



IN ASSOCIATION WITH MUMBAI FIRE BRIGADE

WEDNESDAY, 18 MARCH 2015

INTERVIEW OF SHRI SUNIL NESARIKAR

"My emphasis is that every building is prepared to prevent and fight a fire on its own, at least in the initial stage," says Shri Sunil Nesarikar, Chief Fire Officer, Mumbai Fire Brigade (FB). If his advice is emulated by Mumbaikars in letter and spirit, the metropolis will become a much safer place and the crushing workload under which the FB works will be much lesser. "I wish to leave a legacy whereby people will remember me as an officer who taught them to avert a fire rather than fighting it," he reiterates and further says "I want Mumbaikars to take proactive measures to prevent occurrence of fires and to come forward to undergo voluntary training in fire fighting so that the danger from fires is minimized."

This is how Shri Nesarikar wishes the situation to be a few years from now when people are more aware about the menace of fires due to various reasons and are equipped to deal with them till the FB arrives on the scene.

He has devised a slew of schemes to promote people's involvement in handling fires at incipient stages and to impress upon them to take precautionary measures in advance, rather than running around frantically after a fire occurs.

Shri Nesarikar told veteran journalist Dilip Chawre in an exclusive interview for this Special Supplement that it is imperative to educate school children about fires and their prevention so that this training would come useful throughout their lives, benefiting others, too.

Excerpts from his hour-long interview :-

The fire-related policy will be three-pronged. Firstly, awareness would have to be created about inadequate fire fighting systems in Mumbai. Secondly, a mechanism would have to be evolved whereby members of the public willingly come forward to undergo basic FB training and utilize their skills if and when a fire occurs in their vicinity. Finally, a building should fight a fire itself. This is what is meant by pro-active measures.

To make a building fire-proof, two types of measures are required. The first is the passive measures, which need to be taken before the construction of the building starts. Obviously, they are to be brought into practice in consultation with the building's architect and mainly pertain to selecting proper construction material. The focus of this step is the confinement of a fire and its products like heat and

smoke. There are three basic elements for this. (A) Fire-resistance as per type of the structure. (B) Use of fire resistant material for interiors. (C) Compartmentalization. If these measures are taken, a fire would not easily pass from one area to another.

All escape routes will have to be secured. Any occupied area facing escape routes must have fire-resistant doors. The routes must be properly ventilated, mechanically and naturally. Proper lighting and back-up support is another requisite. Exit signs need to be properly marked. Residents of a building should ensure that no obstructions clutter the escape routes. A much-required but hardly followed precaution is to seal off vertical utilities like electrical ducts at each floor level. Staircases should have natural light and ventilation. When central staircases are installed in structures like posh hotels, positive

# OUR AIM IS TO MAKE EVERY BUILDING SELF-RELIANT IN CASE OF A FIRE, ASSERTS FIRE BRIGADE CHIEF



PHOTO: SHUTOSH AMIN

pressure should be provided to prevent ingress of smoke, which travels upwards.

As far as active measures are concerned, one should understand that they come in the picture only after a fire starts. When some individual notices a fire, it is in the form of either smoke, heat, light or flame. It can be one, combination of two or all four factors also. Since smoke goes in the upward direction, smoke detectors can play a vital role in fire detection. When heat, due to a fire, reaches a temperature of 60-70 degree Celsius, the sprinkler system in the ceiling starts working. Thus, smoke detectors and sprinkler systems perform their duty till the arrival of the Fire Brigade. When all the systems in a building are synchronized, it is the most effective way to fight a fire.

The importance of creating public awareness about the menace of fires is immense. There are many tools to generate such awareness. They can be social or legal in nature. Recently, the Maharashtra Fire Prevention & Life Safety Act, 2006, has come into force. Section 3 of the Act entrusts the responsibility for fire fighting measures to the secretary of the building. The Act provides for issuing a Fire Fitness Certificate to every building twice a year - in January and in July. If any shortcomings are noticed in the fire fighting system of a building, these are conveyed to the building secretary, with a notice that these should be rectified within a specific time frame. If there is no compliance, action can be taken against the defaulters.

The Maharashtra government has issued notices to over 400 agencies to inspect private and public buildings from the point of view of fire fighting preparedness. The owner/occupier has to appoint this agency and certificate of "fire fighting insulation maintained," issued by these agencies has to be submitted to the local fire officer at the fire station. Mumbai FB has plans to outsource the work of maintaining a list of the buildings inspected and the time frame prescribed for each building to rectify the shortcomings. This way, it will be able to keep track of the notices issued, compliances received and action to be taken in case of defaulting societies.

Another innovation will be to contact residents of the buildings in a locality where a mishap like a fire has taken place. This contact will be made through social media tools like emails, blogs, SMS and What's App. It has been observed that people react to a potential tragedy in a more alert manner if such an accident has taken place in their proximity. We plan to cover the buildings in at least a kilometre's periphery after any such mishap happens. This will generate awareness among the people more effectively since the images and memories of the mishap will be fresh in their minds.

Mumbai FB receives nearly 40-50 calls on an average a day, about 40 percent of them are of fire. They emanate from various corners of Mumbai. With this practice, a large number of localities can be covered and the residents involved can be made aware of the dangers of a fire.

School children are an asset in building up any society. Sensing this, it has been planned to organize their periodic visits to nearby Fire Brigade Stations so as to acquaint them with the working of fire fighting and the perils involved. An allied effort will be to include a chapter or two about fires and their prevention in school curricula. This has been prepared by Mumbai Fire Brigade and approved by the authorities.

Involving the general public in fire fighting and prevention is a monumental challenge. Nonetheless, I am confident that owing to a scheme, Fire Volunteers, which I have proposed training, many Mumbaikars will willingly join in. For the first time in Mumbai's history, a Voluntary Force is proposed to be created. We have 33 fire stations across Mumbai. Every week, select residents of various wards will be imparted basic training in fire fighting and prevention. From this army, an elite team of trained volunteers will be picked up for more intensive training. After this regimen, they will be ready to assist the fire brigade in case of an emergency. They will be issued special identity by FB so that they will begin basic preparations to contain emergency till the arrival of fire brigade personnel & equipment. They will also issue initial warnings to the FB so that the nature of emergency is known before leaving a fire station.

Since training and accommodating such volunteers will entail some expenditure, it has been proposed to conduct this activity through Corporate Social Responsibility (CSR) initiatives. The volunteers will be trained in batches of 30 each. This being the first initiative of this kind, we are working on various major and minor requirements with a view to making this arrangement attractive, safe and responsible.

Another major initiative will be to create a Fire Party in each slum. Members of such a group will be the first response to any fire. The nature of this scheme will be similar to that of Fire Volunteers. It will be implemented with the association of NGOs working in slums. The volunteers for Fire Party will be inducted for basic training. To make their job easier, a public area in each slum will be identified to store basic fire fighting material like empty buckets, sand, electric plug pullers, wire cutters and preventers to extinguish small fires. First aid boxes, too, will be supplied. This activity will be called Slum Emergency Mitigation Programme.

We have developed many simple techniques to fight and prevent fires. All we need is public involvement and support. The biggest challenge facing us is the overall ignorance about fires and lack of awareness. I am determined to remove both these lacunae.

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**Future Plans**

- Mumbai Fire Brigade to develop new 26 fire stations and 10 mini fire stations over the next decade
- Mumbai Fire Brigade to add a Sophisticated Hydraulic Platform and a Snorkel (90 metres) in the near future
- Hazardous Materials emergency handling van to arrive soon
- Paperless operations by Mumbai Fire Brigade planned
- Integrated Control and Command System to be developed
- Emergency-related information to be available easily

# FIRE SAFE MUMBAI

WITH A FOCUS ON HIGHRISE BUILDINGS

## FIRE INSPECTION CERTIFICATION MUST FOR ALL BUILDINGS

**By Dilip Chawre**  
Every structure in Mumbai, commercial or residential, needs to obtain a Certification of Compliance of Fire Prevention and Life Safety (FPLS) measures twice, in January and in July, every year. This has been mandated by the Directorate of Maharashtra Fire Services. The Directorate has outsourced the work and to carry it out, has issued licenses to over 400 firms to act as Licensed Agencies under the Maharashtra FPLS Act in the state. This Act entrusts the liability on owners and occupiers of a structure to install FPLS measures as per its provisions.

In cases of non-compliance with the provisions of the Act, notices are issued for compliance/rectification. Failure to comply or rectify will result in legal action against the defaulter under the Act. It may comprise a fine or imprisonment, as the case may be.

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In the wake of the massive Mantralaya fire, the Brihanmumbai Municipal Corporation (BMC) has tightened safety norms for all residential, commercial and highrise structures in the metropolis. The Maharashtra Government, too, is now strict on stringent implementation of all Fire Act provisions.

The fire department inspects all State and Central government offices to ensure that proper fire safety systems are in place. The enlisted licensing agencies empowered to undertake fire safety inspections should be approached by the owners/occupiers of buildings to conduct safety inspections in their buildings.

The Maharashtra FPLS Measures Act, 2006, provides for all residential and commercial buildings to follow a series of fire safety norms. Currently, fire services are empowered to impose a penalty of Rs 20,000 to Rs. 50,000 or suggest imprisonment of building owners who don't follow the

fire safety law. On 9 January 2012, a massive fire had erupted at AMRI hospital in Kolkata which had claimed at least



administrative buildings is completed," a top BMC official said.

An independent fire inspection cell has been created for the purpose and strict action will be initiated against those who fail to comply with the safety norms put in place by the civic administration, he said.

A recent survey by the fire department revealed that only a very few buildings in Mumbai have conducted their structural or fire inspection reports and submitted the results to the BMC.

If all these rules and norms are observed, the incidence of fire will come down drastically, according to Mumbai's Chief Fire Officer, Shri Sunil Nesarikar. Shri Nesarikar explains that the Fire Inspection Cell (FIC) with 99 officials will be operative before the end of 2015. Recruitment has been completed and the candidates have been undergoing intensive training imparted by

distinguished faculty drawn from the IIT, VJTI and other reputed academic institutions. The training consists of basic knowledge of various disciplines like chemical hazards, wind currents, electronic waste, electric wiring and evacuation techniques, to name a few.

The Mumbai Fire Brigade has been equipped with details of about 350,000 buildings. FIC officials will be provided with email addresses of owners/occupiers of buildings so that the officials can contact them prior to an inspection. The time and date of inspection will be notified to the recipient in advance. Each inspection area in a building will be photographed as evidence and stored in the tablet provided to the official. Thus, neither the owner/occupier nor the official will be able to tamper with it later. Each official, after each inspection, will be required to file the inspection report within 24 hours. This will be monitored by higher officers and inability to adhere to this deadline will be immediately pointed out. The inspection assignments will be on the municipal ward basis. The FIC will operate under the Deputy CFO, Shri Nesarikar said.

### LOTUS BUSINESS PARK FIRE AN EYE OPENER

The massive fire at Lotus Business Park at Andheri (West) that claimed life of a Fireman has become a landmark in the annals of the Mumbai Fire Brigade. The Fire Brigade has cancelled the NOC it had issued to the building. Due to this drastic step, the BMC has cancelled the Occupation Certificate (OC) of the building. As a result, the building has been vacated. "Any owner/occupier violating Fire Safety regulations will meet the same fate," Shri Nesarikar has warned.

80 lives and had left many injured. The blaze exposed the vulnerability of hospital buildings to such disasters.

The BMC has declared that it will ensure that fire safety inspections of all multi-storey buildings are completed promptly, owing to the death of a fireman during the Andheri fire a few months ago. "To ensure that such incidents are not repeated in the future, I have directed the administration to ensure that safety inspection of residential, commercial and state

few buildings in Mumbai have conducted their structural or fire inspection reports and submitted the results to the BMC.

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Senior officials of Mumbai Fire Brigade along with the Chief Fire Officer

## INSURE YOUR PROPERTY AGAINST FIRE

A Senior Official from New India Assurance Company replying to a few queries on General Insurance

**Can you mention something on the status of non life insurance market on India & future scope?**

The General Insurance Industry in India has been showing moderate growth during 2014-15. Upto February 2015 the General Insurance Premium stood at 72,196 crores, with a growth rate of around 10% over the previous year. It is estimated that the industry would achieve a premium of around Rs. 79,000/- crores by the end of March 2015.

Considering the low penetration of General Insurance in India, the future of the industry looks very bright, taking into account the number of players in the market, who would be expanding their operations throughout the country and also the impending arrival of new companies in the era of increased FDI.

**How is the Fire segment growing in particular? Is there enough awareness**

**about this?**

New India Assurance Company has a Fire portfolio of Rs. 1431/- crores upto February 2015, which is around 12% of the overall portfolio. The Fire Insurance has shown a moderate growth of 16% during this year. There is not enough demand for this property insurance from non-financed homes. Industry should create enough pull demand from this, through awareness programs and robust intermediary system. This would drive the retail growth in Fire as, it is currently driven by Corporates and SMEs.

**Will you offer any rebate on the Fire Insurance Premium in case the Mumbai Fire Brigades introduces Fire safety Ratings for the new structures.**

If Fire safety ratings are introduced for new structures, discounts may be considered if there are industry level initiatives or relevant advises by the regulator.

## Importance of Maintaining Emergency Vehicles

In fire services, it is said, "There is a machine behind every fireman." Hence it highlights the importance of emergency service vehicles and allied equipment.

Fire services discharge the noble duty of saving life and prevent loss to property of people from fire and other calamities. For this purpose, every fire brigade maintains a large fleet of specialized fire fighting and rescue vehicles as well as equipment such as Fire Engine, Water Bowser, Foam Tender, Turn Table Ladder, Aerial Ladder Platform, Hydraulic Platform, Rescue Van,

Breathing Apparatus Van, Ambulances and implements such as Portable Pumps, Hydraulic Rescue Tools, Thermal Imaging Camera, Chain Saw Machines, Smoke Extractors and Breathing Apparatus Sets. These vehicles and equipment are required to be maintained in full preparedness to meet any eventuality at any time.

A properly maintained and tested

emergency response vehicle will provide the fire service with a safe, ready-to-use means of transport with minimum loss of time. Poorly maintained emergency service vehicles may cause sudden breakdown while responding to emergency calls and



Rajendra A. Chaudhary  
Asst. Div. Officer (Technical)  
Byculla Workshop

can result in loss of life and property due to delayed response. It can also cause a serious accident while moving at very high speed towards the scene of emergency. This can lower the moral of the fire fighting force and create public distrust.

The safety of fire fighters is of supreme concern. Therefore, poorly maintained emergency response vehicles can put everyone at risk. An accident caused by the failure of brakes or broken components can prove to be devastating.

Emergency response vehicles are complicated, technologically advanced machines which require periodic inspections and servicing so that they perform unfailingly at the time of emergency. Such vehicles, if not maintained properly, will cost

more in the long run to operate them and will not last as long as designed.

For this purpose, Mumbai Fire Brigade has developed dedicated workshops at Byculla and Marol to carry out day-to-day maintenance and repairs as and when required. These workshops are provided with qualified and trained technicians, working under expert engineers.

The workshops are under the command of Divisional Fire Officer (Stores & Workshop).

Mumbai Fire Brigade is the only fire service in the country having dedicated workshops for the maintenance of its emergency response vehicles.

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# FIRE SAFE MUMBAI

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## SUPREME SACRIFICE BY MUMBAI FIREMEN

14 April is observed every year as National Fire Services Day

Every year, 14 April is observed as "National Fire Services Day" to salute the unmatched bravery shown and sacrifice made by the 66 men of Mumbai Fire Brigade. It was on this day that around 4.40 pm in 1944, an enormous explosion shook Mumbai. Soon, it was found out that the explosions in a vessel, s.s. "Port Stikins," berthed at Victoria Docks along Mumbai's coast, had caught fire. The ship held nearly 1200 tons of explosives, cotton bales and oil drums. The scope of the destruction was unprecedented. The docks were littered with drifting ships aflame while several others had already gone down. The approach channels for the docks were choked with the detritus and a vast part of south Mumbai was paralysed. Many buildings, roads and a length of railway tracks were damaged beyond repair. Far off localities saw major fires caused by the showers of incendiary materials from the ship.

The disaster took a heavy toll of human life and immense amount of property was destroyed. The blaze was so fierce that fire engines disappeared. Even reinforced buildings collapsed like a pack of cards. Huge storages of grains

heaped in the vicinity were burning for almost four months. It took over three weeks to clear the area.

As darkness fell, the winds swept the flames towards residential areas for miles. In early hours of 15 April, the surviving firemen were required to prevent any further spread of the fire. Civic bosses came up with the idea of creating a "Fire Lane" to segregate the havoc and everything on the dock side had to be consigned to the flames.

Chief Fire Officer Norman Coombs had full confidence in his team. Risking their lives, the firemen stood like rocks at their posts to ensure that the fire did not cross the Fire Lane. The fires burned for several weeks but never crossed the Fire Lane. Ultimately, thanks to their untiring vigil for days together, Mumbai was saved from any new disaster.

While the exact number of dead is still not known, the 66 brave firemen will be remembered for ever. The people of Mumbai have erected a Memorial Column at the Fire Brigade Headquarters at Byculla. The Government of India has declared 14 April as "Fire Services Day. Also, "Fire Safety Week" is held from 14 to 21 April every year.



The following tribute appears on a plaque situated on the left of the Memorial. "Erected by Public Subscription in sacred memory of The Officers and Men of the Bombay Fire Services who lost their lives in the Bombay Dock explosions while on duty on 14th April 1944"

At the base of the plinth is a scene which depicts firemen working and rescuing people at the Docks.

## MUMBAI FIRE BRIGADE A Glorious Journey of 238 years

Fire protection in Mumbai is now 238 years old. The first fire fighting in Bombay began in 1777. Local residents were drafted to do this job and were paid a token amount of four rupees daily. The Bombay Fire Brigade was initially a function of the police department. It began functioning in 1855. For this purpose, a regular fire service began under control of the Commissioner of Police. As no motorized vehicles existed at the time, fire fighters used to travel in horse-drawn carriages.

After the 1857 uprising, Mumbai began to grow in leaps and bounds. To cater to its needs, a Commission was appointed to report the organisation of fire services in 1864 and a police officer was sent to England to qualify himself as captain of the Fire Brigade. Next year, in 1865, the Bombay Fire Brigade was placed under the joint control of the government and the municipality. As civic government went on spreading its operations, fire protection was made the responsibility of the municipality with effect from 1 April 1887.



The venerated Bombay Municipal Corporation (BMC) Act was enacted in 1888, marking a watershed development in India's history. Accordingly, protection

of life and property from fire became the duty of the BMC. The first Chief Fire Officer was W. Nicholls, brought from the London Fire Brigade, in 1890.

The Fire Brigade acquired its first motorized fire engine in 1907. In the same year, the Bombay Salvage Corporation was established, making it responsible for fire protection and salvage operations. Fire alarms were installed on major streets in 1913. The Fire Brigade was completely motorised in 1920, bidding goodbye to horse-drawn steam engines. The next major development came in 1920 when the Bombay Fire Brigade launched an ambulance service. For this, it began using six donated ambulances. After Independence, the Fire Brigade was placed in local hands and in 1948, M.G. Pradhan was appointed Chief Fire Officer.

The role and jurisdiction of the Mumbai Fire Brigade are defined by the Maharashtra Fire Prevention and Life Safety Measures Act, 2006. Vide this Act, its jurisdiction is set as the geographical borders of the Municipal Corporation of Greater Mumbai.

### MUMBAI FIRE BRIGADE CALL STATISTICS

Period	Region	Fire	OS	RS	HC	GIFA	MFA	Total
Jan- Dec-2014	City	1989	2052	2256	151	16	4	6468
	Suburb	2657	3316	6025	155	19	5	12177
<b>Total</b>		<b>4646</b>	<b>5368</b>	<b>8281</b>	<b>306</b>	<b>35</b>	<b>9</b>	<b>18645</b>

OS: Other Services ;  
RS: Rescue Services;  
HC : House Collapse;  
GIFA : Good intention False Alarm;  
MFA: Malicious False Alarm

### MUMBAI FIRE BRIGADE OVERALL STRENGTH

Fire Vehicles Total	Nos.		Nos.
No. of Fire Stations	33	4) Volvo	1
No. of Fire Engines	56	5) Foam Tender	3
No. of Jumbo Tankers	17	6) Hose Lorry	2
No. of Water Tankers	11	7) High Pressure Light Vehicle	4
No. of Ambulances	22	8) Rescue Van	5
No. of EMS Ambulances	6	9) Breathing Apparatus Van	3
No. of Special Appliances		10) Control Post	1
1) Aerial Ladder platform	10	11) Motor Lorry	2
2) Turn Table Ladder	6	12) Mini Bus	2
3) Hydraulic Platform	2	13) Education Van	1
		14) Mobile Diesel Van	1
		15) Delivery Van	1
		16) Breakdown Van	1
		17) House Collapse Van	1
		18) Trailer Pump	4
		No. of Cars	7
		No. of Jeeps (including Trailer Jeep)	43

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# FIRE SAFE MUMBAI

WITH A FOCUS ON HIGHRISE BUILDINGS

How to prepare yourself for a fire?

- > Memorize the Fire Brigade Telephone numbers 101/23076111
- > Familiarize yourself with the exit staircase and the route leading to the staircase.
- > In case of invalids, plan for their safe exit in case of a fire.
- > Fix a place outside your building where people (occupants) can assemble in case of fire. This way it would help you in finding out any one missing and yet to be rescued.
- > Summon the Fire Brigade even on slightest suspicion of fire or minor fires.
- > Find out how to operate the Manual Fire Alarm.

## ELECTRICAL FIRE RISK:

### PRECAUTIONS

- > Do not overload, tap or over heat electrical equipment.
- > Electrical installations should be inspected and tested periodically.
- > Test the insulation of all circuits.
- > Check the efficiency of earthing.
- > Renew all perished or damaged flexible wiring.
- > Check that pilot lamps are incorporated in all non-luminous appliances and these lamps are in good conditions.
- > Repair or renew all defective apparatus.

Carrying out repairs and hazardous operations like welding, gas cutting and cable jointing using naked flames, during maintenance and repair work

### PRECAUTIONS

- > Ensure adequate supervision on the workers carrying out these operations.
- > Issue of Hot work Permits to be scrupulously followed.
- > Fire Watch (trained personnel with first-aid firefighting equipment like fire extinguishers) should be posted throughout the period of hot repairs and maintenance work.

Bad Housekeeping leads to fire:

### PRECAUTIONS

- > The side open spaces provided around the building to be maintained free from encroachments and obstruction.
- > Maintain good housekeeping throughout the premises by keeping materials and articles in a methodical and orderly manner.
- > Do not obstruct Escape Routes such as passages, common lobbies and staircases by any construction or storage of any combustible or inflammable materials.
- > While doing renovations, ensure that the wooden shavings or sawdust are removed daily before closing for the day.
- > Avoid large scale use or storage of timber or wood in the renovation.
- > Do not accumulate garbage or waste materials, dispose them daily.

## UP-KEEP AND REPAIRS OF FIRE PROTECTION MEASURES AND FIRE FIGHTING EQUIPMENT:-

The fire protection measures and firefighting equipment installed in the high-rise buildings are essentially provided for taking timely actions to combat the fire and possible loss of life. As such, it is in the interest of the occupants of the high-rise buildings to ensure that,

- 1 All the fire protection and firefighting equipment installed in the building are maintained in good working order at all times.
- 2 In case of defects, the same should be rectified without loss of time.
- 3 Normally, fire safety equipment and measures includes safe operation of fire resistance doors,

fire lifts, pressurization system, ventilation system provided in the staircase or lift lobbies, mechanical ventilation system provided in the basement and other areas, operation of automatic dampers in case of A.C. system, provision of alternate source of supply to firefighting equipment, working of

Manual Fire Alarm and Automatic Detection System, operation of fire pumps including sprinkler pumps, wet riser system, sprinkler system and other measures provided in a building at the instance of the Fire Brigade to cover special risk of the building.

## FIRE PREVENTION & FIGHTING TIPS

Learn to distinguish between the fire alarm and other bells in your building.

- > Discover the location of the first-aid firefighting equipment (hose reels, fire extinguishers etc.) in your building. Learn how to operate them.
- > On arrival of the Fire Brigade, give the details of fire, such as its location, extent, nature etc. and co-operate with them for carrying out effective fire fighting and rescue operations.

What to do in case of a fire?

If you smell something burning, or spot a wisp of smoke where you would not normally expect it, or if your spot even a small fire, raise the fire alarm in your building, security personnel or the personnel manning the Fire Control room of the building should inform Fire Brigade simultaneously.

Fight the fire by using portable fire extinguisher and the first aid hose reel. All fires start small. These can be easily put out by using fire extinguishers and the first aid hose reel in time.

In case, if you feel the fire is too big for you to handle, get out of the room / section yourself.

Close the door of the room after ensuring that everyone has come out of the room, thus confining the fire and smoke to one room only till the arrival of the fire service.

Use the staircase to go down. On no account, should you use the lift. Please ensure that fire door of the staircase is kept closed (notlocked).

Assemble at the predetermined or refuge area. Count the number of people and find out if anyone is missing.

On arrival of the Fire Brigade, give details as accurately as possible.

What to do when trapped by a fire?

- > if the fire happens to be your floor and there is considerable amount of smoke (or the floor is smoke-logged), drop to the floor and try to crawl out. Don't ever try to walk through heavy smoke.

> Activate Manual Fire Alarm located on the floor if possible.

> If the fire is outside your office room and the exit is blocked by intense heat and smoke, close the door and seal the crevices around the door with wet clothes. Keep putting water on clothes to maintain wetness.

> Go to the balcony or external window and shout for help. In case you have a telephone in your office informs Fire Brigade and Building security personnel.

> Above all, keep calm, it will help you think clearly and act quickly.

## GOLDEN RULES FOR YOUR SAFETY IN CASE OF EMERGENCY:-

a. Pick your leader" Every floor of a high rise building should have one leader well trained for the purpose of safe evacuation of occupants.

b. Follow this

Use staircases only for evacuation — do not use the lift. Make sure to close the exit door after getting out of the fire zones. The last man to leave can close windows also, if possible. Go down by the staircase to the ground. Do not go up to the roof of the building, as far as possible. Do not take refuge in the toilet.

Walk; do not run. Be available for 'Roll Call' at assembly point. If you encounter heavy smoke, crawl on all fours on the floor" do not walk. Cover nose and mouth with wet cloth, if possible. Follow the orders of your 'Floor Leader' diligently.

If you encounter serious difficulty in evacuation, stay in your room.

The floor leader should be the last to leave the floor after checking toilets also.

Know your building for fire protection measures:-

- > Location of staircase.
- > Location of fire doors in basements, if any.
- > Fire resisting doors to staircases.
- > Smoke stop doors to lift lobbies and corridors
- > Fire lift
- > Fire Alarm System: -
- 1 Automatic Fire Detection system
- 2 Manual call points.
- 3 Public call points.

## KNOW YOUR FIRE FIGHTING EQUIPMENT

- > Portable Fire Extinguishers.
- > Fire Hydrant and Hose reel.
- > Sprinklers, if provided.
- > Other fixed firefighting installations, if any

## COMMON CAUSES OF FIRE:-

Careless disposal of cigarette butts, burning embers and other smoking materials:

- > Precautions
- > Forbid smoking in common and hazardous areas Where smoking is permitted, provide sufficient receptacles (say ashtrays) for safe disposal of cigarette ends and matches.
- > These receptacles should be non-combustible and should not be used for any other purpose. They should be emptied at the end of each working Day.
- > Apply a 'No Smoking' rule half an hour before the work ceases for the day.
- > Premises should be inspected at the close of each day by the staff concerned.

- > Switch off from the mains when equipment is not in use
- > Use connectors, instead of insulation tape, for joints.
- > Do not permit loose and hanging electrical wires.
- > Prevent physical damage to the electrical wiring installations.
- > Use only I.S.I. certified electrical wiring, appliances and equipment.
- > Necessarily use E.L.C.B. (Earth Leakage Circuit Breakers).
- > Replace old wiring and installations periodically.
- > Provide adequate ventilation to the room areas where electric switch boards/ distribution boards are housed.

Leakage of L. P. Gas from gas cylinders:

### PRECAUTIONS

- > Guard against leaking gas cylinders.
- > Do not keep stove / any heating appliances very close to the gas cylinder
- > Do not use substandard tubing. Replace it before it develops cracks or broken.
- > Be alert about slightest smell of leaked gas before lighting burner
- > Cylinder should not be kept in horizontal position.

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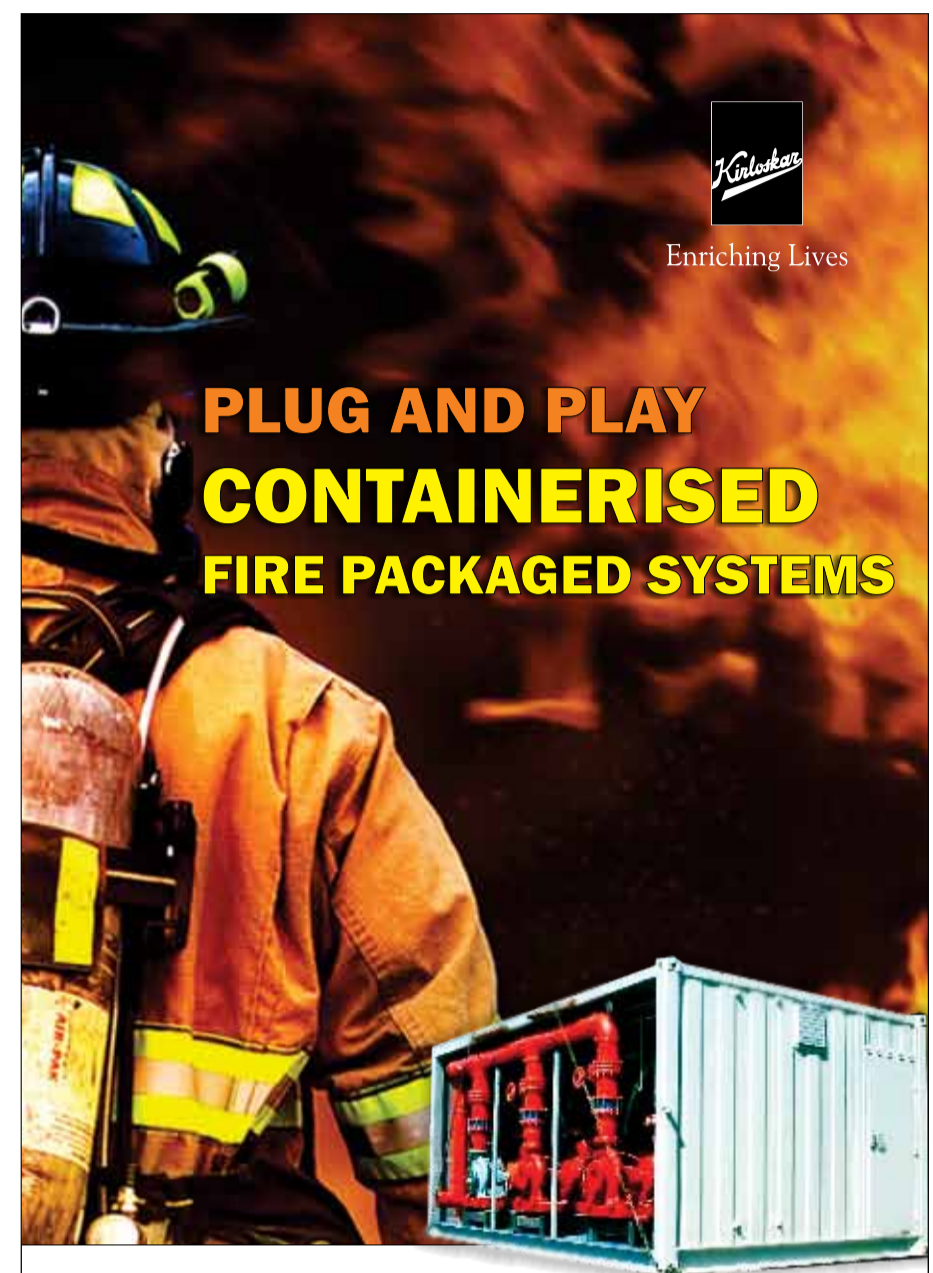
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