fire Prevention, Life Safety and Fire protection.

The applicable parts of the approved Fire Safety Plan shall be distributed to all the owners/occupiers of the building by the building management when the Fire Safety Plan has been finalized.

3.2 Building Fire Safety Team Formation

The building owner/ occupier should form a **Building Fire Safety Team** of competent personnel/ occupiers to prepare and executive the provisions of Fire Safety Plan. The team may comprise of the following:

1. Fire Safety Director
2. Deputy Fire Safety Director
3. Fire Wardens and Deputy Fire Wardens
4. Building Evacuation Supervisor
5. Fire Party

The duties (roles and responsibilities) of the above mentioned team members are given in **Annexure-1**.

An **Organization Chart** designating employees and their assignments/ role as one of the team members is required to be prepared for clarity and should be share with all building occupiers and staff in soft or hard copy. During mock fire and emergency drill, a Fire Safety Officer (FSO) has to check details of the Organizational Chart and Fire Safety Plan.

3.3 Capacity Building and Training of Building Occupiers

To build the competency of the above team and occupiers, Building Fire Safety Team should organize capacity building programs on the following lines:

- Preparation of Fire Safety Plan
- Evacuation procedures
- Handling of firefighting equipment like fire extinguishers
- Maintenance of firefighting instruments
- Following exit routes and identifying emergency and exit signages
- Organize training sessions in basic fire safety

3.4 Scenario Building

A fire and emergency scenario provides the backdrop and storyline that drive the mock drill. It is important to build a scenario as it provides a guidance mechanism for planning of various response procedures required to reduce the response time. A scenario should be built for the building in a mutually consultative manner by the Fire Safety Officer (FSO) and Building Fire safety Team. IN every mock drill, a different scenario should be built.

The first step in conducting a drill is to define a broad scenario outline that reflects and supports the various objectives of the drill.

Depending on the scope, the scenario may need to be divided into several phases, each focused on a particular aspect of the Fire Prevention, Life Safety and Fire Protection.

A general outline of the scenario should include, but not be limited to, the following:

- 3.4.1 Drill Narrative** – The drill narrative of the scenario is a brief overview that is often provided to describe the events involved in the scenario. It is a ‘story’ that contains all the main events that will drive the drill. This description of the scenario

is provided mainly for the drill personnel and organizers who may lack the technical incentive, background or knowledge to understand the more technical scenario.

3.4.2 Tactical Description

The tactical description gives details as to the situation of adversarial actions and the events that set the scene for the drill event. This includes, for example:

- Initiating event (e.g. short circuit, cylinder explosion, gas leak, etc.);
- External variables that contribute to or diminish response team ability to accomplish tasks

3.4.3 Start State (initial conditions)

The start state describes the initial conditions as well as the context for the exercise and reflects realistic conditions. The amount of detail provided should be limited to that actually necessary for conducting the remainder of the scenario.

- The characterization of the threat;
- The types and status of equipment;
- The weather conditions;
- The operating environment;

3.5 Mock Drill Scheduling

The drill instructions should include a schedule detailing the timings for:

- Start (start of the drill)
- End (end of the drill)
- Briefings (briefing before the drill)
- Debriefings (briefing after the drill)
- Any other essential timing

The Guj Fire Safety Compliance Portal shall have these events pre-scheduled in the system and the users and the Fire Safety Officers should follow the instructions as prompted by the portal.

3.6 Engaging an Observer for Evaluation

Evaluation process is an important component of the drill. It is the act of observing and recording mock drill activity, by comparing the performed actions against the drill objectives.

Evaluation serves following three functions:

- To evaluate personnel actions
- To evaluate the ability of the responding agencies to implement a plan
- To check the effectiveness of the standard operating procedures

During the exercise, the role of the observer is to observe and record facts on the organizations' response to the emergency situation. In general, Observer should be thoroughly familiar with the following:

- Occupancy specific fire safety measures and contingency response actions (e.g. security plan, contingency plan, procedures)

- Purpose and objectives of the drill
- Scenario events and scenario timeline
- Evaluation techniques
- Procedures for monitoring and tracking player actions
- Procedures for recording observation of player actions and feedback
- Procedures for reacting to player enquiries

Observers should take notes during the exercise and participate in the production of the final evaluation reports and share findings with the Fire Safety Officer (FSO). The record of actions is the key to a good evaluation. Good chronological notes should be taken concentrating on aspects that are critical to the response. Fire Safety Officer (FSO) should brief the observer(s) about above details.

