

**GOVT. OF NCT OF DELHI
DIRECTORATE OF EDUCATION
(ESTATE BRANCH)
LUCKNOW ROAD, DELHI-54.**

No.F.16/Estate/PGC/FireSafety/10/ 1-31

Dated: 01/04/2013

ORDER

Sub : Mock Drill on 08th April, 2013.

The Public Grievance Commission while hearing the issue of the fire safety on 24.01.2013 has directed that next Mock Drill for fire and life safety norms for all schools in Delhi (Govt./Govt. aided/Pvt. Un-aided) should be held on 08th April, 2013 at 10.00 a.m. for morning shift schools and at 03.00 p.m. for evening shift schools. The Mock drills have to be monitored in all schools by officials of DFS, RDEs, DDEs, EOs, DEOs and by the heads of the schools running in the alternate shift.

While conducting the fire drill the following points should be ensured:-

1. 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.
2. Teachers have to come out and head count/roll call is to be conducted.
3. Students should come out in proper line and should not create any noise/panic.
4. Staff of the school must co-operate for smooth conduct of mock drill.
5. Building should be evacuated in short reasonable time avoiding lethargy and lack of sense of participation etc.

HOSs will also appoint one 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.

Standard Operating Procedure (as circulated by Delhi Fire Service) for conducting Fire and Evacuation drill in schools is enclosed. All HOSs shall submit the report of the mock drill online within two days of the drill being conducted.

To conduct these mock drills more efficiently and successfully, a workshop cum conference has to be arranged by all Deputy Directors of Education in their respective districts to provide training to EOs, DEOs and HOSs so that Mock drills can be conducted and supervised properly in all schools under their supervision. Schedule for workshop cum conference for each district is to be fixed/arranged as per the convenience of each district DDE.

In this workshop-cum-conference, members of all executive agencies i.e. PWD, DSIIDC and representatives from Delhi Fire Service Department will be present to take stock of works relating to implementation of fire and life safety norms as per DOE Circular dated 01/03/2011. The District DDEs shall inform all these executive agencies, well in advance, regarding the venue and timing of the workshop. Name and telephone numbers of Divisional Officers of DFS are listed below for ready reference:-

S.No.	NAME OF DIVISIONAL OFFICER	TELEPHONE NUMBER
1.	Vipin Kental (Distt.: North West)	9818023583
2.	Sunil Choudhry (Distt.: West)	9811338552
3.	Atul Garg (Distt.: Central)	9810705870
4.	Virender (Distt.: East)	9891010690
5.	H.L. Aneja (Distt.: South West)	9868249326
6.	Dharampal (Distt.: South)	9899130700

HOSs should take care of evacuation time taken during previous mock drills and shall develop self remedial course of action for better preparedness and awareness amongst students and all staff.

All DDEs are to submit report within a week of the Mock drills conducted in their respective districts specifying the deficiencies observed during this fire safety drill. Further, such reports may also contain remedial action/new ideas/suggestions.

(RANDEEP DAHIYA)
ASST. DIRECTOR OF EDUCATION (ESTATE)

No.F.16/Estate/PGC/FireSafety/10/ (1-3)

Dated: 01/04/2013

Copy to:-

1. Pr. Secretary (PWD), Delhi Secretariat, New Delhi.
2. PS to Chairman (PGC), Vikas Bhawan, New Delhi.
3. Director, DFS, Connaught Place, New Delhi- with request to depute maximum officials for schools in each district as per your own selection for workshop cum conference and for the mock drill scheduled on 08/04/2013.
4. CMD, DSIIDC, N-Block, Connaught Place, New Delhi.
5. Engineer-in-Chief, PWD, MSO Building, IP Estate, New Delhi.
6. All RDEs, Dte. of Education, Delhi/New Delhi.
7. Addl. DE (School), Dte. of Education, Old Sectt., Delhi.
8. All DDEs, Dte. of Education, Delhi/New Delhi.
9. ADE (IT)-with direction to put on MIS of Department and also make provision to obtain on line mock drill report.
10. All HOSs, Dte. of Education, Delhi/New Delhi.

