



तंत्रशिक्षण विभागीय कार्यालय, औरंगाबाद

पत्र पेटी क्र -५१६ औरंगाबाद - ४३१ ००५

(०२४०)२३३४२१६(P) २३३४७६९(O) Fax-२३५६८२०

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/ई-मेलद्वारे /

जा.क्र.विकाऔ/आस्था-२/२०१२ / ४६१५

दिनांक :-

6 AUG 2012

प्रति,

संचालक,श्री गुरूगोविंदसिंघजी अभियांत्रिकी व तंत्रशास्त्र संस्था,नांदेड.

प्राचार्य,कमला नेहरु पॉली.फार्मसी,औरंगाबाद./इन्स्टिटयुट ऑफ फार्मसी,गढी गेवराई/श्री शिवाजी इन्स्टिटयुट ऑफ फार्मसी,परभणी/चन्नबसवेश्वर फार्मसी पॉलीटेक्निक,लातूर/नांदेड फार्मसी, नांदेड/ महाराष्ट्र पॉलि.(डि.फार्मसी)इन्स्टिटयुट,निलंगा/इन्स्टिटयुट ऑफ फार्मसी,उस्मानाबाद./ सर्व विनाअनुदानि संस्था.

विषय :- अग्निशमन-मार्गदर्शक सूचना

संदर्भ :- मा.संचालक,तंत्रशिक्षण संचालनालय,म.रा.मुंबई यांचे क्र.१६/आस्था/संकीर्ण/शा२०२६१,
दि.२०/०७/२०१२.

उपरोक्त संदर्भिय पत्रानुसार कळविण्यांत येते की, उच्च व तंत्रशिक्षण विभागाचे पत्र क्र.अग्निशमन २०१२/प्र.क्र.४८-२०१२/आस्था-२ दि.०२.०७.२०१२ ची प्रत सहपत्रासह या सोबत पाठविण्यात येत आहे.

वरील शासन पत्रासोबतच्या अग्निशमन दलाने निर्गमित केलेल्या मार्गदर्शक सूचनांचे सक्त पालन करुन आपल्या संस्थेतील सर्व इमारतींचा अग्निशमनाच्या दृष्टीने आढावा घेऊन अग्निप्रतिबंधक उपाययोजना करण्यात याव्यात त्याकरिता आवश्यकता भासल्यास अग्निशमन दलाच्या अधिका-यांची मदत घेण्यात यावी.याबाबत केलेल्या कार्यवाहीचा अहवाल मा.संचालक,तंत्रशिक्षण संचालनालय,म.रा.मुंबई.यांना व या कार्यालयास सादर करावा.


(महेश शिवणकर)

प्र.सहसंचालक,
तंत्रशिक्षण विभागीय कार्यालय,औरंगाबाद

प्रत :-१.मा.संचालक,तंत्रशिक्षण संचालनालय,म.रा.मुंबई.यांना माहितीस्तव सादर.

२.या कार्यालयाच्या प्रोग्रामर,यांना वेबसाईड वर अपलोड करण्यासाठी अग्रेषित.

महाराष्ट्र शासन

क्रमांक : अग्निशमन २०१२ / प्र.क्र. ४८-२०१२ / आस्था-२
उच्च व तंत्रशिक्षण विभाग
मंत्रालय, मुंबई ४०० ०३२
दिनांक : २.७.२०१२

प्रति,

शिक्षण संचालनालय

महाराष्ट्र राज्य, मुंबई

दफा क्र. १११-२०१२

नांक १२/७/२०१२

वर्षांक १९

आयुक्त (व्यवसायप्रशिक्षण),
संचालक (उच्चशिक्षण / व्यवसायशिक्षण / तंत्रशिक्षण / कला / ग्रंथालय),
कुलसचिव, सर्व अकृषिक विद्यापीठे,
महाराष्ट्र राज्य.

विषय : अग्निशमन - मार्गदर्शक सूचना

पत्र प्राप्त झाले

11 JUL 2012

आवक लिपिक

तंत्र शिक्षण संचालनालय
३, महापुरुषिका मार्ग, मुंबई १

दिनांक २१.६.२०१२ रोजी मंत्रालय इमारतीमध्ये लागलेल्या आगीत अपरिमित हानी झालेली आहे. अशा प्रकारच्या घटना व अनुषंगिक हानी होऊ नये याबाबत शासन सर्वतोपरी प्रयत्न करित आहे.