4. PROCEDURE FOR FIRE AND EMERGENCY DRILL CONDUCTION

When conducting drills, a set process should be followed in order to minimize risks of injury to personnel, damage to equipment or the environment. Participants should be briefed how to inform fire and emergency organizations such as the fire, police, health and emergency response units depending upon the type of fire and emergency situation. In the drill and role play, occupiers should be given role of above-mentioned authorities as required by the emergency scenario. They should be notified before the commencement of the drill, and should respond accordingly as required by the drill scenario. They should also be informed as to how they will be notified in the event of an actual emergency.

4.1 Pre-Drill Briefing

The drill coordinator should hold a pre-drill briefing with the participating agencies, observers/evaluators to explain the scene and the ground rules for executing the drill. Operational procedures should be reviewed and safety precautions should be considered and reviewed with the participants. The pre-drill briefing should include the outline of the drill procedure and should clearly specify the inputs required by the participating agencies in terms of human resource support/equipment support. In a scenario which has a potential to cause damage to the habitat, it is important to involve the community and discuss the possible chain of events with them.

4.2 Drill Initiation

The drill should be initiated by the Fire Safety Director (incident commander) in accordance with the planned drill scenario. The exact actions (such as alarm or announcement) for the initiation should be identified and drill should be announced to begin. The initiation alarm should be locally identified and should be understood by all the participants.

4.3 Drill Activity

After the drill is initiated, every activity and response should be carried out according to the scenario and the Standard Operation Procedures stated out by the Fire Safety Officer in accordance to requirements of the Fire Safety Compliance Portal as well as common standard procedures as guided by the Fire Safety Officer (FSO). Drill participants should pass messages in verbal or written form. From the message input, participants should determine the expected response and consequently coordinate internally with other participants and externally with the concerned agencies whose roles are performed by other participants.

During the drill, Observers document all activities based on the criteria of the drill scenario. Each drill should have specified areas of evaluation so that all actions required are observed and evaluated. Necessary evaluation formats should be circulated in advance to the concerned participating observers and participants.

5. DRILL EVALUATION AND CLOSING

Evaluation process involves observing and recording mock drill activity, by comparing the performed actions against the drill objectives.

The evaluators/observers should consider the following elements in their evaluation

- **Notification, alerting and mobilization of response team**
 - Adequacy of alerting procedures
 - Timely activation and staffing of response facilities
 - Accurate and timely assessment of emergency situation
- **Emergency response facilities**
 - Timely activation
 - Adequate personnel as per the Response Plan
 - Adequate response equipment
- **Fire Safety plans and procedures**
 - Assigned task forces, personnel's demonstrated familiarity with the plans and standard operating procedures
 - Following the set process of the procedures and plans
- **Communication capabilities between response facilities**
 - Adequate timely communication with various teams
 - Adequate communications between emergency support functions

Fire Safety Officer (FSO) should hold a post-drill de-briefing session and evaluate the action processes. An evaluation report should be prepared and the comments can be incorporated into the subsequent standard operational procedures. In the debriefing session, it should be conveyed that occupants should be briefed that fire and emergency drills shall be conducted, in accordance with the Fire Safety Plan, at least once every six months. All occupants of the building/ premise shall participate in the fire and emergency drill. Occupants of the building/ premise, 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.

6. INSPECTION OF BUILDING FOR FIRE SAFETY

Inspection of a building/ premise at regular interval is an important part of fire safety. Every building/ premise which has obtained a Fire Safety Certificate, should be inspected every six months as per the Gujarat Fire Prevention and Life Safety Measures Regulations, 2022 – and various parameters like – health of fire safety equipment and mechanisms, preventive aspects of fire safety, inspection of hazard prone installations like electric installations, egress and exit provisions should be checked. For buildings/ premises which are of assembly type (i.e. theaters, cinemas, party halls etc), institutional buildings (like hospitals, sanatoriums etc) and mixed-use buildings should be given particular attention during the inspection and their electrical installations should be thoroughly examined.

