

**INDIA TRADE PROMOTION ORGANISATION**  
**SECURITY DIVISION**

**FIRE SAFETY INSTRUCTIONS FOR FAIRS IN PRAGATI MAIDAN**

1. Organiser should appoint only approved/registered with Govt. Authority Fire Agency for the event.
2. The fire agency being appointed must ensure supply of sufficient number of fire extinguisher, fire equipments and fire tenders (01 is mandatory for all fairs) in accordance with the area and guidelines of DFS fire service act without any compromise.
3. Fire guards deputed by fire agency must be must be physically fit and trained by recognized institution. They must have good knowledge of handling the fixed fire fighting equipment and fire gadgets.
4. Fire guards must be properly dressed in fire guards prescribed dress to be easily distinguished and issued with identity cards.
5. Fire points must be set up in halls well in advance before the commencement of fair prominently during the construction period.
6. Fire Agency must brief the fire guards about the various locations of fire hydrants, hose reels, electric circuits' breakers and fire alarms fitted in the vicinity of fire points in the halls before deputing them at the fire points.
7. Fire guards must be provided with torches as darkness can create panic and stampede.
8. Fire supervisor must remain present in each hall to ensure deployed fire guards don't leave the fire points.
9. Fire supervisor and fire guards must ensure that no exit gates in their area/hall are locked or blocked in any way if so must be brought to notice of organizer and ITPO Security.
10. Fire supervisor and fire guards must also check and operate fire hydrant, hose reels, Sprinkler system and Fire alarm system immediately after taking of the possession by the organizer and convey to security division if any deficiency is observed.
11. A set of two delivery Hose pipes with a short branch must be kept in each hydrant point available inside the halls.
12. Fire guards must be provided fire axe, hand gloves, fire beater for disconnection of live electric wires in case of any fire emergency.
13. No fire hydrants or fire systems inside the halls will be covered by constructing stalls and access to them will always remain open.
14. All entries and exit will be clearly marked and sufficient numbers of exit signages must be fixed by fair organiser.
15. Fire Agency must only use ISI certified appliances.
16. First aid fire extinguishers being used must be tested and certified for operation pressure and bursting pressure by authorized agency and test certificate must be available on site with the agency.
17. First aid fire fighting appliances must have all the fittings in intact position and properly fitted with date of refilling painted on them.
18. In foam type fire extinguisher, AFFF must be freshly recharged and should not be of expired date.

19. The water type and Foam type should be filled to their capacity and fitted with good discharging medium like stored pressure gas or Co2 type gas cartridge.
20. Gas of CO2 type fire extinguisher must not have been emptied beyond 20% of the total capacity.
21. A set of four types of fire extinguishers namely water CO2, ABC and Water/Mechanical Foam must be provided in each fire point considering the fire hazard involved.
22. The fire extinguisher will be liable to be test checked during the currency of deployment by ITPO/DFS officials.
23. The organizers shall ensure presence of ambulances and first aid teams in adequate number.
24. There will be no tandoors other than designated areas or open cooking anywhere inside Pragati Maidan. The caterers must be briefed regarding this requirement. Permission for outside caterers and catering is obtained from Marketing Division after making necessary payment wherever required.
25. Organiser must ensure that No material should be stored / dumped behind the stalls.
26. Organiser should maintain good housekeeping and garbage should be removed on daily basis.
27. Organiser must strictly observe "No Smoking" rule strictly in your premises.
28. Organiser must ensure that no use of electrical equipment that has poor wiring such as damaged, chafed or exposed cables and loose connections.
29. All wooden/decorative material should be fire retardant or treated with fire retardant paint.
30. Proper rating of MCBs and ELCBs shall be used in electric circuits.
31. Electric wiring which passes below carpet shall be covered with rubber mat.
32. No naked wire / without plugs wire shall be used to operate electric devices.
33. All wires coming from main panel shall run on proper channels not haphazardly and tangled up manner.
34. No flammable material must be used for construction of stalls.
35. Organiser should deploy sufficient numbers of fire wardens inside the halls who will make announcement for evacuation in case of emergency and also guide the visitors/Exhibitors to evacuate safely.
36. Organiser must display the emergency contact numbers at prominent location during the event.
37. Organiser must display the evacuation plan of his exhibition at prominent locations.
38. In case any violation of space is noticed the structure will be removed at organisor cost and ITPO will not be responsible for any damages.
39. The organizers will be responsible for safety and security of all fire safety gadgets installed in the halls.
40. Organiser must obtain the Fire Clearance from Delhi Fire Services before commencement of fair.
41. The organizers shall be fully responsible for any miss-happening inside their halls right from the preparatory period to the winding up period of the fair, due to violation of fire safety instructions.
42. In case of erection of hanger, the hanger must be erected by competent person and must be adhering the IS 8758 - FIRE PRECAUTIONARY MEASURES IN CONSTRUCTION OF TEMPORARY STRUCTURES AND PANDALS. (Annexure I Enclosed).

FIRE SAFETY GUIDELINES FOR HANGERS – Shall be erected as per IS 8758:2013

(Fire precautions measures in Temporary structure and pandals)

1. The material used for fabrication, design, construction and decoration shall be according to the IS 8758:2013.
2. Sufficient numbers of emergency exit should be provided in every hanger. The width of exits shall not be less than 2.5 meters.
3. Emergency lights shall be provided at each entry / exit points and between the passages.
4. Exit signage (self glow / battery operated) shall be provided at all exit points.
5. No passage width shall be less than 4 meters.
6. P.A. system shall be provided in each hangers to address the people in case of any emergency
7. Sufficient nos of exhaust fans shall be provided inside the hangers to exhaust the smoke in case of fire.
8. There shall be a clear space of 4.5 meters on all sides between the Hanger and the adjacent building or other structure.
9. No Hangers shall be 45 meter away from the motorable road.
10. No flammable material shall be stored / dumped behind the stalls.
11. 2 meter distance shall be kept between the hanger and live wires.
12. No kitchen/kiosk shall be allowed nearby hangers and it should be totally segregated, preferably made of GI sheets.
13. 15 meters distance (at least) shall be maintained between hangers and electric substation where high tension wire is passing by.
14. All the material used for creating hangers (canvas, carpet, ropes, ply wood, decorative material etc.) shall be non flammable & should be treated with fire resistant paint.
15. Height of ceiling of hangers shall not be less than 3 meters in any case.
16. All sides of hangers shall be left open if not possible then provision should be given to get it open instantly from inside and people can evacuate in case of emergency.
17. Proper rating of MCBs and ELCBs shall be used in electric circuits.
18. All electric wiring inside the hangers shall be in PVC sheathed conductors.
19. Electric wiring which passes below carpet shall be covered with rubber mat.
20. No naked wire / without plugs wire shall be used to operate electric devices.
21. No halogen lamps shall be used anywhere inside the hanger.
22. All wires coming from main panel shall run on proper channels not haphazardly and tangled up manner.
23. The main electric panel & AC starter area shall be properly barricaded & no unauthorized entry shall be allowed.
24. Whenever metal frame structures are used, the same shall be properly earthed to avoid electrocution due to short circuit.
25. There should be sufficient number of trained fire guards equipped with proper fire equipments i.e. Torch, Firemen axe, Mega Phones etc.
26. A good housekeeping should be maintained and garbage should be removed on daily basis