



**DIRECTORATE OF FIRE SERVICES,
HOME GUARDS & CIVIL DEFENCE, ODISHA**

Fire Service Circular Order No. 08/2022, Dated: 19.07.2022

SOP for Mock Drill in Chhatrabazar and Malgodown, Cuttack

Introduction: - Fire incidents have become a regular phenomenon in almost all parts of the country, which perennially result in loss of human lives and damage to property. To mitigate and minimize the aforementioned losses the following standard operating procedure needs to be adopted by concerned fire stations.

Scenario: - A Fire incident is reported in godown under Chauliaganj FS area surrounded by more than 500 shops

Impact zone: -

Fire spread to nearby area
Parked vehicles may be engulfed by fire
LPG release followed by fire
Transformer fire
Stampede may occur.

Aim/ Purpose

- To ensure quickest possible response to any incident happening in the locality.
- Develop the ability of access and situation and respond effectively with appropriate strategy.
- Sharpen acquired skill and knowledge about firefighting and rescue operation.
- Improve knowledge about firefighting equipment and system install, topography, update. knowledge about resources of the local market/ shandy.
- The overall purpose is to localize the emergency, minimize effects of fire, explosion on property and people, effective rescue and medical treatment and safe evacuation.

1. Do's and Don'ts: -

a. Do's

- Cordon off the area, move upwind and evacuate the area.
- If there is gas cylinders/ gas bank keep the gas cylinder cool with water spray.
- Use AFFF to blanket the oil diesel, spill area. (Aqueous Film Forming Foam)
- If there is a lot of smoke, crawl along the floor where the air will be cleanest.
- Out-siders be restricted completely to move inside the area.

b. Don'ts

- No smoking.
- Do not panic. Avoid running all over the place and prevent others from doing so
- Do not run. Walk calmly
- Do not obstruct the flow of evacuation.
- Do not leave any personal belongings
- Do not obstruct passage to anybody.
- Do not make noise at the assembly area.
- Do not spread rumours.

2. Precautions

- Remain calm
- Walk out from the market place quietly and in orderly manner
- Follow the evacuation route only
- Follow instruction from guides on any confusion about the route and assembly area.
- Switch off the machinery and power supply before leaving the area.
- Help ladies and old people to safe area.
- Remain in the assembly area until further instructions are given.
- Check for all the employees at the assembly area. If anybody is missing, the matter should be immediately reported to the co-ordinator.

3. Life saving measures: -

- In case of fire in cloth, lie on ground and cover in blanket. (STOP → DROP → ROLL)
- Pour water on burn for at least for 10 minutes.
- Avoid breaking the burn blisters on skin and removing pieces of burnt cloth.
- Remove tight items such as watch, bracelet, and ring before swelling occurs.

Plan-A

1. Response phase: -

- Upon receipt of any emergency calls through State Emergency Response Centre “112” or by a messenger at Chauliganj Fire Station, the sentry shall put the “bells down” or blow the siren without loss of time.
- After going through the received information, the OIC along with crew members shall take a look weather all the special appliances, equipment and PPE properly been turned out as per demand of type and gravity of the call.

2. Pre-Operational Phase (Mobilisation): -

- The crew members will board the turnout-1 (QRU Four-wheeler/ Two-wheeler) & turnout-2 (AWT) and move to the spot.
- On the way to spot he shall inform the AFO, Cuttack FS about the incident as well as line departments like Police, Health Department, Electricity Department, utility service Dept. (CMC etc.) and District Emergency Control room etc. for assistance as per need.

