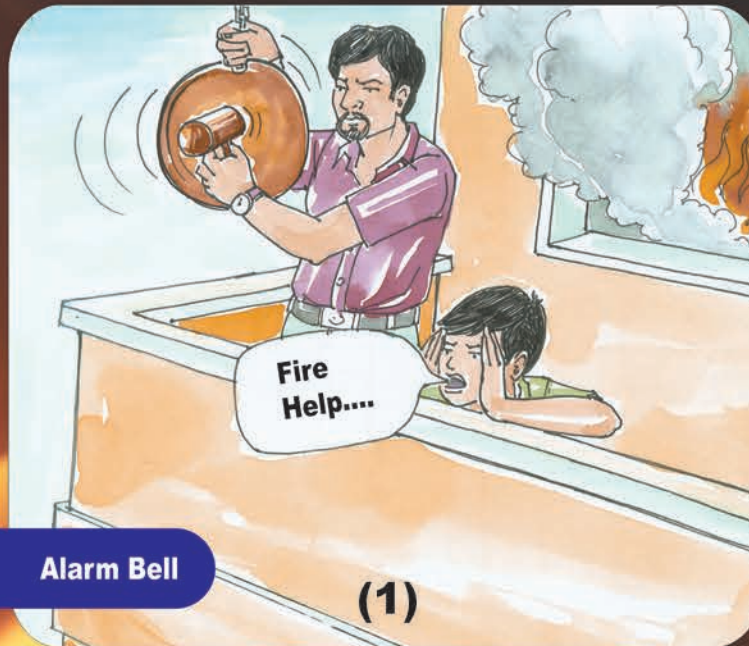
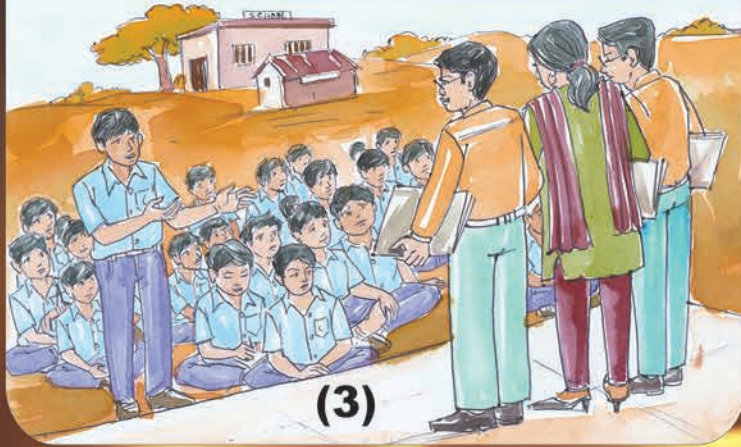


# ORGANIZING FIRE SAFETY DRILL FOR SCHOOLS

Assembling at the Designated Place



Alarm Bell

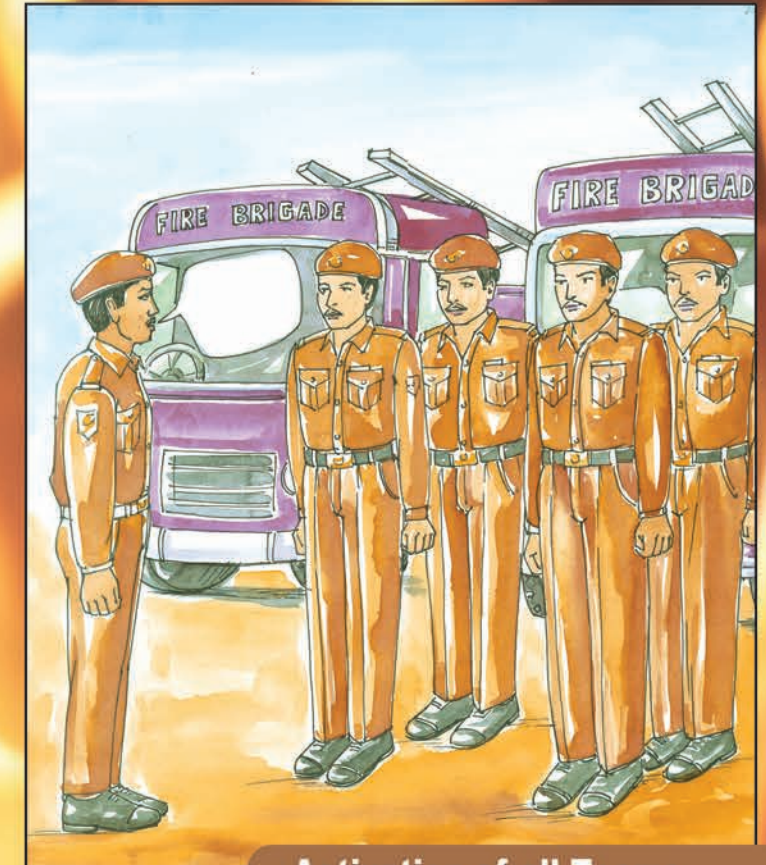
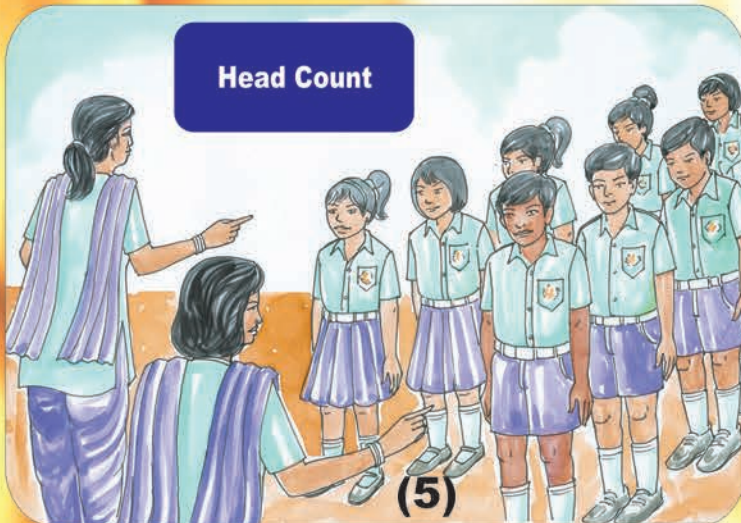
Reporting by Team Members to Fire services & