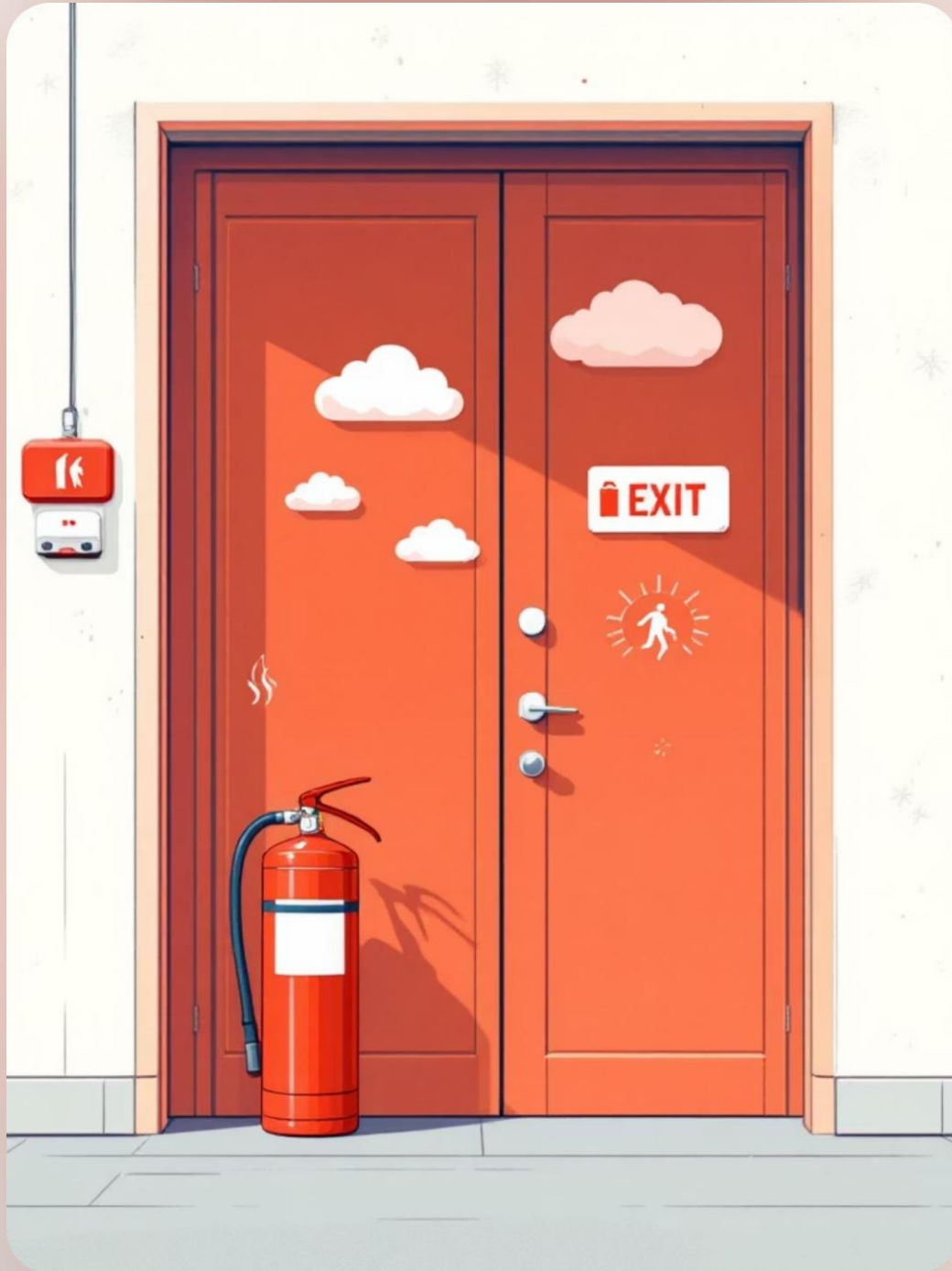


FIRE SAFETY, EMERGENCY EXIT & EVACUATION DRILL

Intrinna Lanka (Pvt) Ltd.