3. Response Activities (Operational Phase): -

- The OIC Chauliganj fire station on reaching the incident spot shall study the site and situation within no time and act accordingly. The OIC Chauliganj Fs will play the role of incident commander at that time.
- If the situation aggravates and goes beyond the control of OIC Chauliganj FS he will inform AFO, Cuttack FS for re-enforcement and other assistance.
- Prior to movement to the incident spot the AFO, Cuttack FS will inform to the circle DFO, RFO, CFO and instruct the OIC of other nearest Fire Stations for mobilization of their turnout to the incident spot as situation demands.
- Accordingly, one unit of Cuttack FS is to be rushed to the spot under the charge of AFO, CTC, FS and take the mantle from OIC, Chauliganj FS and act as the incident commander.
- Besides, he may engage the turnouts of nearby Fire Stations under his jurisdiction like Abhinaba Bidanasi FS, Tangi Choudwar FS and Baranga FS depending upon the situation.
- The rescue and firefighting shall be conducted simultaneously with proper PPE under the guidance of incident commander. The officer senior most in the rank who reached at the spot will act as incident commander of the organization.
- Deployment of other rescue agencies like ODRAF/ NDRF etc. with their troops to the spot shall be decided by the district administration in consultation with incident commander.
- Local police shall take care of the law and order situation along with cordoning off the area and evacuation of public. Besides ambulance services are being utilized for shifting of the casualties to the nearest health care facilities.
- If the operation lasts long the incident commander shall look out the proper rotation of the turnout and engagement of crews with due intervals for uninterrupted operation.

4. Post Operation (Shutdown Phase): -

- The incident commander if thinks to shutdown or stop the operation by observing the situation, he will direct the crew leaders to stop the firefighting or rescue operation.
- As per direction of incident commander the crew leaders shall turn off their appliances and equipment.
- The OIC Chauliganj FS in presence of incident commander will assess the loss of life and approximate property damaged, ascertain the cause of fire and collect the spot report.
- The incident commander briefs the media about the incident and rescue operation at the spot.
- All the turn out will return to their respective fire stations on the order of the incident commander.

Plan-B


(In case heavy vehicles cannot enter)

1. Operational Phase: -

- On reaching nearest to the spot, the OIC Chauligang FS observes that the heavy vehicles are not accessible to the spot due to narrow access way/ blockage of main approach road . AS such, the OIC along with crews will move to the spot by help of available two numbers of QRU (Four-wheeler/ Two-wheeler) and start firefighting. Simultaneously intimate to AFO Cuttack FS for deployment of three numbers of Quick Response Unit along with portable Fire Fighting equipment to get control over the fire.
- AFO, CTC FS will deploy two/Four water mist bikes with two persons in each carrying BA Set and extinguisher along with quick response unit with adequate number of portable firefighting equipment, fire ball, rope, ladder, search light, two-way radio (walkie -talky) and PPE as per scenario along with QRU and Fire proximate suit, Ropes, ladders, Portable flood lights, Search light, multi gas detector, Cutting gears, Stretchers etc.
- Within no time OIC, Chauliaganj will contact with the local persons for alternative approach road towards movement of heavy vehicles to the spot as well as one team wearing Fire Proximate Suit, helmet with head lamp, carrying BA Set along with PPE will proceed to the spot carrying the first-aid firefighting equipment like Fire Extinguisher, fire ball, Fireman axe, fire hook, rope line and other equipment through stretcher as per the scenario to start first aid firefighting to prevent spread of fire .
- As there is an open water source available nearer to the spot, then the portable fire pump shall be pitched In open water source and in the output of the pump a control dividing breaching shall be used for the purpose of water loading & firefighting at a time. For continuous firefighting & maintaining the output pressure in the branch relay mechanism shall be implemented.
- On receiving information AFO, Cuttack FS shall immediately mobilize quick response units (207 DI) from Abhinaba Bidanasi FS, Tangi chaudwar FS, Barang FS and two numbers from Cuttack FS. He also moves to the spot with Advance Water Tender along with adequate foam compound.
- The rescue and firefighting shall be conducted simultaneously with proper PPE under the guidance of incident commander. The officer senior most in the rank who reached at the spot will act as incident commander of the organization.
- Rest procedures as per **Plan-A** will be followed here too.

All Fire Officers/ Deputy Fire Officers will prepare similar type of contingency schemes for important crowded market places / shandies etc.


Mock drills be conducted to put everything in order to face real time challenge anytime hassle-free.


(S. K. Upadhyay)
Director General of Police,
Fire Services, Odisha, Cuttack.

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Copy to CFO, Odisha, Cuttack/ Director, OFDRA, Bhubaneswar/ All Range, Fire Officers/ All Principals of Training Establishments/ All Circle Deputy Fire Officers/ All Asst. Fire Officers of Odisha Fire Service for information and necessary action.


Director General of Police,
Fire Services, Odisha, Cuttack.

O.D.:- **4901/IT** Date: 19.07.2022

Copy to All Sectional Head/ Con. Section of senior officers/ Guard File of FS Directorate.