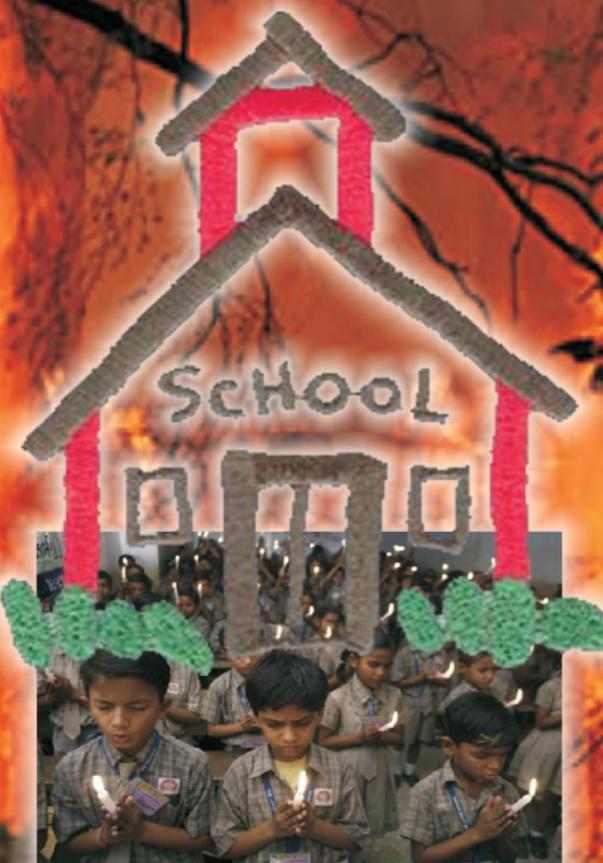




A COMPLETE MANUAL FOR SCHOOL FIRE SAFETY & EVACUATION PLAN

SCHOOL *Fire Safety*

MANAGEMENT PLAN





SCHOOL FIRE SAFETY MANAGEMENT PLAN

A Complete Manual
for
School Fire Safety & Evacuation Plan

DGCD (Fire Project Cell)

Editorial

EDITORIAL TEAM

DIRECTOR GENERAL,

CD & NDRF

RAJIV, IPS

IG, CD & NDRF

MUKUL GOEL, IPS

FIRE ADVISER

OM PARKASH

DY. FIRE ADVISER

D. K. SHAMI

FIRE PROJECT CELL

CHANDRA SHEKHAR

NAKUL KUMAR TARUN

SANTHOSH J. THOMAS

SANTOSH GUPTA

India has been traditionally vulnerable to natural and man-made disasters on account of its unique geo-climatic conditions and various internal strives. Fire, Floods, cyclones, droughts, earthquakes, landslides, etc., have been recurrent phenomena.

The Government of India has an efficient system for responding to both natural and man-made disasters through different Emergency Support Functionaries (ESFs). One of the Key ESF is the Fire Services Department. Under the recently approved Plan Scheme of "Strengthening of Fire and Emergency Services in the Country", the Central Government eagerly plans to modernize the present fire services and enhance their efficiency in responding to all kinds of disasters, reducing its impacts on lives and properties. One of the key activities approved under the Scheme is the School Safety Programme.

The whole country can be made a "safer heaven" to live in by generating awareness on Fire Safety and other Disaster Management Issues at all levels; by enhancing communities with relevant skills in order to effectively respond during and after disasters; by training and capacity building of members in every locality; by networking knowledge of best practices; by the formation of Fire/Disaster Management Committees at all levels to facilitate the day-to-day activities; and by developing and formulating Response Plans at all levels.

Children are highly vulnerable in any disaster, therefore, their protection need specific attention. Past experiences of disasters have shown that the vulnerability of Schools is high during disasters. It has also been noted that Schools play a vital role during and after disasters, often providing a haven for communities and playing critical role in people's coping strategies. However, very few schools are well prepared to play this role. Under these circumstances it becomes our priority to take instantaneous steps towards making schools a safer place by generating awareness and enhancing their skills to effectively respond to any future disasters, especially fire. Moreover, as schools are also an ideal place for learning and disseminating information, effective methodologies used in educating them would in turn enhance the local community members, who would act as the first responders, to respond effectively and efficiently.

Given the seriousness of the matter, it's highly desirable that all schools develop their School Fire Safety Management Plan so that the School remains safer to cater the need of the neighbouring community as well as will be able to re-open more quickly after a disaster strikes.

Fire Project Team

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Introduction

1. AIM

The Aim of Preparing this Manual is to circulate uniform guidelines for preparing effective School Fire Safety Management Plan to ensure safety of the School Staffs/teachers and Students contributing towards mitigating/reducing the impact of any future fire and/or other emergent situations.

2. OBJECTIVES

- A. To Create Mass Awareness amongst the School children and staffs on Fire Safety and other disasters.
- B. To Facilitate the Schools to prepare the School Fire Safety Management Plan for effective response in emergent situations.
- C. To Train the School Fire Safety Management Teams in order to effectively respond to any emergent situations.
- D. To Conduct Regular Fire & Evacuation Drills to facilitate the School Staffs/teachers and Students to practise safe and orderly evacuation.



3. BACKGROUND

In the event of unprecedented fire incident or any other disaster, staffs/teachers and Students in an unsafe and unplanned School buildings are at substantial risk.

The fire incident in Dabwali, Haryana, in December 1995 and in Kumbakonam, Tamil Nadu, in July, 2004, killed many children, raising serious questions about the safety of schools. Some major reasons for such incidents are given below:

- A. The school buildings were not constructed as per the existing building By-Laws.
- B. Fire safety precautions were not implemented.
- C. Fire safety plan was not formulated
- D. Lack of knowledge and skills in using fire safety equipments.
- E. Ignorance of practising regular fire drill exercises.
- F. Use of Inflammable materials in construction.
- G. Construction of temporary kitchen in proximity to the classrooms.



4. NEED FOR THE PLAN

Children are highly vulnerable in any disaster, therefore, their protection need specific attention. Past experiences of disasters have shown that the vulnerability of Schools is high during disasters. It has also been noted that Schools play a vital role during and after disasters, often providing a haven for communities and playing critical role in people's coping strategies. However, very few schools are well prepared to play this role. Under these circumstances it becomes our priority to take instantaneous steps towards making schools a safer place by generating awareness and enhancing their skills to effectively respond to any future disasters, especially fire. Moreover, as schools are also an ideal place for learning and disseminating information, effective methodologies used in educating them would in turn enhance the local community members, who would act as the first responders, to respond effectively and efficiently.

Given the seriousness of the matter, it's highly desirable that all schools develop their School Fire Safety Management Plan so that the School remains safer to cater the need of the neighbouring community as well as will be able to re-open more quickly after a disaster strikes.

5. PLANNING PRINCIPLES

When preparing a School Fire Safety Management Plan, the below given Planning Principles may be considered:

SIMPLICITY

The Plan should be concise. Roles and responsibilities should be clearly stated and emergency procedures should be short and sweet for the staffs to remember.

FLEXIBILITY

The Plan should be flexible in such a way that even if the Key Team Members are unavailable on that particular day, still the Plan works effectively, as alternates should be developed during the planning period itself.

PROPAGATION

Once prepared, the Plan should be shared among all in the School as well as with the parents of the students so that they are all well familiarized with the emergency planning content and would create no chaos in case of any disaster. Dissemination of the Plan can be done in innovative ways that will help all to remember and act accordingly when the need arises. Training of all and regular mock drill exercises should be carried out to enhance their skills in responding effectively to any unprecedented incidents.

INCLUSIVENESS

The Plan should describe arrangements for preventing, preparing for, responding to and recovering from the impacts of any emergency situations.

CONSULTATION

The Plan should be developed in consultation with the School community at various levels. The Plan should be feasible and is understood by all in the School. Individuals' commitment in executing the Plan effectively will only depend if they are fully involved in the preparation and have a sense of ownership of the Plan.

DECISION MAKING PROCEDURE

The Plan should explain the decision making procedure that will be espoused during an emergency. While each emergency situation may differ, the decision making process will remain logically reliable.

HARMONIZATION

The planning in the school should be harmonized with other agencies/departments, including Local Fire Service Department, District Disaster Management Authority, Local Municipalities, Health Departments, Volunteer Organizations, etc, for effective responses.

SCOPE OF RESPONSIBILITIES

The Plan should describe the scope and limitations of staffs'/teachers' and students' responsibilities. During any emergency the School is solely responsible for the ongoing safety of its staffs/teachers and students and thus the Plan should clearly specify the roles and responsibilities of all the stakeholders who will be involved in managing any emergency.

REASSESS

The Plan should be reviewed on a regular basis, preferably half-yearly and following any significant emergency situation in order to ensure that it remains practicable.

POLICY

Local policy issues must be considered in the plan, including compensation matter for any staffs/teachers or students who become victim of any future disaster so that in any eventuality decisions would be clear and transparent.

UNIFORMITY

The Plan must be consistent with the local existing policies of the State Education Department. The Plan must be prepared in par with the current rules and regulations of the State Disaster Management Authority.

TEAMWORK

The Plan should also consider the School's role in providing neighbourhood support by their resource inventories to other emergency service providers that are legally responsible for managing emergencies, including departments like the Fire, Police, Health, etc.

6. PLAN COMPONENTS

A. Hazard Identification/Safety Assessment

The following needs to be carried out:

- a. Structural Assessment
- b. Non-Structural Assessment
- c. Resource Inventory

Remember that the Plan prepared should have a wholistic approach to effectively respond to any future disasters. The process in identifying hazards should be described in the Plan to enable the school to develop preparedness, mitigation and response programme to minimize the negative impact of any future disasters.

B. Response Plan

The following needs to be considered in the Plan:

- a. Mitigation of Hazards Identified
- b. Evacuation Plan
- c. Special Provisions for Differently-abled

The Plan should clearly describe arrangements for responding to emergencies, key roles, responsibilities, coordination, control and communication.

7. NECESSITY TO INFORM/SHARE WITH OTHERS

It is the responsibility of the Management to define vulnerabilities and their remedial measures. The Management should spread awareness amongst staffs/teachers, students, families, friends, neighbourhood, etc., so that they play their defined roles as per the School Fire Safety Management Plan.

The then President of
India Dr. Abdul Kalam penned
a poem in memory of children
killed in the blaze of
Kumbakonam Fire Incident.

*Oh dear little ones! Oh dear little ones!
For you, parents had glorious dream!
And You were all immersed in your own dreams
Yet, Agni engulfed you and all those dreams
Taking you to Almighty's divine presence
Usually, departed old parents are buried by sons
Whereas, Kumbakanam, saw a sad scene!
Crying parents burying burying their little ones!!
Oh Almighty! Show your grace on those little ones
And keep them in Thy holiest presence!!
Oh Almighty! Bless those parents wailing in grief
To have the strength to bear this great loss
May Thy compassion and grace pervade all souls
And bring down the pain and wipe away the tears
Oh Almighty! Show your grace on those little ones"*

Chapter 1

CONCEPTUALIZING THE SCHOOL FIRE SAFETY MANAGEMENT PLAN

To lay a strong foundation of any structure, a concrete plan is essential so that the final outcome is always perfect. Similarly, to prepare a School Fire Safety Management Plan a preliminary arrangement to clear out the concept among the beneficiaries is a must so that it leads to prepare the best response plan in case of emergencies and to own them. The following may be considered to initiate the planning processes:

1. SENSITIZATION MEETING FOR AWARENESS AMONGST SCHOOL MANAGEMENT

At the first instance, the Fire Training Team should organize a sensitization meeting with the School Management and should brief them on how to prepare a Plan. The following members may be called upon:

- ✓ Chairperson
- ✓ Principal/In-charge
- ✓ Vice Principal
- ✓ Administrator
- ✓ Head Mister/ress
- ✓ All Teachers
- ✓ Student's Representatives -
Head boy and Head girl
- ✓ Student leaders - Class Sections, NCC,
Scouts & Guides, House Captains, etc



During the sensitization meeting the following points may be covered:

- ✓ Potential hazards and risks in a school
- ✓ Importance for preparing a School Fire Safety Management Plan
- ✓ Important precautions necessary for fire and other disaster management
- ✓ How could the school plan, prepare and effectively respond during an emergent situation
- ✓ Importance of review and continuous updating of the Plan

2. FORMATION OF THE SCHOOL FIRE MANAGEMENT COMMITTEE

After having organized the sensitization meeting, School Management should formulate the School Fire Management Committee (SFMC) comprising of the following members:

- ✓ Chairperson
- ✓ Principal/In-charge, who will head the Committee if there is no Chairperson or in his/her absence
- ✓ Vice Principal
- ✓ Head Mister/ress
- ✓ Administrator
- ✓ School Doctor
- ✓ 6 Senior Teachers (3 male and 3 female)

- ✓ Student's Representative (SR) - Head Boy and Head Girl
- ✓ 4 Parent-Teacher Association (PTA) Members, if any (2 Male & 2 Female)
- ✓ Others - NCC, Scouts & Guides, House Captains, etc
- ✓ Fire Officer from the nearest Fire Station

Roles and Responsibilities of SFMC

- ✓ Help the school in preparation of the School Fire Safety Management Plan.
- ✓ Formulate School Fire Management Teams.
- ✓ Develop student's welfare policy and planning principles.
- ✓ Look into the structural and non-structural safety requirements of the school in regard to fire and various other hazards like earthquake, floods, cyclone, etc.
- ✓ Get the School building thoroughly assessed for the hazards identified and prompt remedial measures to be undertaken.
- ✓ Identify resources within the School, including optional temporary shelters, etc.
- ✓ Carry out the Fire & Evacuation Drills regularly, at least once in a quarter.
- ✓ Review and Update the Plan at regular intervals, at least once in a year and certainly after any significant disaster, to ensure that the plan is practicable.
- ✓ Mobilize Contingency/Emergency Relief Fund in order to carry out preparedness and mitigation measures in the School.
- ✓ Allocate funds from the annual school budget to promote fire safety activities.
- ✓ Co-ordinate with other groups/teams during any emergencies.
- ✓ Manage the Media.

Note: The above committee doesn't have to be an expert in the subject rather they can avail necessary technical support from other departments like the Fire, Police, Health, etc.

Chapter 2

RISK AND VULNERABILITY ASSESSMENT



A thorough assessment survey on various risks and vulnerabilities that the school is or might be exposed should be identified, defined and verified for preparing response strategies. While doing the survey it is also important to identify the available resources within the school premises for placing effective coping mechanisms.

1. Identify Probable Structural Risks

Assessment of the School building in terms of structural safety should be carried out especially with regards to its safety from hazards like fire, earthquakes, cyclones, floods, etc. The school management must contact their architect or the nearest local disaster management authority,

who can guide in getting their building assessed.

If the school building is very old, it is obvious that the building codes at the time of construction of the school have been updated and the building may not be safe enough now. The only way to be ascertained whether your school building is safe and strong is to get it assessed by a qualified/trained structural engineer who knows earthquake engineering.

2. Identify Probable Non-Structural Risks

The probable hazards frequently occurred in that area should be identified and clearly described in the plan. A risk assessment survey should be undertaken in and around the school area to ascertain the history of disasters occurred in the area in the past 10-15 years, based on which SFMC will be able to prepare an effective School Fire Safety Management Plan.

The students could also carry out a risk assessment survey under the supervision of their teachers in and around the school area by taking a transect walk. As children walk around, ask them to identify probable risk factors and make note of items/things that is a threat during a fire or any other disasters. A list of such risks may be the following:

- ✓ Is there a Power Backup during Power failure?
- ✓ Does the Exit doors and windows get jam, that may hinder free evacuation
- ✓ Look out for various materials piled up within the school premises and outside areas, including bricks, glasses, debris, electrical wires, etc.
- ✓ Cabinets or bookcases piled up on the corridors and halls that are not clamped to the wall, which may topple and block the free passages
- ✓ Suspended ceilings, Pendant light fixtures, Halls or stairways cluttered with debris from ceiling tiles or plaster from walls

- ✓ Classroom equipment such as T.V., VCRs, Stereos, Slide Projectors, etc.
- ✓ Places where flammable liquids are in-stored
- ✓ Bottles used for storing the chemicals that are not secured or protected against shattering in the laboratories, etc.

Some probably risks that may be identified outside the School could be:

- ✓ High Power lines that may ignite fire
- ✓ Tall Trees, especially near Power lines and other important areas in the school
- ✓ Areas near the school building that may have debris fall on them
- ✓ The Routes past school walls
- ✓ Covered walkways
- ✓ Places under which large gas mains and sewages run
- ✓ Areas near chain link/wired fences

As soon as the transect walk is complete, organize a brainstorming session with the students to analyse the risks identified and on how to reduce the risks. The Seasonal Risk Map should be prepared, displayed and informed to every member in the School. Necessary measure should be incorporated to fix coping strategies adequately while developing and finalizing the response plan.

3. Tips for Effective Risk Assessment Survey

- ✓ The responsibility of carrying out the Risk Assessment Survey should be delegated among different classes/sections for assessing different locations (e.g. buildings, grounds, rooms, etc.).
- ✓ Collect and collate information under the lead of SFMC and prepare a detailed document.
- ✓ A list containing vulnerable areas within the school in case of fire and other disasters may be compiled and displayed at strategic locations for public information.
- ✓ To further encourage and carry out further improvement survey, the work done by different members/teams may be acknowledge by giving away rewards and certificates.

4. Resource Inventory within the School

A list of all the readily available resources in the school should be listed out like:

- ✓ Available skilled human resources (Staffs/Teachers and Students having knowledge on first aid, rescue and evacuation methodologies).
- ✓ Available material resources in the school such as fire extinguishers, first-aid box, thick ropes, search torches, stretchers, ladders, communication system, open spaces within the school premises, etc.
- ✓ List of nearest available critical resources (like fire stations, hospitals/health centres, police stations, electricity office, water supply booster pumps, community centres, open play grounds for placing temporary shelters, etc.)
- ✓ Resources present within the locality to be assessed and recorded for easy referencing along with the details - name, address and telephone numbers, e.g. nearest hospital with their details about the number of beds, doctors, etc.
- ✓ List the number of rooms available in the school, open areas where evacuation is possible, location of lifts and stairs and its uses, open verandas, corridors, roof tops, etc.

Chapter 3

PREPARATION OF THE SCHOOL FIRE SAFETY MANAGEMENT PLAN DOCUMENT

After carrying out the assessment survey, the next important step is to prepare a written document wherein all the reports need to be incorporated. The following may also be considered to be incorporated for preparing a feasible Response Plan Document:

1. Demographic Facts and Physical Scenario of the School Environment

The SFMC must carry out a detailed situational study of the school and its environment and later the same should be shared with all the other team members and the whole school members. A pictorial map may be prepared in which the following may be clearly indicated:

- ✓ Number of Entries and Exits with Signage
- ✓ Class rooms in each floors and Construction type (Whether Pucca, RCC, Tiled, etc.)
- ✓ Staff room/s in each floors (if exists) and/or in the school
- ✓ Laboratories in the schools (Physics, Chemistry, Biology, Home Science, etc.)
- ✓ Play grounds or open spaces within the school premises

2. Resource Mapping

- ✓ Available skilled human resources (Staffs/Teachers and Students having knowledge on first aid, rescue and evacuation methodologies, etc.).
- ✓ Available material resources in the school such as fire extinguishers, first-aid box, thick ropes, search torches, stretchers, ladders, communication system, open spaces within the school premises, temporary shelter materials like tents, tarpaulins, etc.
- ✓ Resources present within the locality to be assessed and recorded for easy references along with their details - name, address and telephone numbers, e.g. nearest hospital with their details about the number of beds, doctors, etc.
- ✓ List the number of rooms available in the school, open areas where evacuation is possible, location of lifts and stairs and its uses, open verandas, corridors, roof tops, etc.

3. Map Indicating Critical Resources

- ✓ List and contact details of nearest available critical resources (like Fire Stations, Hospital/Primary Health Centre/Dispensary/Private Clinic/Medical College/Medical Shop, Red Cross Society, Medical Health Volunteers Organization like St. John Ambulance Brigade, Police Stations, Electricity Office, Water Supply Booster Pumps, Community Centres, Open Play Grounds for placing Temporary Shelters, Office of the District Administration (Collectorate), NCC, Civil Defence, Nehru Yuva Kendra Sangathan Offices, etc.).
- ✓ The direction and distance of each of the above critical resource centres may be portrayed in the form of a "Chapathi" diagram chart.

4. Vulnerability Mapping and Alternate Solutions

- ✓ The prepared map should demarcate the number of children in each class room (Male, Female, Differently-abled, sick and ailing, etc.).

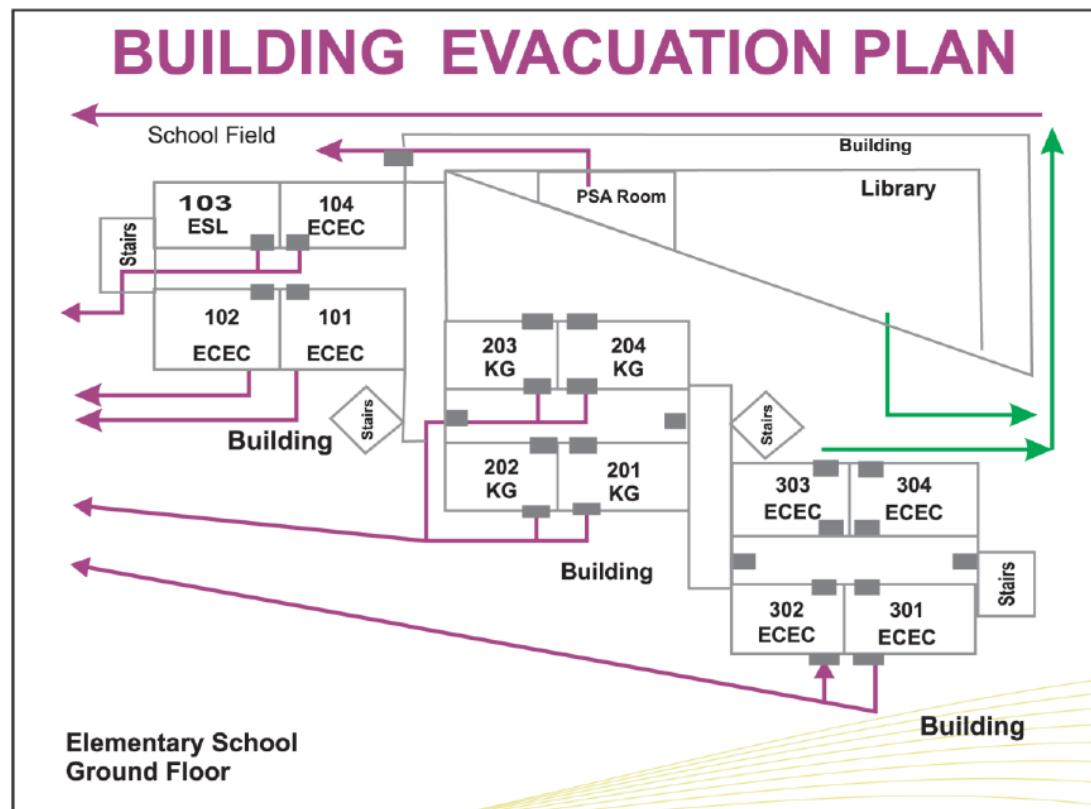
- ✓ Indicate the classrooms that are vulnerable, such as laboratories and other damaged rooms.
- ✓ Indicate drinking water pipes/taps locations, especially at the vulnerable areas.
- ✓ Indicate the main electric switch board area/s and electrical wires which are vulnerable.
- ✓ Ascertain the vulnerability of the soil condition of the area where the school is situated.
- ✓ Spot the low-lying areas within the premises.
- ✓ Alternate solutions for the identified risks should be clearly defined and listed out.

