

Fire drill plan

Office: who, when and what, in 30 minutes

Who takes part

- All staff on each floor and department, including part-time and night staff
- Reception, housekeeping and security staff
- Visitors, contractors and delivery staff who are inside
- Floor marshals, with a deputy for each

When and where

Pick a working hour when most staff are in. Tell the marshals the date. Tell everyone else that a drill is coming this week, not the exact day, so that nobody waits at the door with their bag. Run one for the night shift too.

Date: _____ Alarm time: _____

Floors / departments included: _____

Assembly point: _____

Drill coordinator: _____

A suggested 30-minute timeline

Minutes	What happens	Who
00-05	Coordinator and floor marshals meet. Check that stairs, corridors and exit doors are clear and the assembly point is open. Note the start time.	Coordinator, floor marshals
05	Sound the alarm. Start the clock. Reception stops the visitor register for the drill.	Alarm person, reception
05-15	Staff and visitors leave by the nearest exit, walking, with doors closed behind them. No lifts. Marshals check their floor, meeting rooms and toilets on the way out.	All, floor marshals
15-20	Headcount at the assembly point, floor by floor. Reception checks visitors against the register. Check that anyone who needed help is out.	Counter, reception
20-25	Coordinator gives the all clear. Note when the last person arrived. Staff return.	Coordinator
25-30	Short feedback round. Fill in the after-drill report.	Coordinator, marshals

What we practise today

- ☐ The alarm or announcement is heard in every room, including the back rooms
- ☐ Staff use the stairs, never the lift
- ☐ Change the plan each time: pretend one staircase is blocked and use the second route (never block a real exit)
- ☐ Visitors and contractors know whom to follow
- ☐ Exit doors open from inside without a key
- ☐ People who need help have a named buddy
- ☐ Staff report to the person in charge at the assembly point

Safe-conduct note

- Walk. Do not run or shout. This causes panic.
- Do not use the lift. Use the stairs.
- Do not make real smoke, block a real exit or make a real call to 101 or 112.
- If a real fire or alarm happens during the drill, stop the drill and treat it as real: leave, then call 101 or 112.
- Anyone who cannot take part safely does a talk-through with their helper instead.
- Do not go back inside until the coordinator gives the all clear.

How often? For high-rise buildings (15 m and above), NBC 2016 Part 4 Annex D asks for a drill at least every 3 months for the first two years, then at least every 6 months, with a written record kept for 3 years. For lower buildings, the sources we checked give no number: ask your local fire station.

Based on: NBC 2016 Part 4 (clause 2.38, Annex D); Delhi Fire Service, Do and Do not; Uttar Pradesh Fire Services; HowToSurvive.in guides on fire drills, evacuation plans, evacuation for people with disabilities and drill follow-up.

This is a practice kit, not a legal compliance document. Follow your local fire department's advice.

CALL 101 OR 112

101 = fire service | 112 = any emergency
In a real fire: get out first, then call from outside.

Roles sheet

Who does what on drill day. Write the names in pencil and update them each time.

Role	Name	Backup name	What to do
Drill coordinator			Runs the drill, gives the start and the all clear, and signs the report. Keeps a copy of this kit.
Alarm person			Sounds the alarm or makes the announcement at the agreed time and notes the time.
Floor marshals (with a deputy)			Alert their floor, check rooms and toilets on the way out, and lead people to the nearest exit. Wear an armband or cap.
Sweep person (one per floor)			Checks meeting rooms, pantry and toilets so that nobody is left. Never goes back for a person already counted.
Assembly-point counter			Stands at the assembly point with the sheet, counts people floor by floor and reports the total.
Reception and visitor register			Brings the visitor register out and checks visitors and contractors against it.
Person to call 101 / 112			In a real emergency, calls from outside with the full address and floor. In a drill, only rehearses the call.
Help for people who need assistance			A named buddy plus a backup for each colleague who needs help. Agree the plan with the person beforehand.
First-aid person			Waits at the assembly point with the first-aid box and helps anyone who feels unwell.

Tips

- In a small place, one person can hold two roles. Make sure the counter and the coordinator are different people.
- Marshals wear an armband, cap or bright vest so people can spot them (NBC 2016 Annex D suggests an armband for fire wardens during drills).
- Display this chart where everyone can see it. Update it when someone leaves or is on leave.

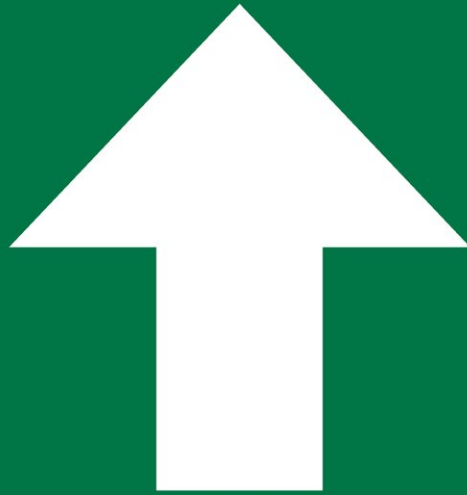
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Assembly point poster



ASSEMBLY POINT

Do not go back inside

Print one of the three direction posters for each corridor

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Attendance and headcount sheet

Floor and department headcount. One sheet per floor or building block.

Building / block: _____

Counted by: _____

Date: _____

Alarm sounded at: _____

Floor / department	Floor marshal	Staff present	Counted at assembly	Visitors / contractors	Time out	Remarks

Total people counted at assembly point: _____

Headcount taken by: _____

Signature: _____

Time finished: _____

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After-drill report

Fill this in at the assembly point, while it is fresh. Keep it with your drill records.

Drill details

Date: _____

Alarm sounded at: _____

Last person at assembly point at: _____

Time to clear the building (minutes): _____

People expected: _____

People counted: _____

Coordinator: _____

Area covered: _____

What went well

What to fix

What needs fixing	Who will fix it	By when	Done
			☐
			☐
			☐
			☐
			☐

Quick checks (tick if yes)

☐ Alarm heard everywhere

☐ Exits and stairs were clear

☐ Nobody used the lift

☐ Doors were closed behind people

☐ Everyone who needed help got out

☐ Headcount matched the list

☐ Assembly point was easy to reach

☐ Fire engine access stayed clear

Signed off

Next drill planned for: _____

Ask your local fire station how often to drill.

Coordinator signature: _____

Date: _____

Signed off by (Office head / Facility manager): _____

Date: _____

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