



MNR Exports Pvt Ltd

## **FIRE POLICY**

Be attentive and alert during the working hours, in case of Fire, you shall either hear the FIRE ALARM or spot the FIRE. In either case all are advised to follow the following procedure:

### **Workers**

1. Leave the work in your hand as it is and rush towards the nearest exit in your Department.
2. Once you are out of your department rush towards the assembling point near the gate.
3. Do not create panic and do help your co-workers in a peaceful exit.

### **For Supervisors / Managers / Fire-Trained Persons**

1. Leave the work in your hand as it is and guide the workers for reaching the nearest gate of exit.
2. Shout FIRE in case of fire.
3. Raise the FIRE ALARM.
4. Switch off the MAINS SWITCH / MCB in case of Electrical Fire.
5. Reach your nearest FIRE EXTINGUISHING EQUIPMENT.
6. Inform Security Guards at Gate.

### **For Security Guards**

1. In case of major fire dial call Fire Brigade at 222111.
2. Keep all the workers away from the affected area.
3. Perform a head count and check with the day's attendance to check whether all workers have evacuated safely from the affected area.

*Nilesh Doshi*

**NILESH DOSHI**  
**(MANAGING DIRECTOR)**

18<sup>th</sup> August, 2008