5. Evacuation Map and Designated Safe Spots

Prepare a map depicting safe places within the school premises, where the staffs/teachers and students could take shelter in case of an emergency. The total number of people who may be accommodated must be ascertained and clearly indicated within the map (e.g. A spot can accommodate 70 people and B spot can accommodate 50 and so on).

Prepare a pictorial map of the school showing all the stairs, entry and exit gates/doors, window, corridors, etc.

- ✓ In case of fire or any emergency, the exits should be clearly demarcated in the map
- ✓ The exits should be marked by arrows or signages on the map.
- ✓ The prepared map should be displayed at all strategic locations for the staffs/teachers and students to be clear of their evacuation route.
- ✓ Indicate with words such as "U R HERE", "UR SPOT", "AT THIS POINT", etc., in capital, bold and coloured font, which will help the members to understand their nearest evacuation route in case of fire or any other emergencies.
- ✓ Work out on alternate evacuation routes and display it within the same map (e.g. in case this route is blocked/damaged/not accessible then this) with signages and arrows.



Chapter 4

FORMULATION OF FIRE SAFETY TEAMS

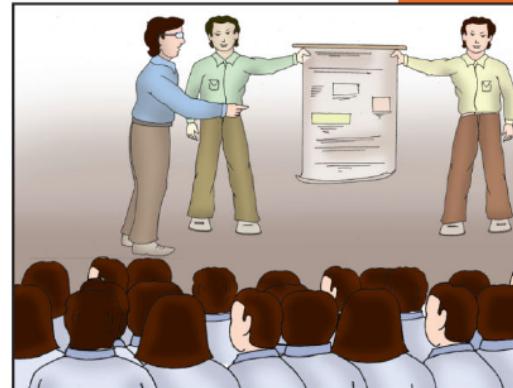
For the response plan to be effectively operational, deputing designated teams is vital. The following teams may be formulated, as per the strength of the school and its necessity, and should also be intensively trained for better performances during any emergent situations, saving lives and properties.

1. Awareness Campaign Team

This team may include 5-6 teachers (Disaster Management/Geography Teacher, Art Teacher, Crafts Teacher, Drama Teacher, Music Teacher, etc.) as per the strength of the school and 2 senior students from each section from 8th to 12th Standard.

Materials Required

- ✓ Collect all the available relevant Information, Education and Communication (IEC) Materials on Fire Safety and other disasters from the Local Fire Station, Disaster Management Authorities, and other agencies in the form of posters, pamphlets, films, CDs, etc.
- ✓ Innovative materials may be developed by this team on simple dos and don'ts on fire safety through poems, paintings, street plays, posters, cartoon strips, songs, etc.
- ✓ This team would require the school map, evacuation plan, information on number of staffs/teachers, students, class rooms, contact information of nearest fire station, police station, medical facilities, Residents Welfare Association representatives in the immediate neighbourhood, etc.



Training Required

- ✓ A thorough orientation on different aspects of Fire and Fire Safety Management
- ✓ An orientation on participatory facilitating methodology

Roles and Responsibilities

Before Fire or Any Other Disaster

- ✓ Collect, collate and develop IEC materials like posters, paintings, pamphlets, simple tips on do's and don'ts, street plays/nukkad nataks, poems, songs, etc.
- ✓ Organize and conduct awareness programmes regularly in the school, targeting all staffs/teachers and students.

- ✓ Organize and conduct awareness programmes in the neighbouring areas in co-ordination with the local political representatives (Panchayat Member, Councillor, MLA, MP, etc.), local Fire Station, Police Station, RWA representatives, any local NGOs, etc.
- ✓ Organize and conduct innovative programmes for and by the staffs/teachers and students on Fire Safety to ensure continuing interest on the issue during normal time.
- ✓ This team can lead the school in organizing programmes, such as calling for competitions and other activities like painting, art work, quiz, fancy dress, mono act, dramas, skits, street plays/nukkad nataks, role plays, song writing, poem recitation, debates, slogan writing, bookmarks, greeting cards, carrying out peaceful rallies, preparing banners, etc.
- ✓ Organize school health camps to orient the members on first-aid and search and rescue methodologies through linkages with the appropriate agencies.
- ✓ Assist in organizing regular fire and evacuation drills.
- ✓ Work along with the Fire Alarm Team in making students, faculty and staff aware about the different warning levels/signals and the colours and locations of flags/signs that will be used during emergencies.

During Fire or Any Other Disaster

- ✓ In case of emergency, advise students to take appropriate action.
- ✓ Assist the Fire Alarm Team in sending warning signals and help the members to evacuate without panic.
- ✓ Assist the Evacuation Team in orderly evacuation of the school building.

After Fire or Any Other Disaster

- ✓ Disseminate information on do's and don'ts so that the situation doesn't worsen, in co-ordination with the Fire Alarm Team.

2. Fire Alarm Team

This team may include 5-6 teachers (Computer Teacher, Electronics Teacher, Geography/Disaster Management Teacher, Communication Teacher/Receptionist, etc) as per the strength of the school and 2 senior students from each section from 8th to 12th Standard.

Materials Required

- ✓ Contact details of the various local authorities, including the Local Fire Station, District Administration, Police Station, Health Department, NGOs, Volunteer Organizations, etc.



- ✓ Siren/Alarm/Bell
- ✓ Flags of different colours to depict different level of signals (e.g. Red for Danger/Existing Warning, Yellow for Wait or Stay Calm, Green for Exit Orderly or Go, Brown for Assembling Point, etc.).
- ✓ The high-tech gazettes like radio/transistor with spare batteries, computer with internet access and e-mail, telephone, fax machine, radio, television, mobile phone, Very High Frequency (VHF) set/HAM instrument, etc., can be used by the team, if available.

Training Required

- ✓ A thorough orientation on different types of aspects of Fire and Fire Safety Management.
- ✓ A thorough Orientation in Effective means of communication.
- ✓ Training in the operation of VHF wireless/HAM equipments, if available.
- ✓ Familiarity with the internet and disaster information websites.