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आपल्या विभागाच्या अधिपत्याखाली संपूर्ण राज्यभर अनेक शासकीय कार्यालये, शैक्षणिक संस्था, महाविद्यालये कार्यरत आहेत. यासर्व स्थावर मालमत्ता व जिवितांचे आगीपासून संरक्षण करण्याची जबाबदारी आहे. सबब, अशा दुर्दैवी घटना घडू नयेत यादृष्टीने, महाराष्ट्र अग्निशमन संचालनालयाने निश्चित केलेल्या मार्गदर्शक सूचनांची प्रत सोबत जोडली आहे.

अग्निशमन दलाने निर्गमित केलेल्या सोबतच्या मार्गदर्शक सूचनांचे आयुक्त, संचालक आणि कुलसचिव यांनी काटेकोरपणे पालन करावे. सदर सूचना त्यांनी त्यांच्या अधिपत्याखालील सर्व कार्यालये / शैक्षणिक संस्था यांच्या निदर्शनास आणून सक्त पालन करून घ्यावे. सर्व इमारतींचा अग्निशमनाच्यादृष्टीने आढावा घेऊन अग्निप्रतिबंधक उपाययोजना करण्यात याव्यात. त्याकरिता आवश्यक तर अग्निशमन दलाच्या अधिकाऱ्यांची मदत घेण्यात यावी. याबाबतची सर्व जबाबदारी आयुक्त, संचालक आणि कुलसचिव यांची राहिल. त्यांनी याबाबतचा आढावा तसेच अन्य नैसर्गिक आपत्कालीन परिस्थितीत प्रतिबंधात्मक उपाययोजना म्हणून केलेल्या कार्यवाहीचा आढावा नियतकालिक पद्धतीने घ्यावा, ही विनंती.

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११/७/१२

११/७/१२

प्रत:-

QIMC

(बा. म. राऊत)

अवर सचिव, महाराष्ट्र शासन



Directorate of Maharashtra Fire Service

GUIDELINES FOR FIRE DRILL AND EVACUATION PROCEDURES

INTRODUCTION:

Lack of knowledge of "What to do" when a fire breaks out has been the cause of more loss of life and property than the actual damage brought about by the fire. The purpose of fire drills and evacuation procedures are absolutely essential in all public institutions, hotels, hospitals, factories, schools and colleges and business occupancies. Properly conducted fire drills not only secure the orderly and rapid evacuation of the building, but teach self control as well.

- The people who may be in danger act in a calm and orderly manner.
- Where necessary, those designated carry out their allotted duties to ensure the safety of all concerned.
- The means of escape are used in accordance with a predetermined and practiced plan.

If evacuation of a building becomes necessary, it is speedy and orderly

INFORMING FIRE SERVICE:

In case of actual fire immediately inform to fire control room, if available in the premises by pulling internal fire alarm or by internal telephone and take immediate help of fire personals to extinguish the fire or immediately summon to local fire service by Dialing 101. Give them detailed Address with land mark, nature of Incident and Telephone No. from which you are calling. Keep down the receiver and wait for few minutes. Fire service will verify the call, and respond. If fire is small and if you are aware about extinguishment of fire then only try to extinguish fire with extinguishers / water/ available extinguishing media available in the premises or immediately evacuate the premises. Wait for the Fire Engine, co-operate with Firemen. Give them details of



Fire, such as its location, extent, nature etc. and co-operate with them for carrying out effective fire fighting and rescue operation. Summon the Fire Brigade even on slightest suspicion of fire.

FORMULATING A FIRE ROUTINE:

Before formulating a fire routine it is essential to visit the premises concerned and following fundamental points should be considered.

- 1) The type of buildings.
- 2) The Occupancy.
- 3) The existing means of escape (exit routes).
- 4) Fire prevention and protection systems provided.

THE TYPE OF BUILDINGS :

Are the buildings attached or detached?

- Are the buildings single storied or multi-storied?
- Are the buildings of fire-resisting or non fire-resisting construction?
- Will the degree of effective fire-resisting compartmentation preclude the necessity of total evacuation?

THE TYPE OF BUILDINGS :

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- Are the buildings of fire-resisting or non fire-resisting construction?
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THE OCCUPANCY :

Population Characteristics i.e. the number of occupants, their distribution in the building, their physical condition, and the way they can be expected to react in any emergency.



- The use to which the building is put, i.e. the processes or activity carried on, the nature of the contents of the buildings including furnishing and goods stored or displayed.

THE EXISTING MEANS OF ESCAPE (EXIT ROUTES) :

Is the existing means of escapes are adequate i.e. number of exit routes, staircases etc. and also provided with emergency lighting arrangements.

- Travel distance i.e. the distance to be traveled from any point in the building to a protected escape route, external escape route or final exit.
- Places of safety such as refuse area, protected lobbies, open terraces etc.

FIRE PREVENTION AND PROTECTION SYSTEM PROVIDED :

Type of fire alarm and arrangements for sounding it.

