

GOVT.OF NCT OF DELHI :DIRECTORATE OF EDUCATION
(LAND & ESTATE BRANCH)
LUCKNOW ROAD, DELHI-110054.

No.F.16/Estate/PGC/Fire Safety/10/07-17

CIRCULAR 07-17

Dated: 21-4-16

Mock Drill on 25th April, 2016


In the past, several mock drills have been conducted in all Government, Government Aided and unaided Recognized schools in Delhi for enhancing the preparedness to overcome any natural disaster or fire accidents. This year, it has been decided to conduct such mock drill on 25/4/2016 to mark the 1st anniversary of Nepal Earthquake of 2015. The Heads of all schools - Government, Government aided and unaided recognized, are therefore, directed to conduct a Mock Drill on 25th April, 2016 at 11.00 a.m. for morning/general shift schools and at 3.00 p.m. for evening shift schools.

The Mock Drills in schools shall be monitored by DDEs (Zone & District), DEOs and the HOSs. Efforts should be made to take corrective action with regard to deficiencies observed during last mock drills and in no case the evacuation time should be more than 5 minutes. While conducting the school safety preparedness drill, the following points should be ensured:

1. All exit routes should always be kept clear of any obstacles.
2. Assembly points should be clearly designated in all the schools with proper rows earmarked class-wise, so that there is no confusion and mix up and proper roll call of all students is possible.
3. Signage along with appropriate arrow marks like "Exit", "Entry", "Emergency Exit", "Assembly Point" etc. should be displayed at appropriate locations for safe and quick evacuation as per the displayed evacuation plan.
4. The students should participate in the practice of 'Drop' - 'Cover' - 'Hold' before evacuation exercise.
5. Teachers should come out with the students and head count/roll call should be conducted.
6. Students should evacuate the building in an organized and peaceful manner without causing any eventuality of stampede.
7. All staff members of the school must actively participate in the mock drill for its smooth conduct.
8. Building should be evacuated in shortest reasonable time avoiding lethargic and casual attitude.

The DDE (District & Zone) are requested to ensure that all the schools under their jurisdiction conduct the mock drill compulsorily. HOSs are directed to appoint a Nodal Officer in their respective schools who will be responsible for regular upkeep and maintenance of fire safety equipments installed in the school and also for regular conduct of mock drills in schools. They should observe/monitor /assess the drill exercise thoroughly and take necessary steps for further improvement needed to reduce evacuation time and other safety matters etc. They are further directed to submit the report of the mock drill in the online module in the pop-up/'School Plant' of Directorate of Education on the same day. No hard copy of the report is required to be sent to this Branch or elsewhere.

This issues with the prior approval of the Competent Authority.


21/4/2016

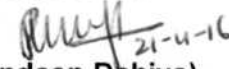
(Randeep Dahiya)
ADE (Land & Estate)

