

Fire drill plan

Housing society: who, when and what, in 30 minutes

Who takes part

- All residents, including children, elderly family members and tenants
- Domestic help, drivers and regular visitors who are present
- Security guards and society office staff
- Committee members and volunteers as floor marshals

When and where

Pick a time when most residents are at home, for example a weekend morning. Tell the marshals the date. Tell residents only that a practice is coming soon, not the exact minute.

Date: _____ Alarm time: _____

Wings / towers included: _____

Assembly point: _____

Drill coordinator: _____

A suggested 30-minute timeline

Minutes	What happens	Who
00-05	Marshals and security meet. Check that stairs, landings, fire doors and exit doors are clear, and that the assembly point is open. Note the start time.	Coordinator, marshals, security
05	Sound the alarm. Start the clock.	Alarm person
05-15	Residents leave by the nearest staircase. No lifts. Close doors behind you. Marshals check their floor and landings on the way out.	All, floor marshals
15-20	Headcount at the assembly point, flat by flat. Check that everyone who needed help is out.	Assembly-point counter
20-25	Coordinator gives the all clear. Note when the last person reached the assembly point. Residents go back in.	Coordinator
25-30	Short feedback round. Fill in the after-drill report.	Coordinator, marshals

What we practise today

- ☐ The alarm can be heard on every floor
- ☐ Residents use the stairs, never the lift
- ☐ Both staircases are used, if the building has two
- ☐ Stairs, landings and exit doors are free of cycles, shoe racks and cartons
- ☐ The gate and approach road stay clear for a fire engine
- ☐ Everyone who needs help has a named helper
- ☐ Residents 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 the home escape plan, fire drills, evacuation plans 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 at the agreed time and notes the time on the report.
Floor or wing marshals			Alert their floor, check landings and common areas on the way out, and send people to the stairs. Wear an armband or cap.
Sweep person (one per wing)			Checks stair landings, lobby and common toilets on the way out. Never goes back for a person already counted.
Assembly-point counter			Stands at the assembly point with the flat-wise sheet, counts residents as they arrive and reports the total.
Person to call 101 / 112			In a real emergency, calls from outside with the full address, wing and floor. In a drill, only rehearses the call.
Help for people who need assistance			A named buddy plus a backup for each elderly resident or person with a disability. Agree the plan with the person beforehand.
Security at the gate			Keeps the gate and road clear for a fire engine, stops vehicles entering during the drill.
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.

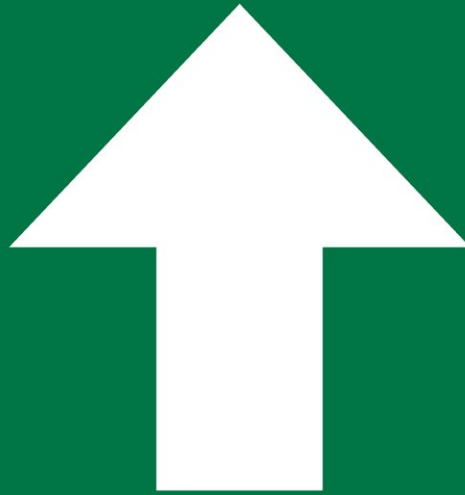
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Assembly point poster



ASSEMBLY POINT

Do not go back inside

Print one of the three direction posters for each corridor

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Flat-wise headcount. One sheet per wing or floor marshal.

Wing / tower: _____ Marshal name: _____

Date: _____ Alarm sounded at: _____

[illegible]

Total residents 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 (Secretary / Chairperson): _____ Date: _____

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