2026.02.25

"Safety is everyone's
responsibility."



⚠️ CRITICAL IMPORTANCE

Why Fire Safety Matters ?

"In an emergency, seconds matter. Our preparedness can make all the difference."

- **Unexpected Origins**

Fires can occur unpredictably from various sources like electrical faults, incidents in the pantry, or equipment malfunctions. Vigilance is key to prevention.

- **Rapid Spread**

Even small fires can escalate quickly into major emergencies, making immediate action crucial for containment and safety.

- **Minimising Panic**

Panic can increase risk and confusion, hindering effective evacuation. A calm, disciplined response is vital to manage the situation.

- **Saving Lives**

A quick and disciplined response is the most critical factor in saving lives and mitigating damage during a fire emergency.

PREPAREDNESS

Purpose of Fire Drills :

- Fire drills are essential exercises conducted to protect everyone in our facility. They allow us to:
- **Test Emergency Preparedness:** Evaluate the effectiveness of our current safety protocols and systems.
- **Practice Safe Evacuation:** Ensure all personnel are familiar with and can execute safe evacuation procedures.
- **Identify Gaps:** Pinpoint any weaknesses or areas for improvement in our emergency response plan.
- **Ensure Role Understanding:** Confirm that every individual clearly understands their specific role during an emergency.

Regular drills build confidence and efficiency, ensuring a safer environment for all.





ALARM RESPONSE

When You Hear the Fire Alarm –

You **MUST**:

- **Stop work immediately:** Cease all activities at once.
- **Remain calm:** Avoid panic to ensure clear thinking.
- **Use nearest exit:** Proceed to the closest emergency exit route.
- **Follow wardens:** Obey all instructions from fire wardens.
- **Go to assembly point:** Head directly to the designated safe area.

Do **NOT**:

- ❌ Ignore the alarm
- ❌ Run or push
- ❌ Use lifts or elevators
- ❌ Collect personal belongings
- ❌ Re-enter the building for any reason

Your immediate and correct actions are crucial for everyone's safety during an alarm.

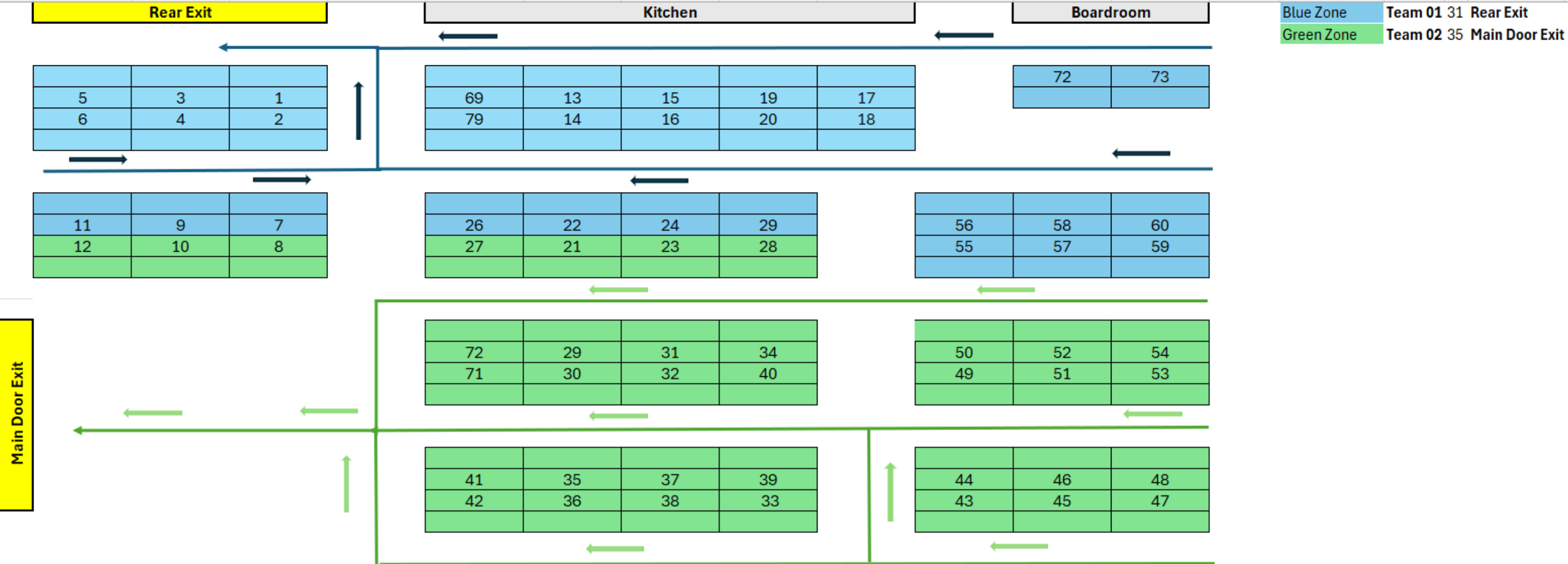
Emergency Exit Plan :

Familiarise yourself with our building's emergency layout:

- **Nearest Exit:** Identify the emergency exit closest to your workstation and common areas.
- **Alternative Routes:** Be aware of secondary exit routes in case your primary path is obstructed.
- **Fire Extinguishers:** Know the locations of fire extinguishers on your floor.
- **Assembly Point:** Memorise the designated outdoor assembly point for your section.

Always use the closest safe exit. Your knowledge of these routes is vital for a swift and organised evacuation.

Fire Exit Plan :



Role of Fire Wardens:

Our dedicated Fire Wardens are key to a safe evacuation. Their responsibilities include:



Evacuation Oversight

Ensuring all staff members safely evacuate their areas and check rooms for stragglers.



Safe Guidance

Guiding staff safely to the designated emergency exits and ultimately to the assembly point.



Headcount Coordination

Coordinating a thorough headcount at the assembly point to ensure everyone is accounted for.

During an emergency, fire wardens' instructions must be followed immediately for the safety of all.

Assembly Point Rules :

Upon arrival at the assembly point, adherence to these rules is mandatory:

- **Team Grouping:** Stand strictly within your designated teams / groups for easy identification.
- **Calm & Quiet:** Maintain calm and silence to allow wardens to communicate effectively.
- **Headcount Confirmation:** Wait patiently for your Fire Warden to confirm the headcount for your group.
- **Official Clearance:** Do not disperse from the assembly point until official clearance is given by emergency services or senior management.
- **No Re-entry:** Never re-enter the building until explicitly told it is safe to do so.

Your discipline at the assembly point ensures accurate headcount and the overall safety of our team.

Fire Extinguisher Basics:

Only attempt to use a fire extinguisher if:

- The fire is **small** and **contained**.
- You have received proper training.
- You can do so safely without putting yourself at risk.

The PASS Method:

- **P** – **Pull** the pin.
- **A** – **Aim** at the base of the fire.
- **S** – **Squeeze** the handle.
- **S** – **Sweep** side to side.

If **unsure**, or if the **fire** is too **large**, evacuate immediately and **leave** it to the professionals.



Our Expectations Going Forward:-

To enhance our collective safety, we **expect** the following from all employees:

01

Immediate Response

Prompt action and evacuation the moment a fire alarm sounds, without hesitation.

02

Faster Evacuation

Aim to achieve an evacuation time of under 3-5 minutes, demonstrating efficiency and urgency.

03

Assembly Discipline

Maintaining proper order and quiet at the assembly point for accurate headcounts.

04

Warden Cooperation

Full and immediate cooperation with all instructions from our Fire Wardens.

05

Safety-First Mindset

Adopting a proactive approach to safety, recognising it as a shared responsibility.

By working together, we can ensure a safer and more prepared environment for everyone.



Final Reminder:

Fire drills are not just exercises.

One day, it could be real.

Your safety and the safety of your colleagues depends on your swift and correct reaction during an emergency.

Let's commit to being prepared.