- Fire extinguisher, hose reels, hydrants, fire parties provided.
- Arrangements for calling the Fire Service.
- General and specific notices.
- Availability of staff in certain premises, assembly points, roll call.

INSTRUCTIONS AND TRAINING: Instruction

In order to implement fire routine procedures efficiently, the every person should receive adequate instructions and should fully understand them. Then only we can expect prompt and effective action from the occupants in the event of fire, persons are uncertain what they should do, delay could allow a fire which is small on discovery to grow to disastrous proportions, possibly involving loss of life.

Instructions must therefore leave no room for doubt as to the action to be taken. They should be as brief as possible and practicable and expressed clearly in simple language. Do not forget persons who speak little or no English. Local language should be used for these persons.

Training

Repeated practice of evacuation drill will ensure that the "Plan of Action" is fully understood and can be carried out efficiently when the occasion demands. Varying conditions should be assumed for these practices so that the occupants are familiar with



all alternative routes. Newly engaged staff, building service employees and visitors should be considered.

Whilst it is desirable that a few people as possible know of an impending fire drill, great care should be taken to ensure that this can be carried out without danger or damage from sudden interruption of the process being carried out.

The time taken for persons to reach a place of safety will indicate the degree of efficiency attained by the occupants in their fire drill.

FIRE ROUTINE DETAILS:

A Fire Routine as a general rule should be based on sequence of event.

- Details will vary in accordance with the circumstances of each occupancy and the following list will assist in drawing up a relevant routine to cover most premises.
- 1) **Alarm Operation:** - Type of Alarm, Single or double stage , Audible or Visual, Total or Partial , Notification to Central Point.
 - 2) **Power:** - Stopping certain processes or machines, isolating power supply.
 - 3) **Call Internal Fire Department:** - Precise instruction for calling, Watchman/Security or Receptionist should be instructed.
 - 4) **Summoning Fire Brigade:** - In case of actual fire immediately inform to fire control room, summon to local fire service and co-operate with them for carrying out effective fire fighting and rescue operation. Summon the Fire Brigade even on slightest suspicion of fire.
 - 5) **Evacuation :-** Two stage instructions, Closing of Doors and Windows, Search of toilets and cabins, identification of responsible persons.
 - 6) **Assembly Point (Rendezvous Point):-** It is a pre determined place where all occupants of the building after evacuation should assemble and this place should be away from the premises and easily accessible , mutual arrangements with nearby premises.
 - 7) **Roll Call:-** Registers should be maintained, staff lists should be provided, responsible person should be identified , reports should be given to fire brigade officer.
 - 8) **Search Operation :-** After the head count , if any person is missing then the search operation should be initiated with the help of Fire Services.
 - 9) **Attacking the Fire :-** Circumstances will dictate fire fighting operations should be attempted; the important thing to remember is that fire-fighting must always be secondary to life safety and that , whilst small fires such as a quantity of spilled inflammable liquid in laboratory can be dealt with summarily, for a sizable fire safe evacuation should be primary concern.



FREQUENCY OF FIRE DRILLS :

The amount of instruction and frequency of drills will vary according to the degree of risks i.e. the liability to outbreak of fire and the size, construction and layout of the premises and any legislative requirements.

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 after the effective date of these rules, or for new buildings during the first two years after the issuance of the of the certificate of occupancy. 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 services 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.

FIRE COMMAND STATION :

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

- a) Location should be finalized.
- b) Requirements
 - 1) Adequate illumination
 - 2) Adequate communication to mechanical equipment room and elevator control room on each floor.
 - 3) Copy of Fire Safety Plan.
 - 4) Copy of Building Information Form.
 - 5) Representative floor plans showing location of signs, floor remote station, communications, etc

COMMUNICATIONS AND FIRE ALARM :

A means of communication and fire alarm for the use during fire emergencies shall be provided and maintained by the owner or person in charge of the building.

FIRE SAFETY PLAN FORMAT

- 1) Building address i.e. Street, Pin Code No. and telephone No. etc.
- 2) Purpose and Objective :-

PURPOSE :- To establish method of systematic safe and orderly evacuation of an area of building by and of its occupants in case of fire or other emergency , in the least possible time, to a safe area by the nearest safe means of 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.



- 8) In the event of fire , shall report to the Fire Command Station to supervise, provide for and coordinate.
- 9) a) Ensure that the Fire Department has been notified of any fire or fire alarm.
- 10) Manning of the Fire Command Station.

Direction of evacuating procedures as provided in the Fire Safety Plan.

- 1) Reports on conditions on fire floor for information of Fire Department on their arrival.
- 2) Advise the Fire Department Officer in charge in the operation of the Fire Command Station.
- 3) Be responsible for training and activities of the Building Evacuation Supervisor.

