

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.