Copy with similar request for necessary action to:-

1. Director of Education, MCD (North), Civic Centre, Minto Road, Delhi.
2. Director of Education, MCD (South), Civic Centre, Minto Road, Delhi.
3. Director of Education, MCD (East), 419, FIE, Patparganj Industrial Area, Delhi.
4. Director of Education, NDMC, Palika Kendra, Sansad Marg, New Delhi.
5. Commissioner, Kendriya Vidyalaya Sangathan, Shaheed Jeet Singh Marg, Katwaria Sarai, New Delhi.
6. Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt., Delhi.
7. Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi.

(RANDEEP DAHIYA)
ASST. DIRECTOR OF EDUCATION (ESTATE)

SOP for conducting Fire and Evacuation drill in schools

(SOP = *Standing Operating Procedure*)

1. **Purpose:** The purpose of these guidelines is to establish a systematic, safe and orderly evacuation of the premises (school) by all occupants (students/teachers and other staff) in the event of a fire or other emergency in the least possible time to a safe area using the available means of exit and also to use the available fire appliances which may have been provided.
2. **Frequency:** The drill should be conducted as frequently as possible but at least once in each quarter.
3. **Raising the Alarm:** Any person (child /staff) discovering an outbreak of fire should raise an alarm to notify others. This can be done by shouting "FIRE - FIRE" / sounding the nearest fire alarm or sounding of bell. Local Fire brigade shall immediately be informed over 101.
4. **Evacuation:** The floor/ level on which the fire has been discovered shall immediately be evacuated. Fire safety incharge of the school shall immediately reach on the spot to assess the situation and make announcement on PA system regarding partial or full evacuation. Children should be instructed that in the event of a fire alarm they should stand by their desk and make no noise. And on instruction by the incharge of class, they should leave the class room in a single file. Incharge/ Fire safety evacuation monitor of the class shall carefully listen the instructions of the fire safety incharge.
5. **Actions at the place of Assembly:** A senior teacher (Assembly incharge) shall immediately reach the predetermined place of assembly to receive the children, reaching there. Attendance register must be taken to assembly point and head count done.
6. **Care of Disable/ children with special needs:** Special arrangement shall be made for evacuation of handicapped children.
7. While in staircase children shall move in a single file and this should be strictly monitored in order to avoid stampede, staff of the school may be deployed at the landings of the staircase to reduce the panic and observe discipline.
8. No overtaking, running / shouting / laughing shall be allowed.
9. No one shall be allowed to re-enter the building except for searching the missing person if any that too along with fire service personals.
10. Necessary instruction for using a particular escape route / not to panic etc. shall be given over the public address system wherever available.
11. At the assembly point children shall be taught the use of fire bucket, fire extinguishers, hose reel etc. They shall also be taught how to crawl and escape when caught in smoke filled room /corridor.
12. The nursery / primary class children shall preferably be located at ground level, for easy evacuation in case of emergency.

Criterion format for fire safety drills in schools

Date of Fire evacuation drill:

Sr. No.	Name of the school (ID/ contract number)	Name of the fire safety in-charge with contact Number	Whether all teacher/ staff including canteen, lab staff got trained in fire safety (Yes/No)	Whether place of assembly is earmarked as maximum strength of school	Whether place of each class/section is earmarked at place of assembly	Whether Fire safety evacuation monitor is nominated in each class (Yes/No)	Whether assembly in-charge is nominated (Name/Number)	Whether arrangements for evacuation of handicapped/ children are made (details thereof)	Whether instructions/ evacuation guidelines are instructed in the assembly at regular intervals	Whether the school obtained NOC from Fire Service (Letter No./ Date)	Whether the fire safety arrangements are maintained in working condition (Yes/No)	Whether the escape routes are kept clear of obstruction (Yes/No)	Whether actions as per SOP undertaken (Yes/No)	Any impediment/ issues brought to the notice of seniors
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15