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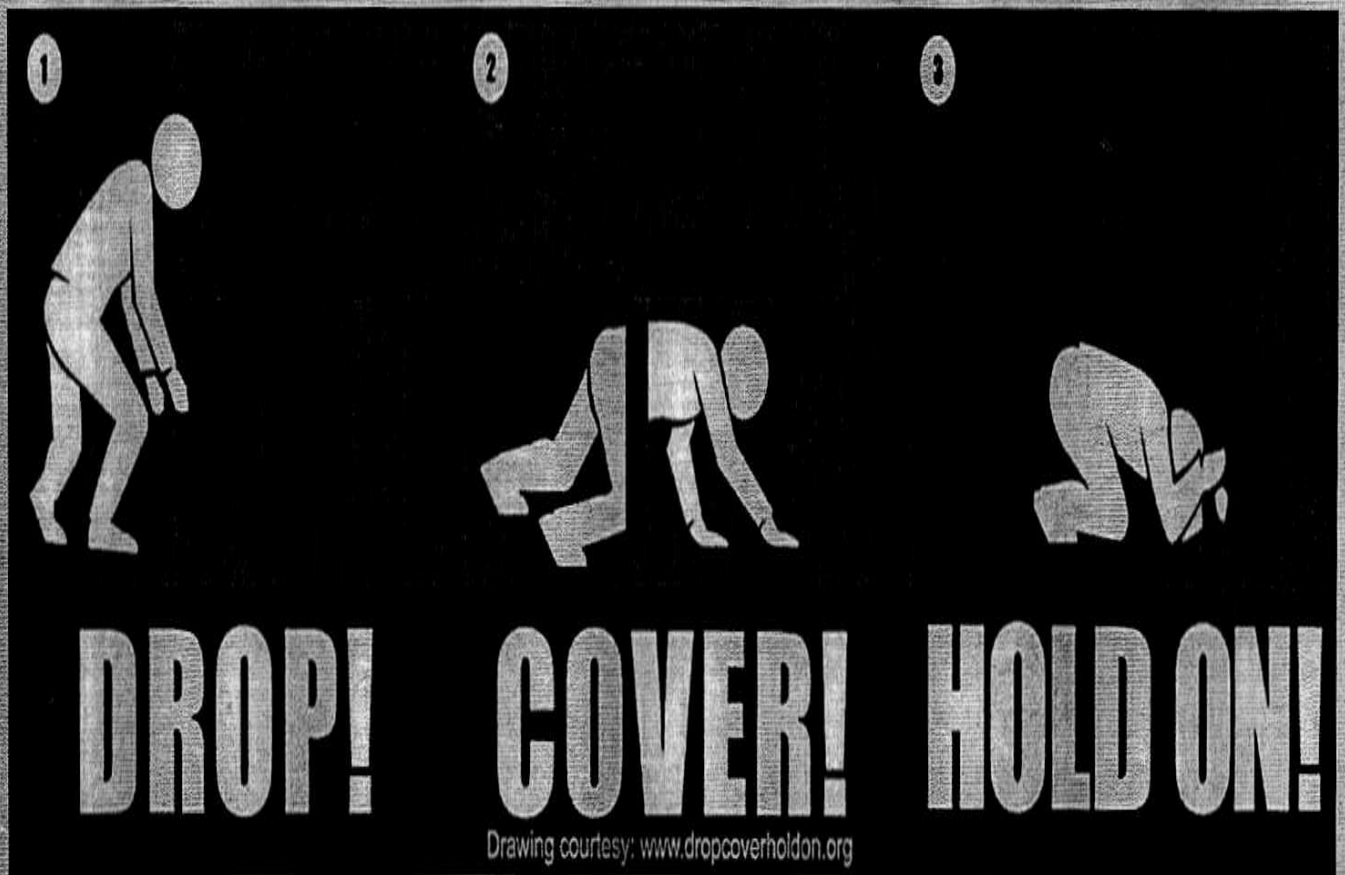
Copy to:-

1. PS to Chairman (PGC), Vikas Bhawan, New Delhi.
2. PS to Secretary (Education), Old Sectt., Delhi.
3. PS to Director of Education, Old Sectt., Delhi.
4. CMD, DSIIDC, N-Block, Connaught Place, New Delhi.
5. Chief Fire Officer, Connaught Place, New Delhi.
6. Engineer-in-Chief, PWD, MSO Building, IP Estate, New Delhi.
7. Addl. DE (School)/(Act-I)/(Act-II), Dte. of Education, Old Sectt., Delhi.
8. All RDEs, Dte. of Education, Delhi/New Delhi.
9. All DDEs, Dte. of Education, Delhi/New Delhi.
10. All HOSs, of Govt., Aided & unaided Recognized Schools of Directorate of Education, Delhi/New Delhi.
11. Programmer (IT) with the request to put up circular on website of the Department.


(Randeep Dahiya)
ADE (Land & Estate)

GET PREPARED!!!.

DURING AN EARTHQUAKE



During an Earthquake **DROP** to the ground, take **COVER** by getting under a sturdy table or other piece of hard furniture; and **HOLD ON** until the shaking stops.