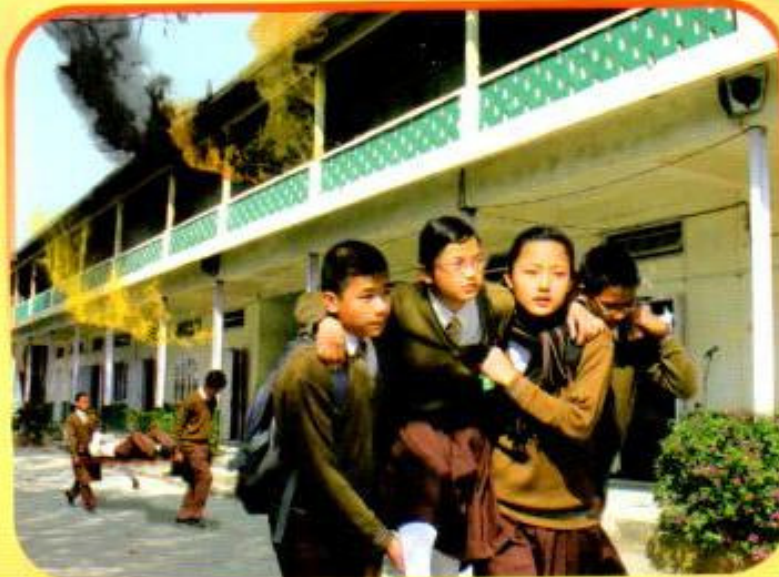




FIRE **AND** **EVACUATION DRILL** **IN SCHOOLS**



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ORGANIZING FIRE AND EVACUATION DRILL

Practice makes one Perfect. Fire and evacuation drills are organized to sensitize, facilitate and train the staff/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 it sensitizes 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

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 STAFF/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 predetermined 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 headcount 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

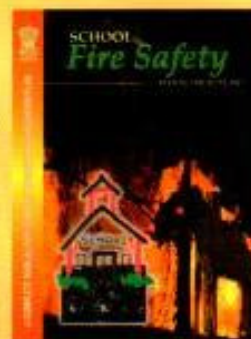
Debriefing session is a must after every drill to evaluate the entire drill procedures and also to incorporate necessary improvements into the Fire Safety Management Plan. Identify and note all the strengths and weaknesses, problems aroused and all other related issues so that it may be rectified in 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, found within the School Fire Safety Management plan document, 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.

School Fire Safety Management plan						
SCHOOL FIRE EVACUATION PLAN FORMAT						ANNEXURE I
NAME OF THE SCHOOL	_____					
NAME OF THE PRINCIPAL/IN-CHARGE	_____					
FULL ADDRESS	_____					
CONTACT DETAILS	LANDLINE	MOBILE				
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						
Crickets/Football Fields						
Basketball Court						
Assembly Ground						
Any Other (Specify)						

FIRE EMERGENCY

DIAL 101

Issued in Public Interest