



POLICY ON FIRE EVACUATION

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INTRODUCTION

This Policy is prepared to ensure fire prevention, safe handling of hazardous materials, and effective evacuation of all personnel in case of fire or emergency.

SCOPE

Applicable to all employees, contractors, and visitors within the Company premises.

KEY GUIDELINES

Fire Prevention & Chemical Safety

- Chemicals shall be stored and handled properly, away from fire-prone areas.
- Chemical mixing areas shall be isolated, well-ventilated, and located at a safe distance from production lines.
- No electrical equipment shall be used or stored in chemical handling areas.
- Aisles and pathways shall be kept clear for safe movement and transport.
- Waste and scrap materials shall be regularly removed and not allowed to accumulate near heat-generating equipment.

Fire Detection & Reporting

- Any person identifying a fire shall immediately raise the alarm and alert others.
- Inform security, HR, and fire brigade with correct location details.
- Remain calm and avoid panic.

Emergency Response

- Maintenance team shall switch off electrical panels in the affected area.
- Only trained personnel shall use fire extinguishers to control fire.
- Others shall evacuate immediately.



Evacuation Procedure

- Use only staircases and emergency exits; lifts shall not be used.
- Do not push or panic; evacuate in an orderly manner.
- Priority shall be given to differently-abled persons, pregnant women, and elderly persons.
- The last person leaving shall check all rooms, including washrooms.
- Security personnel shall ensure complete evacuation.

Fire Safety Equipment

- Adequate fire extinguishers shall be installed at accessible locations with clear markings.
- Fire extinguishers shall be maintained, inspected, and refilled periodically by authorized personnel.
- Emergency evacuation plans shall be displayed at prominent locations.
- Emergency lighting shall be maintained for stairways and exit routes.

Training & Drills

- Employees shall be trained regularly in fire safety and use of fire extinguishers.
- Fire drills shall be conducted quarterly, and records shall be maintained.

Electrical & General Safety

- Electrical wiring and cords shall be properly maintained and not obstruct pathways.
- Cords shall be protected from water exposure to prevent short circuits.

Exit Safety

All emergency exits shall remain unlocked and accessible during working hours, including overtime.



RESPONSIBILITY

Management shall ensure implementation of fire safety measures. All employees shall follow safety procedures and participate in evacuation drills.

REVIEW

This policy shall be reviewed periodically and updated as required.

Ref: Section 38 of Factories Act, 1948