Roles and Responsibilities

Before Fire or Any Other Disaster

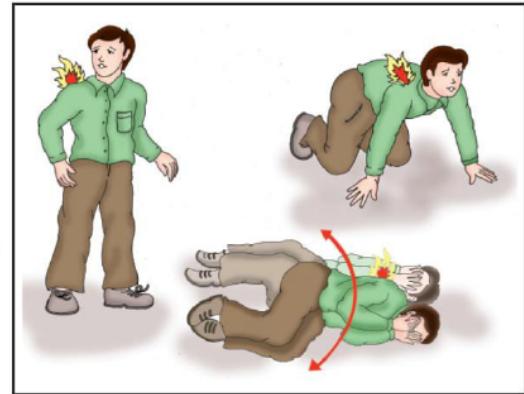
- ✓ Take regular updates from the Media (TV/Radio/Internet) on probable risks that the area can face and update the SFMC for appropriate action.
- ✓ Keep vigil over reports of various hazards and threats in the nearby locations, e.g. weather updates in case of floods, landslide, cyclones, etc.
- ✓ Warn the school of any imminent hazardous situation.
- ✓ Maintain contact details and communicate regularly with the local Fire Services and other District authorities and get appropriate directions for the school to follow.
- ✓ Post warning signs/flags of appropriate colour for different warning level placed/positioned at designated places and inform all the staffs/teachers and students on the matter.
- ✓ Practice ringing special tuned alarm to signal danger warnings.
- ✓ Keep the other Team Members updated on any warning situations



During Fire or Any Other Disaster

- ✓ In case of emergency, advice students to take appropriate action.

- ✓ If caught fire, advice students on STOP, DROP and ROLL methodology.
- ✓ Check the warning received from various sources
- ✓ Warn the whole school in case of fire or any other emergency by either ringing a bell/siren/alarm or through public address system (P.A. System) or through a messenger, whatever is available and feasible.
- ✓ The incident must be reported to the SFMC.
- ✓ Regular updating must be made to the government emergency response departments (Fire, Disaster Management, Police, Health, etc).



After Fire or Any Other Disaster

- ✓ Information sources must be monitored regularly.
- ✓ All the concerned Teams should be updated on the recent developments for better co-ordination.
- ✓ Safety tips should be disseminated to all the members along with the Awareness Campaign Team.
- ✓ Prepare updates and disseminated necessary information to other emergency support functionaries in co-ordination with the SFMC and the District Disaster Management Authority.

3. Evacuation Team

This team may include all teachers (Class/Period Teachers) and Class monitors from all the class, Leaders from NCC, Scouts & Guides, etc.

Materials Required

- ✓ The pictorial map of the entire school premises with clear indication of all entries, exits, staircases, corridors, gates, doors, windows, etc.
- ✓ The Evacuation Plan Document.
- ✓ Detailed information of the number of students in each class room/sections and the number of employees/staffs/teachers.
- ✓ All the Master keys of the school gates to be kept in an accessible place.
- ✓ Siren/Alarm/Bell.



- ✓ Pin Boards and White Boards to post signs and other warning sign materials.
- ✓ Necessary equipments required for differently-abled students.

Training Required

- ✓ Training in evacuation procedures through local Fire Service Personnel.
- ✓ Thorough orientation training in evacuating differently-abled students.

Roles and Responsibilities

Before Fire or Any Other Disaster

- ✓ Ensure that all the exits are kept for ready opening, accessible and cleared of all blockades.
- ✓ Earmark the open spaces/areas within the school premises or outside for assembling after evacuation.
- ✓ Ensure that the en-route to the designated assembly places are hazard free.
- ✓ Ensure that all necessary supplies for evacuation are easily accessible.
- ✓ Inform and assist the SFMC in conceptualizing alternate options in case evacuation is necessitated during blustery weather.
- ✓ Ensure special equipment is readily available for differently-abled students.
- ✓ During fire and evacuation drill, the response procedures for differently-abled students must be categorically developed and positioned.
- ✓ Organize regular fire and evacuation drills in co-ordination with the other teams and practice different evacuation procedures used in different hazards.
- ✓ Evacuation procedures to be followed during drills must be disseminated to the entire school members, by carrying out innovative activities by the Awareness Campaign Team.

During Fire or Any Other Disaster

- ✓ Evacuate in an orderly fashion as practiced in the drills.
- ✓ Guide the members to the designated places.

After Fire or Any Other Disaster

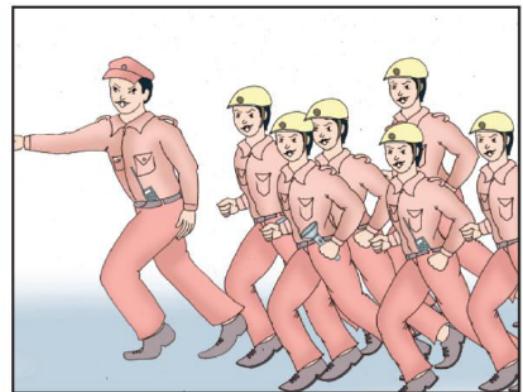
- ✓ The team should make sure that the designated safe places are easily accessible.
- ✓ Monitor and verify whether additional assistance is required for evacuation and report to SFMC.
- ✓ Head Count and Take Roll Call and report to SFMC
- ✓ In case, the number doesn't match as per the attendance of the day report immediately to the Search and Rescue Team.

4. Search and Rescue Team

This team may include 5-6 teachers (Sports Teacher, NCC/NSS/Scouts & Guides Instructors, Fire Service Representative, etc.), 2 senior students from each section from 8th to 12th Standard (Preferably from NCC/Scouts & Guides).

Materials Required

- ✓ The pictorial map of the entire school premises with clear indication of all entries, exits, staircases, corridors, gates, doors, windows, etc.
- ✓ The Evacuation Plan Document.
- ✓ Detailed information of the number of students in each class room/sections and the number of employees/staffs/teachers.
- ✓ All the Master keys of the school gates to be kept in an accessible place.
- ✓ A Whistle to inform the trapped victim/s of their nearness and help.
- ✓ Rescue helmets, Search lights, Torches, Lanterns, along with spare batteries and required fuel, etc.
- ✓ Stretchers, ropes and ladders and other search and rescue equipments.
- ✓ Other necessary equipments required to rescue differently-abled students.



Training Required

- ✓ Training in all the basic aspects of search and rescue methodologies/techniques through local Fire Services.

Roles and Responsibilities

Before Fire or Any Other Disaster

- ✓ Ensure that all the necessitated equipments and supplies are readily available and accessible.
- ✓ Ensure that all the team members are well trained and are active performers.
- ✓ Any other necessary techniques should be updated while organizing the drills, especially in rescuing the differently-abled students.
- ✓ Ensure that all the evacuation route is clear of any blockades.

During Fire or Any Other Disaster

- ✓ Activate Search and Rescue operations as per the plan and procedures.
- ✓ Rescue and carry the victims to the designated places (e.g. carrying to the First-Aid Point or placing the victims into the ambulances, etc.).

- ✓ Report and update rescue procedures to SFMC and also ensure all members are out of the building.

After Fire or Any Other Disaster

- ✓ Check one on one rooms in the school building thoroughly (visually, vocally, physically) to ensure that no one is left behind.
- ✓ The injured victims may be carried to and handed over to the First-Aid Team.
- ✓ SFMC may be updated and reported on any other problems that may arise.
- ✓ Assess thoroughly and look out for any structural/non-structural problems/significant structural damages and report to the SFMC.

5. First-Aid Team

This team may include the First-Aid In-charge, 4 Senior teachers and 2 senior students from each section from 8th to 12th Standard (Preferably from NCC/Scouts & Guides and Students interested in Health Issues).

Materials Required

- ✓ A basic medical supply kit to be readily available at all times to cater the needs of maximum members of the school at one time.
- ✓ Place First-Aid kits in each class room, as per the number of students.
- ✓ Duly filled in Health Cards containing information on special medicines being regularly taken by any students/staffs/employees.
- ✓ List of information on available medical resources/chemists/medical stores near the school area.
- ✓ List and detailed information of all the important medical centres/facilities/hospitals/clinics available near the school.



Training Required

- ✓ Training in basic First-Aid techniques and Cardio-Pulmonary Resuscitation (CPR) through Medical Practitioners, local health department or Fire Service or St. John Ambulance Brigade or Red Cross Society.
- ✓ Thorough orientation on the life saving medicines that may be used or



applied during an incident of fire or other emergencies.

Roles and Responsibilities

Before Fire or Any Other Disaster

- ✓ Ensure that all the First-Aid kit kept in the school, store are up-to-date
- ✓ Ensure that the emergency cards and health details of each individual is up-to-date.
- ✓ Ensure that all new members (as students will change yearly and teachers as well) are well trained and updated on the recent health practices.
- ✓ Ensure refreshers training is given regularly for the existing members.
- ✓ Ensure that certain stock medications are kept full and updated for special medical requirement students/employees.
- ✓ Actively participate in regular fire and evacuation drills to ensure further improvement and competencies.

During Fire or Any Other Disaster

- ✓ Activate the First-Aid Post.
- ✓ Provide basic First-Aid facilities/help to the needy.

After Fire or Any Other Disaster

- ✓ If reported of serious injuries, assist the Search & Rescue Team.
- ✓ Take immediate position of the spot designated for catering First-Aid.
- ✓ Provide basis First-Aid to the injured.
- ✓ Record all cases and the treatment provided.
- ✓ Examine carefully and if further medical assistance is required, refer cases to the appropriate medical centres, in co-ordination with the Transport Management Team.
- ✓ Send members along with the victims to further assist them for better health services.

6. Fire Fighting Team

This team may include all teachers of the school and 2 senior students from each section from 8th to 12th Standard (Preferably from NCC/Scouts & Guides).

Materials Required

- ✓ Fire fighting equipments, including Fire Extinguishers.
- ✓ Rescue helmets and gloves.



- ✓ Pictorial map of the school indicating all entries, exit gates/doors, corridors, class rooms, main electric switch boards, available fire and other safety equipments.

Training Required

- ✓ Thorough orientation and training on the use of different types of fire extinguishers.
- ✓ Training in basic Fire Fighting and Fire Safety techniques through the local Fire Services.

Roles and Responsibilities

Before Fire or Any Other Disaster

- ✓ Ensure that all fire fighting equipments, including fire extinguishers, hose pipes, sprinklers, smoke detectors (if available) are in working conditions.
- ✓ Ensure that all team members are well acquainted and trained with the use of the existing fire equipments.
- ✓ Check and ensure that all non-structural risks are secured from causing fire, including laboratories, cafeteria, etc.
- ✓ Assist the SFMC in ensuring that a fire safety assessment survey of the school is carried out by the local Fire Department.
- ✓ Ensure that all aspects of recommendations from the Fire Services are positively and constructively implemented to ensure fire safety.

During Fire or Any Other Disaster

- ✓ If caught fire, advice students on STOP, DROP and ROLL methodology.
- ✓ Activate the Fire Fighting Systems to curtail the fire.
- ✓ Fight the fire safely until the local Fire Services reach and takeover.
- ✓ Once the Fire Services takes over the operations, assist them and also keep the SFMC regularly informed on the development.

After Fire or Any Other Disaster

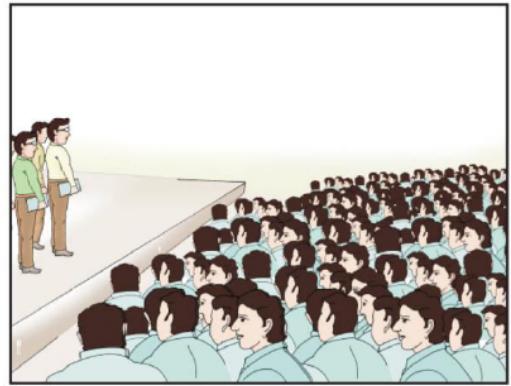
- ✓ Keep regular check on the existence of fire and report to SFMC and Site Safety Team.
- ✓ Curtail Fire and ensure safety of persons at all means.
- ✓ Keep vigil over conditions that may further spread fire and seek support from maintenance staffs in removing any such items from the area.
- ✓ At all circumstances turn/switch off the main electric lines.

7. Site Safety Team

This team may include the Administrator, Senior Security Officer of the School, Local Fire Station Personnel, Local Police Station Officer, 2 Peons, 2 teachers and 2 senior students from each section from 8th to 12th Standard (Preferably from NCC/Scouts & Guides).

Materials Required

- ✓ The pictorial map of the entire school premises with all the available facilities.
- ✓ The Evacuation Plan Document.
- ✓ Detailed information of the number of students in each classroom/sections and the number of employees/staffs/teachers.
- ✓ All the Master keys of the school gates to be kept in an accessible place.
- ✓ Pin Boards and White Boards to post signs and other warning sign materials.
- ✓ Identification badges, cards or armbands.



Roles and Responsibilities

Before Fire or Any Other Disaster

- ✓ Co-ordinate with the SFMC, the Transport Management Team and the other emergency support functionaries to develop and establish a release policy and communicate the same to parents and staffs.
- ✓ Define clear procedures on how the pupils will be released in case of an emergency.

During Fire or Any Other Disaster

- ✓ Activate the team to ensure that the whole school premises are cordoned off and the entry restricted only to emergency services.
- ✓ Assist the local police for crowd control and also in carrying out the rescue operations smoothly.

After Fire or Any Other Disaster

- ✓ Secure the buildings and ensure that all external gates and doors are locked well.
- ✓ Deploy one team at the main gate to deal with parents and other agencies.
- ✓ The same team may route and guide the emergency services team like Fire, Police, Medical and other key volunteers to reach the incident site.
- ✓ Keep SFMC informed of the developments.
- ✓ The students may be released as per the established released policy.

8. Transport Management Team

This team may include the Transportation/Vehicle Co-ordinator of the School, the Administrator and Teachers going in respective buses and 2 senior students from each bus getting down at the last stop.

Materials Required

- ✓ List of contact information of all the departments, including Fire Services and the other emergency support agencies.
- ✓ List of nearby bus depots and their contact details.
- ✓ List of ambulances available in the vicinity and the list of available medical facilities.



Training Required

- ✓ Basic First-Aid techniques through local health department or Fire Service or St. John Ambulance Brigade or Red Cross Society.
- ✓ Thorough orientation on Effective Communication Skills.

Roles and Responsibilities

Before Fire or Any Other Disaster

- ✓ Ensure that all the members know the school's established policy on release procedures during emergency.
- ✓ Ensure availability of emergency vehicles in case the injured/victims need to be transported to the nearest medical centres.
- ✓ Co-ordinate and communicate with the Search & Rescue Team for any further requirement of vehicles, as per the number of injured/victims.
- ✓ Establish communication between SFMC and the personnel of route buses.
- ✓ Establish linkages with the emergency support agencies and have a list of contact detailed (e.g. Local Fire Services, Health Department, Local Police Services, District Administration, etc.).
- ✓ Ensure that all the members are aware of basic First-Aid techniques.
- ✓ Ensure separate plan is developed to assist differently-abled students.
- ✓ Ensure that the destination routes of all members are mapped well and alternate routes are also developed in case of blockades.



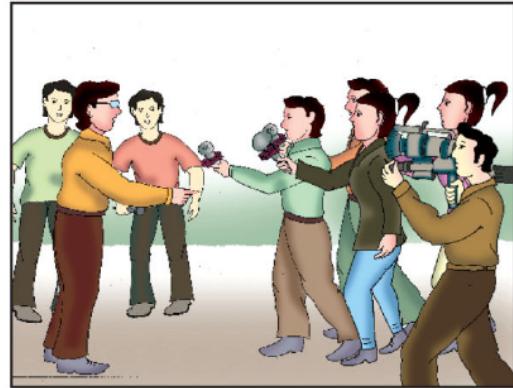
During Fire or Any Other Disaster

- ✓ Instruct and guide the vehicle personnel to carry out their given responsibility without panicking to ensure safety of all members.

