S.I.T.E. ASSOCIATION OF INDUSTRY
AIWAN-E-SANAT, H-16, TEXTILE AVENUE, SITE KARACHI - 75700 PAKISTAN
Tel.: +9221-32560704-05, 32562883, Email: sg@site-association.org Website: www.site-association.org

**Dated: 31st October 2026**

*To: All Members of S.I.T.E. Association (through E-mail & WhatsApp)*

## FIRE PREVENTION GUIDELINES DURING DRY WEATHER

In view of upcoming dry weather which can lead to emergency situations or fire incidents more frequently, **it is strongly advised to adopt the following preventive measures in your factories.**

**PREVENTIVE MEASURES:**

1. Factories must install at least basic firefighting system as a first responder until the real help arrives from the local Fire brigade department.
2. Factory waste such as cotton, chemicals, hazardous items, leftover, garbage, trash and rubbish must be disposed-off properly on regular basis.
3. Having known the fact that the clutter contributes to Fire; Keep your factory's premises clean.
4. Check for electrical hazards periodically; loose or under gauge wiring often becomes initial cause of Fire in most incidents.
5. To avoid unforeseen, please follow the storage protocols while storing chemical or other flammable materials in your factories. Proper and adequate ventilation is highly recommended to the storage of these substances.
6. Arson Fires can be prevented by not leaving combustible waste outside the building where it can easily be ignited.
7. Smoking should only be allowed in designated areas and do not leave cigarette's butts unextinguished. Smoking should be restricted in storage areas.
8. Learn proper usage of fire extinguisher.
9. Keep your fire alarm system, smoke detectors and fire equipment in good working condition.

**CHECKLIST FOR FIRE SAFETY (SELF-ASSESSMENT) IS ATTACHED FOR NECESSARY ACTION.**

**Remember! Before you tackle a Fire**

- Only tackle a Fire in its early stages
- Always put your own and other people's safety first
- On discovering the fire, immediately raise an alarm
- Make sure you can escape if you need to and never let a fire block your exit
- If you can not put out the fire or if the extinguisher becomes empty, get out and everyone else out of the building immediately, closing all doors behind you as you go. Then ensure the Fire brigade has been called.

**In case of Fire Emergencies, please call SITE Crime Monitoring Cell at the following numbers and "SITE ASSOCIATION FIRE STATION" will ensure a quick response and the availability of two Fire Tenders, 24/7 with trained staff.**

Regards,

**0300-8265462**
**021-32565959**
**021-32568989**

**Muhammad Faheem**
Secretary General

Attached: **Checklist for Fire Safety**

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# Checklist for Fire Safety (Self-Assessment)

| DESCRIPTION | Yes | No | Action Required |
|---|---|---|---|
| Does the factory have any kind of fire safety certificate e.g., fromthe local Fire Department? | | | |
| Is the factory regularly inspected by competent authority which issues the certificate? | | | |
| Does the factory have an emergency plan in case of fire or another emergency? It should cover evacuation routes, assembly areas, fire extinguishers and first aid locations, telephone numbers for fire brigade and hospital, etc. | | | |
| Are all workers familiar with the emergency plan, trained in its use and in testing it? | | | |
| Are the procedures to be followed clearly indicated throughout the factory and in a format and language that the workers can understand? | | | |
| Are there regular evacuation drills and alarm tests to evaluatethe effectiveness of the emergency plan? | | | |
| Are records of the drills and tests maintained and available for inspection? | | | |
| Can existing means of detection (e.g., smoke detectors) discovera fire quickly enough to raise the alarm in time so that all workers can escape to a safe place? | | | |
| Can the fire alarm be heard clearly throughout the entire factory even when initiated from any single point? | | | |
| If the alarm system is electrically-powered, does it have a back-up power supply? | | | |
| Do all workers know how to operate the fire alarm system? | | | |
| Are there clear instructions, strategically placed, reminding workers on how to operate the fire alarm system? | | | |
| Are there enough fire exits and in the correct location for all workers to escape in case of an emergency? | | | |
| Are the type and size of the exits suitable and sufficient for the number of workers? | | | |
| In the event of a fire, could all available exits be affected or willat least one route remain available? | | | |
| Are all escape routes easily identifiable, free from obstructions and clearly illuminated? | | | |
| Have all workers been trained in using the means of escape? | | | |
| Are all exit doors labelled/lit, unlocked and designed to open outwards? | | | |
| Are the extinguishers suitable for the type of fire (class A and B) and of sufficient capacity? | | | |
| Are there sufficient extinguishers sited throughout the factory? | | | |
| Are the right types of extinguishers located close to the firehazards and can users gain access to them without exposing themselves to risk? | | | |
| Are the locations of extinguishers and fire hoses clearly identified and unobstructed? | | | |
| Have key personnel been trained in the correct use of these extinguishers and fire hoses? | | | |
| Are the fire extinguishers fully charged and inspected weekly/monthly? | | | |
| Are the fire extinguishers fully checked and tested periodically by an external competent authority? | | | |
| Are there fire wardens on each floor of the factory who have been trained in firefighting? | | | |
| Do these fire wardens wear identifying clothes so that all workers know who they are? | | | |
| If the factory has an automatic sprinkler system, does it have a separate water supply and is it tested regularly? | | | |
| Have warning signs been placed on all lifts indicating that they must not be used in case of fire? | | | |
| Is smoking prohibited in all working areas and "No Smoking" signs posted clearly and prominently throughout the factory? | | | |