

FIRE SAFETY STANDARD OPERATING PROCEDURE (SOP)

Sunnyvale Society

1. Purpose

This SOP establishes guidelines and procedures to prevent fire hazards, ensure preparedness, and enable safe evacuation in case of a fire emergency within Sunnyvale Society.

2. Scope

This document applies to all residents, visitors, maintenance staff, and security personnel within Sunnyvale Society premises.

3. Fire Prevention Measures

3.1 Electrical Safety

- Avoid overloading electrical sockets.
- Ensure proper maintenance of wiring and electrical appliances.
- Switch off appliances when not in use.

3.2 Cooking Safety

- Never leave cooking unattended.
- Turn off gas cylinders/regulators after use.
- Regularly check for gas leaks.

3.3 Storage of Flammable Materials

- Do not store combustible materials (paper, fuel, chemicals) in common areas.
- Maintain proper ventilation in storage areas.

3.4 Smoking Policy

- Smoking is prohibited in common areas such as lifts, corridors, basements, and staircases.
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4. Fire Detection & Equipment

- Smoke detectors and fire alarms must be installed and maintained in all common areas.
 - Fire extinguishers should be placed on each floor and serviced regularly.
 - Fire hydrants and sprinkler systems must be functional at all times.
 - Emergency lighting should be available in staircases and corridors.
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5. Roles & Responsibilities

5.1 Society Management Committee

- Ensure all fire safety systems are operational.
- Conduct periodic fire drills.
- Coordinate with local fire authorities.

5.2 Security Personnel

- Monitor fire alarm systems.
- Assist in evacuation during emergencies.
- Inform fire brigade immediately.

5.3 Residents

- Follow fire safety norms.
 - Participate in fire drills.
 - Report hazards immediately.
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6. Emergency Response Procedure

6.1 In Case of Fire

- Raise the alarm immediately.
- Call the fire emergency number (101 in India).
- Inform security and society management.

6.2 Evacuation Procedure

- Use staircases only; do NOT use lifts.
- Follow marked emergency exit routes.
- Assist children, elderly, and differently-abled persons.
- Assemble at designated safe assembly points.

6.3 If Trapped

- Stay calm and do not panic.
 - Seal gaps under doors with wet cloth to prevent smoke entry.
 - Signal for help from windows or balconies.
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7. Assembly Point

- The designated assembly point for Sunnyvale Society is:
p2 Lobby
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8. Fire Drill & Training

- Fire drills should be conducted at least twice a year.
 - Basic fire safety training should be provided to residents and staff.
 - Demonstrations on using fire extinguishers should be organized.
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9. Maintenance & Inspection

- Monthly inspection of fire extinguishers and alarms.
 - Quarterly testing of hydrants and sprinkler systems.
 - Annual audit by certified fire safety professionals.
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10. Emergency Contacts

- Fire Brigade: 101
 - Police: 100
 - Ambulance: 102 / 108
 - Society Security: *(Insert Number)*
 - Society Manager: *(Insert Number)*
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11. Compliance

All residents and staff must comply with this SOP. Non-compliance may result in penalties as per society bylaws.

12. Review & Updates

This SOP should be reviewed annually and updated as required.

Approved By:

Sunnyvale Society Management Committee