- ✓ Ensure that each staff/teacher and student is safely positioned in the appropriate vehicle.
 - ✓ Ensure differently-abled students are assisted to their respective route vehicles.
- After Fire or Any Other Disaster*
- ✓ Provide First-Aid to any injured in co-ordination with the First-Aid Team.
 - ✓ Ensure effective communication between SFMC and the parents.
 - ✓ Ensure that all the staffs/teachers and students reach their destinations safe and sound.
 - ✓ Instruct the vehicle personnel to be vigil and cautious so that the members reach their destination safely.

9. Media Management Team

The team may include the Vice-Principal, Head Mister/ress, Administrator or any Senior Staff of the School.



Materials Required

- ✓ Latest established Media Policies
- ✓ List and detailed information of the Media/Media Personnel in the area/district.

Training Required

- ✓ Thorough orientation and basic Training on Effective Media Management and Communication Skills.

Roles and Responsibilities

Before Fire or Any Other Disaster

- ✓ Liaison with the local/district media personnel and be well acquainted with all the latest Media Policies.
- ✓ Regular interactions with the media for promoting fire safety awareness in print as well as electronic Medias from time to time.

During Fire or Any Other Disaster

- ✓ Keep the media informed on the latest development and to publish matters only in public interest.

After Fire or Any Other Disaster

- ✓ Always remember that only one member from the team would brief the media at one time in order to keep the clarity.
- ✓ Should always consult the SFMC before briefing the Media on any matter.

Chapter 5

ORGANIZING FIRE AND EVACUATION DRILL

Practice makes one Perfect. Fire and evacuation drills are organized to sensitize, facilitate and train the staffs/teachers and students to test the various elements of the prepared response plan in order to evaluate and revise it for further improvement. During an emergency, there will be no time to decide on how to respond and thus each member should be acquainted with their response strategies.

Drills are extremely important part of preparedness as sensitize staffs/teachers, students, parents on how to respond to the complications of actual fire and other emergencies and also helps in evaluating on what worked out well and what did not as per your prepared Plan document, which further paves way to update the Plan document and improve effectiveness.

The following may be considered in organizing a fire and evacuation drill:

1. Safety Considerations

Each student should be briefed that the first responsibility is for his/her own personal safety before playing their designated role during fire and other emergencies. Everyone should learn their response plan and also should have basic knowledge and skill to help someone who needs help.

2. Emotional Considerations

Regular interactions with students can create confidence in students, helping them to avoid panicking situations during an emergency. During an incident, it is obvious that the parents and well-wishers would take their own time to get to the spot and amidst the situation it is required that all members wait patiently for a response. Advise the students to discuss on the best method in keeping themselves busy and not to worry much in such cases.

3. Fire and Evacuation Drill Procedures

Note: All the members should be informed about the drill in advance in order to avoid chaos and panic situations. It is always better to inform the local fire services and other emergency service departments to monitor the drills.

A. Alarm Phase

The Fire Alarm Team will give the loud warning signals through ringing bells/alarms/sirens (use the regularly practiced warning tune alarm, different from the normal school bell) and alert the whole school.

B. Immediate Response by School Staffs/Teachers and Students

If anyone is caught in fire immediately STOP, DROP & ROLL. The members of designated team need to be activated in order to take up their designated post/positions to accomplish their tasks effectively. The rest of the members should act in accordance to their roles.

C. Response Phase by Designated Teams

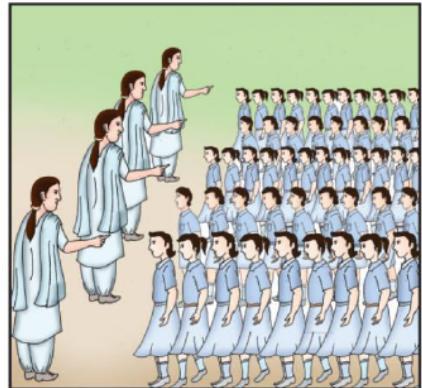
The designated Evacuation Team evacuates the whole school building through pre-determined safe exit routes into the designated assembly point. The Fire Fighting Team

will take position and douse off the fire (created scenario) with fire fighting equipments. The Search and Rescue Team will thoroughly check the whole building one on one basis and rescue and carry the injured (if any role play) to the designated First-Aid Post. The First-Aid Team will provide the basic First-Aid and will further refer the injured to the nearest medical centre. The Transport Management Team will ensure that the referral victim is carried to the already identified medical centre. The Site Safety Team will cordon off the whole building area restricting traffic flow inside the school premises and ensures the safety of the gathering.



D. Head Count Phase

Designated team members will ensure head count that all the staffs/teachers and students have reached the assembling point. If anyone is found missing, the matter is reported to the designated Search & Rescue Team and team carries out further search and rescue activities. After having confirmed and things brought under control the SFMC may declare the final Call Out.



E. Evaluation Phase

Debriefing session is a must after every drill to evaluate the entire drill procedures and also to incorporate necessary improvements into the Fire Safety Management Plan. Identify and note all the strengths and weaknesses, problems aroused and all other related issues so that it may be rectified in future drills. Action should be initiated to overcome the identified problems and must be constructively incorporated into the Plan for future reference and implementation. During the evaluation session, the next date for fire drill must be decided for better co-ordination and preparation.

Note: One Fire Drill in a Quarter is recommended, however a school is free to carry out one drill per month as well.

4. Evaluation and Up-dation of the Fire Safety Plan

The School Fire Safety Management Plan must be regularly evaluated after every drill or otherwise at least once every quarter by the SFMC. The suggestions, inputs and recommendations received from various team members, stakeholders during the conduct of fire drill must be seriously considered and incorporated into the plan for effective execution during future fire or any other emergencies so as to ensure safety of School Community.

5. School Fire Evacuation Plan Format

The School Fire Evacuation Plan format (Annexure I) will facilitate the SFMC to effectively plan, prepare and organize effective School Fire and Evacuation Drill and also help in evaluating the whole Plan for further improvements to be incorporated.

Fire Safety Tips

Develop an escape plan for the School and ensure that everyone knows it.

Always follow the Building By-Laws to keep your school safe and secure.

Set out Fire Alarm (Practice Manual Alarming System) and Alert All in case of fire.

Practice moving through your escape routes with eyes closed during normal times.

Always keep escape/evacuation routes clear of any blockades.

Keep storage and working areas free from trashes.

The staffs in the cafeteria should be extra cautions while working in the kitchen.

Always maintain First-Aid Kit and keep it ready for any emergency. Keep the First-Aid Box/Boxes in accessible locations.

Keep inflammables like kerosene, gas cylinder, etc., out of the reach of students.

Put out electrical appliances quickly the second should a fire breakout.

During normal times look out for old wirings & broken electrical fittings. Report any hazardous conditions to your electrician.

Keep fire extinguishers in working conditions and learn how to operate them.

Teach students on fire safety rules.

Rush out of from the class rooms without panicking and causing stampedes.

In case of fire:

- * Protect yourself and your friends! - Stay Calm, Don't Panic.
- * Raise Alarm and Alert Everyone.
- * Use nearest Exit Routes.
- * Close Doors and Windows behind You.
- * Use Staircases, Not Lifts.
- * Never stand up but always crawl low on the ground and keep your face covered.
- * Attract Attention of the Rescue Team by making loud noise.

In case anyone is caught with fire:

Always STOP, DROP and ROLL. Roll over the ground to put off the fire.

For Any Fire Emergency Call Fire Services at 101, immediately, which is toll free and the remember the following:

- * Maintain Calm, even while informing the incident to the Fire Services.
- * Tell Name and Exact Address of the Caller.
- * Give Contact Numbers.
- * Inform the Type of Emergency – Fire through What?
- * Nearby landmark place.
- * Inform Shortest and Accessible Route to the incident site, which will help the fire services to come and fulfill their tasks efficiently and effectively.