Basic fire training of building occupants should be given particular attention by the Fire Safety Officers (FSOs) and emergency preparedness levels of occupants and their proficiency in handling fire protection equipment, following standard operating procedures should be meticulously examined. Capacity building of occupant is one of the strongest pillars of long-term fire safety architecture in the state of Gujarat and hence, extra attention should be paid by the FSO as well as occupants on this. Sample occupants can be chosen and their expertise in basic fire safety should be recorded in inspection questionnaire on the Guj Fire Safety Compliance Portal. Please Refer the inspection checklist given in **Section 8** of this document to know more about building inspection process and key points of consideration.

7. FIRE AND EMERGENCY DRILL CHECKLIST

A standard checklist for Fire and Emergency Drill is as given below. This has to be filled online and uploaded on the <https://gujfiresafetycop.in/> portal regularly.

Mock Fire and Emergency Drill Activities					Timeline
Sr.No.	Description	Details cum Compliance	FSO Remarks (if any)	Instructions for FSO	
A. Mock Fire and Emergency Drill Preparation					T1 (At least 5 minutes)
A1	Building details				To be taken from FSCoP system
A1.1	Name of the premise/ building				
A1.2	Address of the premise/building				
A1.3	Building Category				
A1.4	Name of Owner/Occupier				
A2	Name of FSO designated for the premises/ building	Mr./ Ms. / Mrs.			To be taken from clock of mobile network or system time and date
A3	Drill Date		DD.MM.YYYY		
A4	Drill/Building Location				
					Should be Geo tagged also by system

Mock Fire and Emergency Drill Activities					Timeline
Sr.No.	Description	Details cum Compliance	FSO Remarks (if any)	Instructions for FSO	
A5	Drill Scenario (brief description)	at least 200 words		Describe the scenario of fire accident. For example, a situation of electrical short circuit and subsequent fire or accidental fire due to oil spill and so on - including type of fire and its potential spread and so on.	
A6	Name of Drill Initiator	Mr./ Ms. / Mrs.		Drill initiator is a person who will see the fire accident and call to the concerns for further actions and initiate the drill (Refer Clause D-2 of Annex D of Part 4 of the NBC, 2016)	
A7	Names of Drill Observers			Drill observers will observe the various activities of drill and drill observer can be FSO, Fire officer from local/ private fire brigade, fire officer of same premises, member of premises/ area, fire professional, etc.)	

Mock Fire and Emergency Drill Activities					Timeline
Sr.No.	Description	Details cum Compliance	FSO Remarks (if any)	Instructions for FSO	
A7.1	Name of observer for drill - 1	Mr./ Ms. / Mrs.		To observe activities for Fire fighting/rescue/casualty shifting/head count/fire staff activities/ambulance activity/ action by security & safety dept. etc.	
A7.1.1	Contact Details	mobile number			
A7.2	Name of observer for drill - 2	Mr./ Ms. / Mrs.		To observe activities for public movement and evacuation activities	
A7.2.1	Contact Details	mobile number			
A7.3	Name of observer for drill - 3	Mr./ Ms. / Mrs.		To observe activities for public movement and evacuation activities	
A7.3.1	Contact Details	mobile number			
A8	Is opening meeting organized to discuss on basic planning about fire drill with key persons of premises/ building?	Yes/No		Opening meeting shall be organized by FSO to communicate effectively about fire drill and evacuation procedure to key members of premises/ building so, proper planning can be done for safe and effective drill.	Upload the meeting photograph from phone camera only with geo location and date-time stamping

Mock Fire and Emergency Drill Activities					Timeline
Sr.No.	Description	Details cum Compliance	FSO Remarks (if any)	Instructions for FSO	
A9	Is there a proper signage for identification of exits, stairs, floor number and lifts apart from emergency lights, floor plan placed at relevant locations?	Yes/No		Refer Clause D-9.9 of Annex D of Part 4 of the NBC, 2016	
A10	Is organization chart for fire drill and evacuation assignment designating employees and their assignments prepared and posted in a conspicuous places at each floor in premise/ building?	Yes/No		Refer Clause D-9.3.4 of Annex D of Part 4 of the NBC, 2016	Upload the photo of organization chart from phone camera only with geo location and date-time stamping
A11	Is latest approved Fire Safety Plan available with premise/ building and distributed to all tenants/employees/owners of premises?	Yes/No		Refer Clause D-9.10 of Annex D of Part 4 of the NBC, 2016	Upload the photo of cover page with date of latest Fire safety plan from phone camera only with geo location and date-time stamping

Mock Fire and Emergency Drill Activities					Timeline
Sr.No.	Description	Details cum Compliance	FSO Remarks (if any)	Instructions for FSO	
A12	Are personal fire instruction cards provided to occupants of the premises/ building and were they found with persons who participated in drill?	Yes/No		Refer Clause D-9.11 of Annex D of Part 4 of the NBC, 2016	Upload the photo of Fire instruction card to be taken from phone camera only with geo location and date-time stamping
A13	Is there any special arrangement done for persons with physical disabilities at premise/ building? Also, updated list of such persons available with command centre?	Yes/No		Refer Clause D-9.3.5 of Annex D of Part 4 of the NBC, 2016	
A14	Is fire warden identification provided with armband, etc?	Yes/No		Refer Clause D-9.3.6 of Annex D of Part 4 of the NBC, 2016	Upload the photo of Fire warden with identification to be taken from phone camera only with geo location and date-time stamping

Mock Fire and Emergency Drill Activities					Timeline
Sr.No.	Description	Details cum Compliance	FSO Remarks (if any)	Instructions for FSO	
A15	Is Assembly point available at premise/ building?	Yes/No		Refer Fire Warden Instructions below Clause D-9.11 of Annex D of Part 4 of the NBC, 2016	Upload the photo of public gathering at assembly point to be taken from phone camera only with geo location and date-time stamping
	If yes, location of assembly point and name				
A16	Mock call to be made by the Drill initiator	Yes/No		Actual drill to start now.	
B. Drill Activation and Participant Mobilization					T2 (atleast 45 minutes)
Sr.No.	Description	Details cum Compliance	FSO Remarks (if any)	Instructions for FSO	
B1	Are fire extinguishers used in drill and observed effective working?	Yes/No		Refer Clause D-9.3.9 of Annex D of Part 4 of the NBC, 2016	Upload the photo of fire extinguisher operated by drill participants to be taken from phone camera only with geo location and date-time stamping

Mock Fire and Emergency Drill Activities					Timeline
Sr.No.	Description	Details cum Compliance	FSO Remarks (if any)	Instructions for FSO	
B1.1	Tag number of fire extinguishers which were operated in drill	Text box	Text box		
B2	Are fire hydrant points used in drill and observed effective working?	Yes/No/Not Applicable	Text box		Upload the photo of fire hydrant point operated to be taken from phone camera only with geo location and date-time stamping
B2.1	Tag number of fire hydrant(s) which were used in drill	Text box	Text box		
B3	Are fire pumps operated and found working effectively?	Yes/No/Not Applicable	Text box		Upload the photo of fire main header pressure gauge with pressure to be taken from phone camera only with geo location and date-time stamping
B3.1	Observed main header pressure of pumps	__number__ _ kg/cm2	Text box		

Mock Fire and Emergency Drill Activities					Timeline
Sr.No.	Description	Details cum Compliance	FSO Remarks (if any)	Instructions for FSO	
B4	Is fire water tank/ sump/ reservoir fully filled with water?	Yes/No			
B4.1	Availability (in ltrs) of fire water tank/sump / reservoir	—ltrs		Mention available level of water in different types of tanks/sumps/reservoir (underground, overground or terrace) separately in "remarks" if more than one type of tank/sump is there	
B5	Is basic fire fighting, rescue and evacuation training imparted to occupants before starting of drill?	Yes/No			Upload the photo of training attendance sheet with sign of participants to be taken from phone camera only with geo location and date-time stamping
B6	Are surrounding roads to the buildings or premises observed free from obstruction during drill and participants made aware about such surrounding details?	Yes/No			

