

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

No.F.16/Estate/PGC/FireSafety/10/5060-5078

Dated: 03/2/14

ORDER

Sub : Mock Drill on 15th February, 2014

The Hon'ble Chairman, Public Grievance Commission during hearing on 21/01/2014 has fixed next Mock Drill for fire and life safety for all schools in Delhi (Govt./Govt. aided/Pvt. Un-aided) to be held on **15th February, 2014** at 11.00 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 Delhi Fire Service and that of RDEs, DDEs, EOs, DEOs and by the heads of the schools running in the alternate shift.

The Hon'ble Chairman, Public Grievance Commission after going through the report on the last mock drill conducted on 18/12/2013 observed that though the number of Schools who took reasonable time is increased yet 26 Schools have taken more than 15 minutes to evacuate the School Building which shows lethargy and lack of sense of participation and hence necessary steps are needed to reduce evacuation time.

While conducting the fire safety 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. Display signage like "Exit", "Enter", "Emergency Exit", "Assembly Point" etc. at appropriate locations, along with arrow marks for safe and quick evacuation as per the prepared plan.
4. Teachers have to come out and head count/roll call is to be conducted.
5. Students should come out in proper line and should not create any noise/panic.
6. Staff of the school must co-operate for smooth conduct of mock drill.
7. 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..

All HOS should observe/monitor /assess the drill exercise thoroughly and take necessary steps on further improvement needed to reduce evacuation time and other safety matters etc.

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 with the 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.

In this workshop-cum-conference, members of 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.	Sh. Virender (East Division)	9891010690
2.	Sh. Sunil Choudhry (West Division)	9811338552
3.	Sh. S.S. Tulli (North West Division)	9811032931
4.	Sh. Sanjay Tomar (South west Division)	9810998399
5.	Sh. Dharampal (South Division)	9899130700
6.	Sh. Gurmukh Singh (Central Division)	9868026231

Mock Drills are conducted to be in a state of preparedness and to create necessary awareness amongst the students and staff members.

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.

Encl: As above.

(R.N. SHARMA)
DY. DIRECTOR OF EDUCATION (ESTATE)

No.F.16/Estate/PGC/FireSafety/10/ 5060-5078

Dated: 03/2/14

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 as per schedule.
4. PS to Pr. Secretary (Education), Old Sectt., Delhi.
5. PS to Director of Education, Old Sectt., Delhi.
6. CMD, DSIIDC, N-Block, Connaught Place, New Delhi.
7. Engineer-in-Chief, PWD, MSO Building, IP Estate, New Delhi.
8. Addl. DE (School)/(Act-I)/(Act-II), Dte. of Education, Old Sectt., Delhi.
9. All RDEs, Dte. of Education, Delhi/New Delhi.
10. All DDEs, Dte. of Education, Delhi/New Delhi.
11. ADE (IT)-with direction to put on MIS of the Department and also make provision to obtain on line mock drill report.
12. All HOSSs, 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.

(R.N. SHARMA)
DY. DIRECTOR OF EDUCATION

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 in-charge 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.

FORMAT FOR REPORT ON FIRE SAFETY DRILLS IN SCHOOLS CONDUCTED ON 15-2-2014

1. Name of school with ID/Contact No.:
2. Name of the Fire Safety Incharge with contact No.:
3. Time of raising the alarm for Fire Safety Drill:
4. Time when persons started reaching at assembly place:
5. Time upto all reached at assembly place:
6. Whether any person /student /official could not reach at the assembly place then;
 - a. No of such person /student /official:
 - b. Reason for the same:
7. Whether arrangements for evacuation of handicapped/disable children were made (details thereof):
8. Whether instructions/evacuation guidelines were instructed in the assembly at regular intervals:
9. Whether the fire safety arrangements were found maintained in working condition (Yes/No):
10. Whether the escape routes were kept clear of obstruction (Yes/No):
11. Whether actions as per SOP undertaken (Yes/No):
12. Whether place of assembly is earmarked as per maximum strength of school:
13. Whether place of each class/section is earmarked at place of assembly:
14. Whether all teacher /staff including canteen, lab staff got trained in fire safety: (Yes/No)
15. Whether Fire Safety evacuation monitor nominated in each class(Yes/No):
16. Whether assembly in charge is nominated(Name/Number):
17. Whether the school obtained NOC from fire services (Letter No./Date):
18. Any impediment needs to bring into the notice of seniors:

Name of the HOS:

Signature of the HOS:

Date:

How? —

~~where~~
displayed & were

15 yrs -