

Fire drill plan

Shop: who, when and what, in 30 minutes

Who takes part

- The owner or manager and every staff member and helper
- Customers who are in the shop at the time (staff guide them out)
- Delivery staff and anyone working at the back or in the godown
- Neighbouring shops, if you want to practise together

When and where

Pick a quiet hour when few customers are inside. Staff should know the date. Agree one alarm signal that everyone can hear in the whole shop, such as a bell, a whistle or a loud call, if there is no fire alarm.

Date: _____ Alarm time: _____

Exits used (front / back / other): _____

Assembly point: _____

Drill lead: _____

A suggested 30-minute timeline

Minutes	What happens	Who
00-05	Owner and staff meet. Check that the front and back exits, shutters and passages are clear of stock and boxes. Note the start time.	Drill lead, staff
05	Give the alarm signal. Start the clock.	Alarm person
05-10	Staff guide customers to the nearest exit, walking and not running. Close doors behind you. Do not stop for bags, cash or stock. Open shutters and doors fully. Check the back room and toilet on the way out.	All staff
10-15	Headcount at the assembly point: staff first, then the number of customers who came out. Check that anyone who needed help is out.	Counter
15-20	Drill lead gives the all clear. Note when the last person reached the assembly point.	Drill lead
20-30	Short talk with staff on what went well and what to fix. Fill in the after-drill report.	Drill lead, staff

What we practise today

- ☐ Everyone can hear the alarm signal, including in the back room
- ☐ Front and back exits, grilles and shutters open from the inside
- ☐ Passages and exits are free of stock, cartons and cycles
- ☐ Customers are guided to the nearest exit
- ☐ The assembly point is away from the shop front and clear of the fire engine's way
- ☐ Someone is named to help children, elderly customers and anyone who needs assistance
- ☐ 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 a lift, if there is one. 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 drill lead gives the all clear.

How often? The sources we checked give no number for shops. Ask your local fire station or your market or trade association what they advise, and write the next date on the report.

Based on: Delhi Fire Service, Do and Do not; Uttar Pradesh Fire Services; NBC 2016 Part 4 (clause 4.11, Annex D, as a general reference); HowToSurvive.in guides on the home escape plan, evacuation plans and fire drills.

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 lead			Owner or manager. Runs the drill, gives the start and the all clear, and signs the report. Keeps a copy of this kit.
Alarm person			Gives the alarm signal at the agreed time and notes the time.
Customer guide (at each exit)			Directs customers to the nearest exit and keeps the doorway clear. Opens the shutter or door fully.
Sweep person			Checks the back room, godown and toilet on the way out. Never goes back for a person already counted.
Counter at assembly point			Counts staff and customers as they arrive and reports the total to the drill lead.
Person to call 101 / 112			In a real emergency, calls from outside with the shop address and nearest landmark. In a drill, only rehearses the call.
Help for people who need assistance			A named staff member to help children, elderly customers or anyone who needs help to reach the exit.
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 drill lead 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.

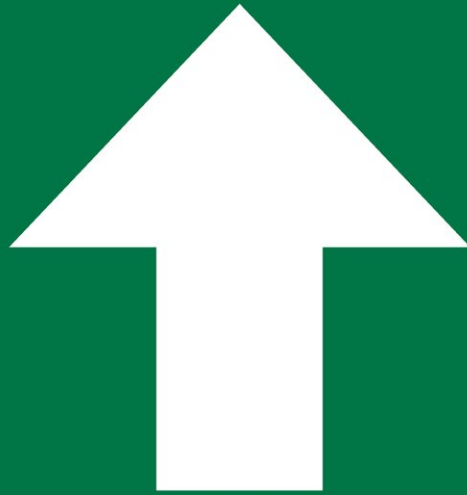
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Assembly point poster



ASSEMBLY POINT

Do not go back inside

Print one of the three direction posters for each corridor

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Staff and customer headcount. Staff first, then the customers who came out.

Date: _____ Alarm sounded at: _____

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: _____

Drill lead: _____

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.

Drill lead signature: _____

Date: _____

Signed off by (Owner / Manager): _____

Date: _____

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