Display all Emergency Support Functionaries numbers and Evacuation Map on all floors and at strategic locations.

Always Secure Yourself, Your Friend/s and Your School.

ANNEXURE I

SCHOOL FIRE EVACUATION PLAN FORMAT

NAME OF THE SCHOOL
 NAME OF THE PRINCIPAL/JIN-CHARGE
 FULL ADDRESS
 CONTACT DETAILS
 OWNED BY
 MAINTAINED BY
 TOTAL NO. OF STAFFS
 TOTAL NO. OF STUDENTS
 TOTAL NO. OF CLASSROOMS
 TOTAL NO. OF LABORATORIES
 OTHER NO. OF ACTIVITY ROOMS

BUILDING WISE DETAILS

Blocks	Building Name	Total No. of Rooms in the School	No. of Only Classrooms	Age Group of Students	Type of Roof Construction	Age of Building
Block - I						
Block - II						
Block III						
Block - IV						
Block - V						

DETAILS OF OPEN SPACES/GROUND

Type of Open Space	Approx. Size (L x B)	Accessibility from the Road (Yes/No & the Distance from the main road)
Play Ground with Swings		
Cricket/Football Fields		
Basketball Court		
Assembly Ground		
Any Other (Specify)		

MODEL STEPS

From

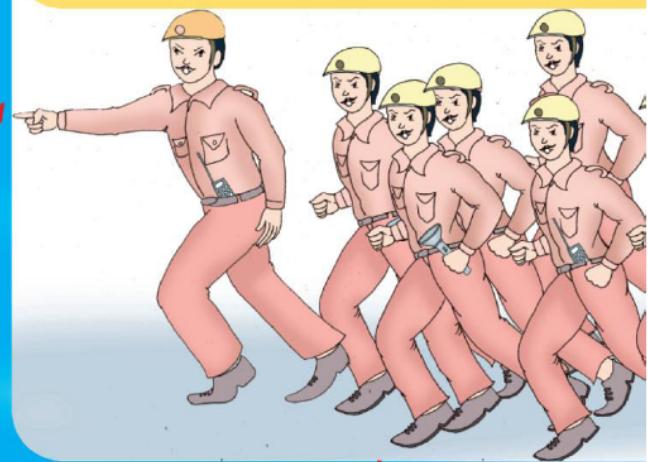
ORGANIZ

1

Alarm Bell



Activation of All Teams



Evacuation Under Supervision



सत्यमेव जयते

DIRECTO

TO USE A FIRE EXTINGUISHER, USE THE P.A.S.S. METHOD

Pull out the safety pin as instructed on the label



P

Aim the nozzle at the base of the fire



A

Squeeze the lever

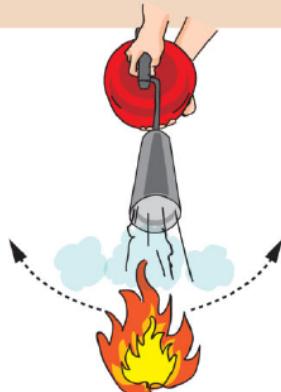


S

Sweep the fire using the extinguisher's discharge



S





Lets Join Together For School Fire Safety

**DIRECTORATE GENERAL OF NDRF & CIVIL DEFENCE
(FIRE CELL)**

MINISTRY OF HOME AFFAIRS, GOVERNMENT OF INDIA
EAST BLOCK – VII, LEVEL – 7, R. K. PURAM, NEW DELHI – 110 066
TELE-FAX: 011 26196370
E-mail: mhafire@googlegroups.com

MODEL STEPS



ORGANIZING FIRE & EVACUATION DRILL

1

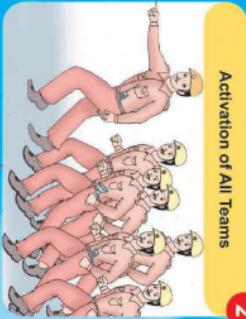
Alarm Bell



Activation of All Teams

2

Evacuation Under Supervision

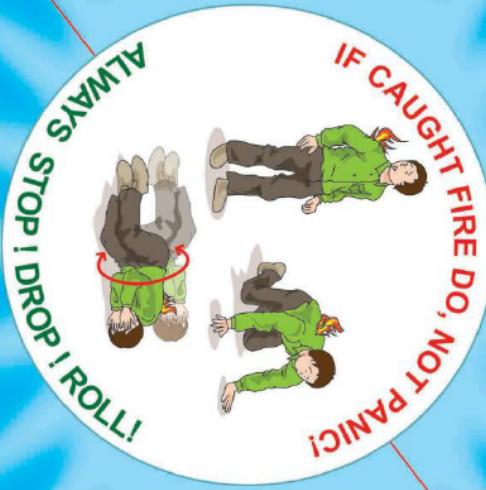


3



4

Assembling at the Designated place



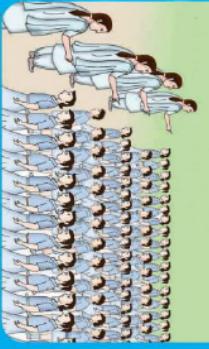
5

Report by Team Members to SFMC & Rescue Carried Out



6

Head Count



राष्ट्रीय चक्र



Issued in Public Interest

DIRECTORATE GENERAL OF NDRF & CIVIL DEFENCE (FIRE CELL)

MINISTRY OF HOME AFFAIRS, GOVERNMENT OF INDIA
EAST BLOCK - VII, LEVEL - 7, R. K. PURAM, NEW DELHI - 110 066
TELE-FAX: 011 26196370 E-mail: mhafire@googlegroups.com

SCHOOL FIRE EVACUATION PLAN FORMAT

NAME OF THE SCHOOL
 NAME OF THE PRINCIPAL/IN-CHARGE
 FULL ADDRESS
 CONTACT DETAILS
 OWNED BY
 MAINTAINED BY
 TOTAL NO. OF STAFFS
 TOTAL NO. OF STUDENTS
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 TOTAL NO. OF LABORATORIES
 OTHER NO. OF ACTIVITY ROOMS

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Blocks	Building Name	Total No. of Rooms in the School	No. of Only Classrooms	Age Group of Students	Type of Roof Construction	Age of Building
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Block - III						
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Block - V						

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Type of Open Space	Approx. Size (L x B)	Accessibility from the Road (Yes/No & the Distance from the main road)
Play Ground with Swings		
Cricket/Football Fields		
Basketball Court		
Assembly Ground		
Any Other (Specify)		

DETAILS OF TEAM MEMBERS SCHOOL FIRE MANAGEMENT COMMITTEE

Name	Designation	Contact	No. Email

AWARENESS CAMPAIGN TEAM

Name	Designation	Contact	No. Email

FIRE ALARM TEAM

Name	Designation	Contact	No. Email

EVACUATION TEAM

Name	Designation	Contact	No. Email

SEARCH AND RESCUE TEAM

Name	Designation	Contact	No. Email

FIRE FIGHTING TEAM

Name	Designation	Contact	No. Email

FIRST - AID TEAM

Name	Designation	Contact	No. Email

SITE SAFETY TEAM

Name	Designation	Contact	No. Email

TRANSPORT MANAGEMENT TEAM

Name	Designation	Contact	No. Email

MEDIA MANAGEMENT TEAM

Name	Designation	Contact	No. Email

DRILL DETAILS

Sl. No.	Name of the Drill	Date & Time	No. of Participants	Remarks
1	Fire Evacuation Drill			
2	Drop Cover Hold Drill			
3	Safety Consideration Drill			
4	Any Other Type of Drill (Specify)			

STRENGTHS OF THE DRILL

WEAKNESSES OF THE DRILL

RECOMMENDATIONS/SUGGESTIONS FOR FURTHER IMPROVEMENTS

Signature With Official Seal