DEPUTY FIRE SAFETY DIRECTOR : Name _____

- Regularly assigned employment – Title.
- Regularly assigned location.
- How is he notified when at regular location?
- How is he notified when not at regular location?
- Normal working hours.

Duties of Deputy Fire Safety Director

- 1) Subordinate to the Fire Safety Director.
- 2) Perform duties of Fire Safety Director in his absence.

FIRE WARDENS AND DEPUTY FIRE WARDENS :

- Are their names on Organization charts for each floor and/or tenancy?
- Submit typical completed Organization Chart for Fire Drill and Evacuation Assignment.

Duties of Fire Wardens and Deputy Fire Wardens :

The tenant or tenants of each floor shall, upon request of the owner or person in charge of buildings, make responsible and dependable employees



OBJECTIVE :- To provide proper education as a part of continuing employee indoctrination and through a continuing written programme 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 : Name : _____

- Regularly assigned employment – Title.
- Regularly assigned location.
- How is he notified when at regular location?
- How is he notified when not at regular location?
- Normal working hours.

Duties of Fire Safety Director

- 1) Be familiar with the written Fire Safety Plan providing for fire drill and evacuation procedure in accordance with orders on the subject.
- 2) Select qualified building service employees for a Fire Party and organize , train and supervise such Fire Brigade.
- 3) Be responsible for the availability and state of readiness of the Fire Party.
- 4) Conduct fire and evacuation drills.
- 5) 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.
- 6) Be responsible for a daily check for the availability of the Fire Warden and Deputy Wardens, and see that up-to-date organization charts are posted.
- 7) Notify the owner or some other person having charge of the building when any designated individual is neglecting his responsibilities contained in Fire Safety Plans. 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



available for designation by the Fire Safety Director as Fire Warden and Deputy Fire Wardens.

1) 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.

2) 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 for alarm system.

3) 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 Station 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 Station 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 elevators in accordance with the following.

1. 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.
2. If elevators do not service the fire floor and their shafts have no openings on the fire floor, they may be used, unless directed otherwise.
3. Elevators manned by trained building personnel or firemen may also be used.
4. In the absence of a serviceable elevator, 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 Station. 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 Station notified.
5. The Fire Warden shall keep the Fire Command Station informed of the means being employed for evacuation by the occupants of his floor.
6. Ensure that an alarm has been transmitted.

ORGANISATION CHART FOR FIRE DRILL AND EVACUATION ASSIGNMENT :

A charts designating employees and their assignments shall be prepared and posted in a conspicuous place in each tenancy and on each floor of a tenancy that occupies more than one floor and a copy shall be in the possession of the Fire Safety Director.

- Have 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 below fire floors. If it is necessary to move such occupants to a still lower level during the fire, move them down the stairs to the uppermost floor served by an uninvolved elevator bank and then remove the street floor by elevator. Where resistance is required for such evacuation, notify Fire Safety Director.
- Provide for Fire Warden identification during fire drills and fires, such as using armband, etc.
- Ensure that all persons on the floor are notified of fire and all are evacuated to safe areas. A search must be conducted in the lavatories to ensure all are out. Personnel assigned as searchers can promptly and efficiently perform this duty.



- Check availability of applicable personnel on Organization Chart and provide for a substitute when the position on a chart is not covered.
- After evacuation, perform a head count to ensure that all regular occupants known to have occupied the floor have been evacuated.
- When alarm is received, the Fire Warden shall remain at a selected position in the vicinity of the communication station on the floor, in order to maintain communication with the Fire Command Station and to receive and give instructions.

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. 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:

- Report to the floor below the fire to assist in evacuation and provide information to the Fire Command Station.
- After evacuations of fire floor, endeavor to control spread of fire by closing doors, etc.
- Attempt to control the fire until arrival of the Fire Department, if the fire is small and conditions 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.



- 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 such department to the fire.

OCCUPANT'S INSTRUCTIONS :

The applicable parts of the approved Fire Safety Plan shall be distributed to all tenants of the building by the building management when the Fire Safety Plan has been approved by the Fire Commissioner

- The applicable parts of the approved Fire Safety Plan shall then be distributed by the tenants to all their employees and by the building management to all their building employees.
- All occupants of the building shall participate and cooperate in carrying out the provisions of the Fire Safety Plan.

FIRE PREVENTION AND FIRE PROTECTION PROGRAMME :

- A plan for periodic formal inspections of each floor area, including exit facilities, fire extinguishers and house keeping shall be developed. A copy of such plan be submitted.
- Provision shall be made for the monthly testing of communications and alarm systems.