Mock Fire and Emergency Drill Activities					Timeline
Sr.No.	Description	Details cum Compliance	FSO Remarks (if any)	Instructions for FSO	
B7	Is sprinkler system operated and observed working effectively? (if applicable)	Yes/No/Not Applicable			
B7.1	Is sprinkler head practically operated by fire torch?	Yes/No			
B7.2	Location of sprinkler head(s) operated				
B7.3	Was sprinkler head replaced after its operation?	Yes/No		Same technical specification sprinkler head shall be used for replacement immediately.	
B7.4	Is sprinkler head's performance/ pressure observed in effective condition?	Yes/No			Upload the photo of sprinkler operation to be taken from phone camera only with geo location and date-time stamping
B7.5	Is sprinkler pump operated and found effective working?	Yes/No/Not Applicable			
B8	Is fire alarm and detection system operated and observed working? (if applicable)	Yes/No/Not Applicable			

Mock Fire and Emergency Drill Activities					Timeline
Sr.No.	Description	Details cum Compliance	FSO Remarks (if any)	Instructions for FSO	
B8.1	Is fire detector automatically operated by fire torch or manual call point operated?	Yes/No			
B8.2	Is fire detector or manual call point re-set done after its operation?	Yes/No			
B9	Is there any error observed in panel of fire alarm and detection system?	Yes/No			
B10	Is mock evacuation done in effective and safe manner during drill?	Yes/No			
B11	Have all respective emergency response members (as per latest approved Fire Safety Plan) responded/ participated in the drill?	Yes/No		Emergency Response members include: Fire Safety Director, Deputy Fire Safety Director, Fire Warden, Deputy Fire Warden, Building Evacuation Supervisor, Fire Party etc. Refer Clause D-8 and D-9 of Annex D of Part 4 of the NBC, 2016	

Mock Fire and Emergency Drill Activities					Timeline
Sr.No.	Description	Details cum Compliance	FSO Remarks (if any)	Instructions for FSO	
C. Head Count and Debriefing					T3 (Atleast 10 Minutes)
C1	Assemble participants at the assembly point and do head count of the drill participants	number			
C2	Is closing meeting organized to discuss on fire drill overall performance and observation/ finding with key persons of premise/ area?	Yes/No		Closing meeting shall be organized by FSO to conclude the drill exercise and communicate the observation/ findings to key persons of premises/ building. Participants to be also be informed regarding other emergency situations (like earthquake, electrocution and preventive and protective and post-event measures)	Upload the meeting photograph to be taken from phone camera only with geo location and date-time stamping

Mock Fire and Emergency Drill Activities					Timeline
Sr.No.	Description	Details cum Compliance	FSO Remarks (if any)	Instructions for FSO	
D. Concluding Remarks					T4 (Atleast 5 Minutes)
Observations and Recommendations					
D1	Observations (if any)				
D2	Recommendations (if any)				Copy to be sent to concerned CFO/RFO and applicant/occupier/owner
D3 Attachments					
D3.1	Video of fire drill training (4-5 minutes video clip, shot by)				

Mock Fire and Emergency Drill Activities					Timeline
Sr.No.	Description	Details cum Compliance	FSO Remarks (if any)	Instructions for FSO	
E. Mock Fire and Emergency Drill Completion (Timer ends and total mock drill time to be captured in report)					T5 (End)
E1	According to you, was the drill successfully completed?	Yes/ No		(In case of "No") Please enter details of non-successful completion of drill.	
Complete the Drill					
Next Fire Drill due Date					
	DD.MM.YYYY				Should be system determined. Every six months - with a window of 30 days - 15 days prior and 15 days after due date. Both Building owner/occupier and FSOs should get advance notifications via SMS as well as mail and through app etc.
End and Report Generation					

8. BUILDING INSPECTION CHECKLIST

A standard checklist for Building Inspection is as given below. Please note, that these checklists are over and above the requirements that are mentioned for this category of building at the time of Fire Safety Certificate renewal. Please visit the Guj Fire Safety Compliance Portal to access checklists for renewal of various categories of building. This has to be filled online and uploaded on the <https://gujfiresafetycop.in/> portal regularly by the Fire Safety Officer (who is appointed by building owner/ occupier for a particular building as per the existing fire related rules and regulations).

INSPECTION CHECKLIST FOR FSO				
Sr. No.	Description	Details cum Compliance	FSO Inspection Remarks (if any)	Instructions for FSO
IN1. Fire Inspection Preparation				
IN1.1	Name of FSO designated for the premises/ building	Mr./ Ms. / Mrs.		
IN1.2	Fire Inspection Date	DD.MM.YYYY		
IN1.3	Names of Persons who joined with FSO for inspection			Persons can be - fire officer of same premises, habitants of building/ premises etc, but should not be outsiders
IN1.4	Name of person - 1	Mr./ Ms. / Mrs.		
	Contact Details	mobile number		
IN1.5	Name of person - 2	Mr./ Ms. / Mrs.		
	Contact Details	mobile number		
IN2. Fire Prevention				

INSPECTION CHECKLIST FOR FSO				
Sr. No.	Description	Details cum Compliance	FSO Inspection Remarks (if any)	Instructions for FSO
IN2.1	Are surrounding roads of the buildings or premise observed free from obstruction during inspection and occupier made aware about such surrounding details and their significance for fire and emergency operation?	Yes/No		If "no" then, write in remarks about basic details about such obstruction with exact location and nature of obstruction and the owner/occupier should be instructed to remove the obstruction
IN2.2	Is there any noticeable new construction or expansion of existing construction at building/ premises?	Yes/No		If "Yes" then, write in remarks about the basic details of new construction, like - location/ dimensions/type of use etc
IN2.3	Are HVWS / N2 system/ other system(s) for transformers, heating and cooling units etc working effectively in auto operation condition?	Yes/No / Not Applicable		Write observation in remarks if any deficiency is found in the systems. Observations like - For HVWS: Water leak in pipelines, deluge valve in manual mode, valves in close conditions, any part found damaged or missing from the system etc. For N2 system: Hydro test due date over for N2 cylinders, any valve in closed condition, N2 cylinder having low weight, any part found damaged or missing from the system, system in manual mode etc.

INSPECTION CHECKLIST FOR FSO				
Sr. No.	Description	Details cum Compliance	FSO Inspection Remarks (if any)	Instructions for FSO
IN2.4	Are Electrical MV main distribution panel (s) and lift panel(s) provided with CO2/inert gas flooding or equivalent fire protection system and working in auto operation condition?	Yes/No/ Not applicable		Enter details in case non-compliance is there
IN2.5	If a generator is there in the premise, is the generator in good operational health?	Yes/No / Not Applicable		Please check other parameters like - Is fuel level in the generator close to 100 % and is cooling water level in radiator filled with 100 % or healthy levels, engine oil in the engine filled till appropriate level? And is battery is good health and if wet type, filled with full water? Are emergency inter-connection operations functioning properly? If they are not in proper functional condition, write in remarks about non-compliance of particular point. It is not allowed and filled immediately if level low
IN2.6	Are the ventilation systems, including mechanical ventilation system, AHUs etc working effectively?	Yes/No/ Not applicable		If "no", then write in remarks about non-compliance of particular point and ensure that necessary repairs/corrections are carried out

INSPECTION CHECKLIST FOR FSO				
Sr. No.	Description	Details cum Compliance	FSO Inspection Remarks (if any)	Instructions for FSO
IN2.7	Whether a connecting cable from lightning arrestor to ground level earth pit is found healthy (check physical condition layout of cable) or not? Also, Is Lightning arrestor earth pit's periodic inspection did or not (check record)?	Yes/No/ Not applicable		If "no", then write in remarks about non-compliance and ensure that necessary repairs/corrections are carried out
IN3. Life Safety				
IN3.1	Are proper signage there for identification of exits, stairs, floor number and lifts apart from emergency lights, floor plan placed at relevant locations and adequate illumination with alternate power supply provided for safe movement of persons towards and through the exits (as applicable as per Fire Safety Certificate)?	Yes/No		See emergency evacuation floor plan and drawing for actual declared signages in approval copy of fire safety certificate issued by CFO/RFO. If compliance not there, then, write in remarks about location details with missing of signages and immediate compliance should be ensured

