

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.

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.