

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

No.F.16/Estate/PGC/Fire Safety/10/4480-4498

Dated: 26/3/15

ORDER

Sub : Mock Drill on 07th April, 2015

Mock Drill on 07th April, 2015 may be organised in all schools in Delhi (Govt./ Govt. Aided/ Pvt. Unaided) to mark the anniversary of the great Kangra Earth-quake which killed 21,000 people across North-India in 1905. National Disaster Management Authority (NDMA) has desired that school preparedness Drill for earth-quake be held in this connection every year. Geohazards society, India has also requested to organise school safety preparedness Drill (SSPD) on 7th April 2015.

The Mock Drills have to be monitored in all schools by officials of Delhi Fire Services and that of RDE's, DDE's, EO's, DEO's and by the HOS running in alternate shift.

While conducting the school safely preparedness Drill, the following points should be ensured. 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 for which corrective measures should be ensured after ascertaining the reasons of delay etc. sorted-out.

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.

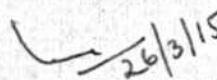
In the workshop-cum-conference, members of the District DDEs shall inform all these executive agencies, well in advance, regarding the venue and timing of the workshop. Name and telephone numbers of Divisional Officers of DFS are listed below for ready reference:-

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 as well as 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.


26/3/15

(K.C. MEENA)

DY. DIRECTOR OF EDUCATION (ESTATE)

No.F.16/Estate/PGC/Fire Safety/10/4480-4498

Dated: 26/3/15

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, with direction to ensure that corrective steps are taken to reduce the evacuation time in schools and work of obtaining NOCs is done on priority in schools under their respective districts.

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 HOSs, Dte. of Education, Delhi/New Delhi.

Copy with similar request for necessary action to:-

1. Director of Education, North DMC, Civic Centre, Minto Road, Delhi.
2. Director of Education, South DMC, Civic Centre, Minto Road, Delhi.
3. Director of Education, East DMC, 419, FIE, Patparganj Industrial Area, Delhi.
4. Director of Education, NDMC, Palika Kendra, Sansad Marg, New Delhi.
5. Dy. Commissioner, Kendriya Vidyalaya Sangathan, Delhi Region, JNU Campus, New Mehrauli Road, New Delhi-110067.
6. Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt., Delhi.
7. Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi.

26/3/15

(K.C. MEENA)

DY. DIRECTOR OF EDUCATION

Name of the School:

Current Contact Details

Tel No:

Email Address:

Contact Person:

Number of students who participated in the drill:

Number of teachers who participated in the drill: Time

at which the drill was conducted:

Steps taken to execute the drill:

Was a head count done after evacuation to safe assembly areas? (y/n):

Were any other activities done during the drill? (Search & Rescue, First Aid etc):

Was debriefing done after the drill?:

Number of photographs being sent to the Email:

Mention 3 things which can be improved in the next drill:

Remarks:
