

## MFSS-5

### MINIMUM FIRE SAFETY GUIDELINES FOR BUSINESS OCCUPANCIES

(Like OFFICE, BANK, COMPUTER CENTRES, TELEPHONE EXCHANGES ETC)

1. Adequate number of **Fire Extinguishers** with periodical maintenance should be provided. After periodical maintenance the expiry dates should be affixed on them.
2. **Hose Reel Hose & Nozzle** should be maintained with proper care.
3. **Hydrant Valves** and **Delivery Hoses** with proper washers should be ensured.
4. **Delivery Hoses** should be tested once in 3 months without fail and record should be maintained.
5. **Manually operated Fire Alarm System, Sprinklers, Detectors** etc and other installations in the buildings should be monitored properly. They should be maintained and records kept.
6. **Fire Pumps** should be in working condition with proper maintenance.
7. **Fire Pumps** should be invariably connected to **alternate source of power** supply having adequate capacity.
8. **Automatic system of the Fire Pumps** should be in operational condition at all the time (24×7).
9. **Daily starting of Pumps and Weekly testing of all equipments should be ensured.**
10. Isolation for **Sprinkler Valves** and **Main Valves** of Terrace Tank should be kept open at all the times.
11. **Smoke Detectors** and **Mechanical Smoke Extractors** must work properly.
12. High Hazard Installations, if any, in the same plot of the Building or adjacent shall be asked to have proper Fire Safety measures.
13. Central Air Conditioning System if any, should be incorporated with all safety measures which shall be maintained in trim condition.
14. Proper ventilation should be ensured in the periphery of the basement and in the building.
15. All the staircases/Exits/Corridors/Passages should be kept without any hindrance and all the openings to the staircase should be kept in utility, so that the escape during emergency can be made easy.
16. Proper House Keeping should be maintained so as to enable to prevent the spread of Fire. No fire vulnerable wastes to be kept.
17. Proper maintenance of lifts should be ensured.

18. **Fireman Switch** of the lift should be in operative condition.
19. **Emergency Lighting Systems** in the corridors and escape routes with battery backup should be ensured.
20. **Self Illuminated Exit Signs** with independent source of power supply should be provided. (Exits should be seen and identifiable in emergency)
21. **Exit Doors** shall be ensured to work properly and shall open only from the side from which they were designed to open.
22. Alterations or decorations shall not reduce the width of Escape Routes.
23. No Electrical wiring shall be done near the decoration clothes, otherwise shall be through Conduits only.
24. Electrical equipments/ installations should be switched off before leaving the building / before closing.
25. Open space around the area of the building should be kept free for easy movement of fire fighting vehicles during emergency; any construction/ temporary kiosks strictly are not allowed in the Open Space.
26. Safe assembly area shall be properly marked.
27. For High- Rise Buildings, the width of the main entrance shall be ensured to a minimum of 5metres for the easy access of Fire fighting Vehicles. If an arch/ covered gate is constructed it shall be ensured with a clear Head Room of not less than 5metres.
28. Maintenance of Stocks and Registers should be away from electrical wirings and systems.
29. Minimum 30% of the staffs should be trained in Fire Fighting, Rescue Operations and Evacuation.
30. Floor wise announcement through Public Address system should be made possible for phased evacuation.
31. The plan of each floor of the building clearly showing Emergency Exits, Staircases, Lifts, Fire Ducts, etc should be kept in the respective floor at strategic points.
32. Emergency Contact Numbers of nearby Fire & Rescue Station, Hospitals, Ambulance Services, KSEB, Police Stations etc should be displayed at appropriate places.

33. Buildings exceeding 15Metres in height may invariably have Control Rooms having communication facilities from all floors including lift.

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- **High Hazard Installations, if any, near the Building shall be asked to have proper Fire Safety measures by giving instructions to the hazardous Building's Owner.**
- **Assistance/ help may be taken from this Department to improve the Fire Safety Measures.**

**Sd/-**  
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