



File No.18-ITPO (5)/TRG/2010 Vol-II
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
09 April 2021

Circular No. Admin/ 16 /2021

“Fire Service Week” will be observed in ITPO from 14th to 20th April 2021.

In regard to same, Security Services Division has arranged Fire Safety and Fire Warden training on 15th April, 2021 at 1500 hrs to 1700 hrs on Hall No.8 Conference Room and Fire Evacuation Drill on 16th April, 2021 for ITPO employees.

The sequence of Fire Evacuation Drill on 16/04/2021 is enclosed.

During the training, Security Services Division to ensure notification and compliance of extant/updated guidelines/orders etc related to preventive measures to contain the spread of COVID-19 as issued by Gol/Govt. of NCT of Delhi/DoPT etc. during the training.

This issues with the approval of the Competent Authority.

(Srishti Jain)
Dy. Manager (Admin)

To:

All officials of ITPO

Copy to:

1. All HoDs
2. Security Services Division/Vigilance Unit
3. IT Services Division - with a request to upload on ITPO Website
4. Notice Boards
5. Circular Register

For information:

1. PS to CMD
2. PS to ED

THE SEQUENCE OF FIRE EVACUATION DRILL

- ✓ One long hooter and alarm will be sounded as a fire alarm.
- ✓ Evacuation announcement will be made through 'Public Address System/megaphones'.
- ✓ All personnel except for security persons in the Building will evacuate their place of work taking minimum time and in peacefully and orderly manner.
- ✓ Security staff and fire wardens will help the complete evacuation process and will leave the premises in the last.
- ✓ Parking area (Triangular) in front of Pragati bhawan will be used as assembly area for Pragati Bhawan office, Hall 9 and Hall 10 office. The park besides Hall 7 ABC will be used as assembly area for Annexi Building office and Hall 7 office. All employees will assemble as per their assembly area. Assembly area signages are placed accordingly.
- ✓ Two fire wardens will be deputed from each division and they will identify an assembly area within the nominated area, show the same to his colleagues. They will ensure that all personnel from his office have been evacuated and in case of anyone missing will report to fire team immediately.
- ✓ Headcount will be made at assembly area by concerned fire wardens.
- ✓ A small lecture and demo of operating fire extinguishers, fire hydrants and Delhi fire services appliances will be conducted.
- ✓ Do not re-enter the building until the building is declared safe.
- ✓ In case of any assistance ITPO fire team may be approached.

Note- The above exercise will stand cancelled in case of actual emergency.