

# **RAHEJA RESIDENCY FIRE EMERGENCY PROCEDURES**

## Instructions for Residents

1. Do Not Panic. Use a wet towel/cloth to minimize smoke inhalation.
2. Electricity: Switch off the electrical mains of the apartment.
3. Inform Security: Inform the security personnel about the fire. They will sound hooters and use the PA system to inform residents to evacuate.
4. Evacuation: Use stairs. Able residents should assist elderly/those who are unable to walk down the stairs. (see pictures)
5. Try to Extinguish Fire: Some residents should try to extinguish the fire.
  - a. First attempt with Fire Extinguisher (details below)
  - b. Next attempt with Floor level hydrant system (details below)

## **Instructions for Manager /Security/Electrician**

1. Assess situation: Rush to source of Fire and assess situation. Carry a wet towel/cloth to minimize smoke inhalation.
2. Electricity: Switch off apartment/affected area electricity either from meter room and/or from the distribution board inside the apartment.
3. Alert the Residents
  - a. Switch on hooter to alert residents
  - b. Use the PA system to ask residents to evacuate via stairs.
  - c. Ensure no one is trapped in a lift in case of no-power.
4. Major fire or extensive smoke:
  - a. To get the lift to the Ground floor and Switch if OFF with the door open.
  - b. Guide the evacuation procedure, providing instructions for carrying the elderly or those unable to walk down the stairs.
5. Basement Fire: CO2 Extinguisher and Sand Buckets are provided near Generator Room and Meter Room to be used for an Electrical or Diesel Fire. Parking Area is equipped with a Sprinkler System that automatically operates if temperature exceeds a threshold.



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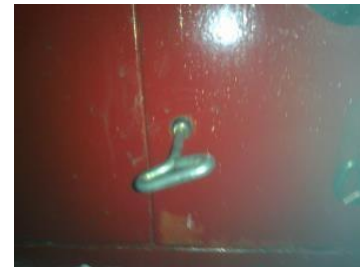
1. Multipurpose  
(ABC Type)

2. CO2 Gas based  
(twist knob at top (Tilt away from face)

3. Evacuation assistance  
to release CO2)

## **Instructions to Operate Fire Safety Equipment**

1. Fire Extinguisher : The nearest fire extinguishers are in the staircase at each floor or in the passages.
2. Hose Reel Drum system : (See the six Images below. Take security help if necessary) The hose reel drum is located outside the staircase at each floor. Open the cabinet using the key kept at the bottom right corner of the cabinet (break glass to access key). Unroll the drum (black hose) and open the valve to allow water to flow into the hose. There is a nozzle at the end of the hose, twist it to open/close.



1. Go to Hose Reel Box
  2. Remove Key (break glass)
  3. Unlock (top & bottom)
  4. Unroll hose in closed position)
  5. Open Valve (depicted hose to release water
  6. Twist nozzle at end of
3. White Canvas Hose pipe (for larger fires, to be operated by security/ staff/ residents with training) :
    - a. Use the Large diameter white hoses
    - b. Attach one end of hose to the hydrant. Unroll hose. Attach nozzle at other end of hose (if nozzle not in hydrant box it will be with security at reception)
    - c. Keep the hoses to dry and after drying roll them back and keep it in respective hydrant boxes.

Make all the necessary arrangements for the fire tender to reach the location without any disturbances. Fire Brigade Telephone No. 101. (mobile or landline)