INSPECTION CHECKLIST FOR FSO				
Sr. No.	Description	Details cum Compliance	FSO Inspection Remarks (if any)	Instructions for FSO
IN3.2	Is any exit or staircase or passage (lobby) location observed different at location as mentioned in original drawings at building/ premise?	Yes/No		See building GA/ floor plan drawing for actual declared EXIT/staircase/passage (lobby) in approval copy of fire safety certificate issued by CFO/RFO. If "yes" than, write in remarks about location details which has changes. Instruct for immediate compliance if non-compliance is there
IN3.3	Is any exit, exit door, egress path or staircase or passage (lobby) location found temporarily or permanently closed or obstructed at building/ premises?	Yes/No		If "yes" than, write in remarks about location details which has changes and details of temporarily or permanently closed or obstructed stairs, doors, egress paths etc. Instruct for immediate compliance to be passed if non-compliance is there
IN3.4	Are basement(s), if any as per the FSCA, provided with obstruction free approach, has adequate ventilations, sprinklers etc and no changes have been made in overall fire-safety requirements since the issue of Fire Safety Certificate or last renewal?	Yes/No/ Not applicable		Enter details in case non-compliance is there

INSPECTION CHECKLIST FOR FSO				
Sr. No.	Description	Details cum Compliance	FSO Inspection Remarks (if any)	Instructions for FSO
IN4. Fire Protection				
IN4.1	Are the fire extinguishers, fire alarms and other fire equipment, as applicable, in place in building/premise as declared (quantity and technical specifications, capacity) in the Fire Safety Certificate Approval and they are all in good working condition?	Yes/No		Check for hydro testing of fire protection equipment wherever applicable, take note of condition of hydrant points, valves, hose reels, pipes, nozzles, fire pumps, voice evacuation system, intercom, fire detectors, MCP system, visual warning systems, auto operation wherever required. Note pressure gauge of fire hydrant system and see if it is appropriate. Hydro test has to be done once in 5 years for Co2 type and once in 3 years for DCP/Foam/ Water type extinguishers. Any issues related to main fire line valve closing, electrical motor problem, diesel engine problem, jockey pump issues, pipeline leakage or choking, water sump empty, pump house suction or delivery valve failure in closed condition etc should be mentioned in remarks if "no" option is selected
IN4.2	Test sample fire equipment and write their tag numbers or serial numbers with other details			Write the tag number of fire pump, fire hydrant/ hose reel/monitor, extinguishers, etc. in remarks

INSPECTION CHECKLIST FOR FSO				
Sr. No.	Description	Details cum Compliance	FSO Inspection Remarks (if any)	Instructions for FSO
IN4.3	Are all delivery lines, suction line and main header valve of hydrant and sprinkler system in open and working condition? (if applicable) (Except valves of sprinkler testing line and bypass line/circular line at fire pump house)	Yes/No		If appropriate lines are found closed, they should be opened and the owner/occupier be instructed to keep them open. Write the tag number of valve with reason of closing, if found closed, in remarks
IN4.4	Is sprinkler system, if any as per Fire Safety Certificate, in the building/ premise in healthy condition and pressure gauge showing proper readings?	Yes/No /Not Applicable		Immediate attention needs to be paid if sprinkler systems have faults. Also check alarm valve/ deluge valve installed in sprinkler system and whether it is kept in auto mode. Check missing sprinkler heads if any and inspect sprinkler pump condition also. Details to be noted in remarks column
IN5. Other Inspection Points				
IN5.1	Are all electrical points, equipment in good condition, regularly serviced and does the building complies with various requirements of electrical safety as mentioned in GFP&LSM, regulations 2022 and as required by the Central Electricity Authority regulations and their amendments?	Yes/No/Not Applicable		If "no" then, write in remarks about non-compliance of particular points and direct the owner/occupiers for immediate action. Inspection and service record of the electrical equipment to be checked along the self-certification as required by the Central Electricity Authority regulations. Electrical panels to be

