

# 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.