

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.

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.