INSPECTION CHECKLIST FOR FSO				
Sr. No.	Description	Details cum Compliance	FSO Inspection Remarks (if any)	Instructions for FSO
				checked and should not be found exposed and in hazardous condition
IN5.2	Is organization chart for emergency response and evacuation assignment designating employees and their assignments prepared and posted in a conspicuous place at each floor in premise/ building?			If it is not there, FSO to help the owner occupier to get it prepared and keep a sample handy with him or her and provide it to owner occupier in editable soft copy
IN5.3	Is latest approved Fire Safety Plan available with premise/ building and distributed to all tenants/employees/owners of premises?			If it is not there, FSO to help the owner occupier to get it prepared and keep a sample handy with him or her and provide it to owner occupier in editable soft copy
IN5.4	Are building staff / residents, selected as sample, found to be given firefighting training, as per conditions of the Fire Safety Certificate? Were they found conversant in the basic fire safety drills including operation of fire safety instruments like fire extinguishers?	Yes/No		Basic fire safety training record to be checked and owner/occupier should be guided how to maintain it. If no such training given till date, one to be organized and details to be entered in remarks
IN5.5	Was a closing meeting organized to discuss on fire inspection's overall compliance status details, observations and recommendations with key persons of building/ premise?	Yes/No		Participants to be also be informed regarding other emergency situations (like earthquake, electrocution and preventive and protective and post-event measures) and be given basic demonstration of equipment like fire

INSPECTION CHECKLIST FOR FSO				
Sr. No.	Description	Details cum Compliance	FSO Inspection Remarks (if any)	Instructions for FSO
				extinguishers, operation of alarms, valves and so on
IN5.6	Concluding remarks and recommendations			
IN6. Attachment (if any)				
IN7. Inspection Completion				
Next Inspection due Date:				

Annexure 1

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 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 posted¹.
- 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 Center** (a suitable place in the building from where quick communication can be transmitted to occupants) to supervise, provide for and coordinate with respect to the following:
 - a) Ensuring that the fire department has been notified of any fire or fire alarm.
 - b) Manning of the fire command station.
 - c) Direction of evacuating procedures as provided in the Fire Safety Plan.
 - d) Report on conditions on fire floor for information of fire department on their arrival.
 - e) Advising the fire department officer in-charge in the operation of the **Fire Command Centre**.

¹ **NOTE:** If the number of Fire Wardens and Deputy Fire Wardens in the building is such that it is impractical to individually contact each one daily, a suggested method to satisfy the requirements is to make provisions for the Fire Warden, or a Deputy Fire Warden in the absence of the Fire Warden, to notify the Fire Safety Director when the Fire Warden or required number of Deputy Fire Wardens are not available. In order to determine the compliance by the Fire Warden and Deputy Fire Wardens, when this method is used, the Fire Safety Director shall make a spot check of several different floors each day.

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

Deputy Fire Safety Director's Duties

- He/ She is the subordinate to the Fire Safety Director.
- He/ She shall perform duties of Fire Safety Director in his absence.

Fire Warden's and Deputy Fire Warden's 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 Centre 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 Centre 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 lifts in accordance with the following:
 - 1) If the lifts servicing his floor also service the fire floor, they shall not be used. However, lifts may be used if there is more than one bank of lifts, and he is informed from the Fire Command Centre that one bank is unaffected by the fire.
 - 2) If lifts do not service the fire floor and their shafts have no openings on the fire floor, they may be used, unless directed otherwise.
 - 3) Lifts manned by trained building personnel or firemen may also be used.
 - 4) In the absence of a serviceable lift, 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 Centre. 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 Centre notified.
 - 5) The Fire Warden shall keep the Fire Command Centre informed of the means being employed for evacuation by the occupants of his floor.
- g) Ensure that an alarm has been transmitted.

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.

- a) He should be capable of directing the evacuation of the occupants as provided by the Fire Safety Plan.
- b) During fire emergencies, the primary responsibility of the Building Evacuation Supervisor shall be to man the Fire Command Centre, 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 Centre.
- 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 Centre 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 them to the location of the fire.

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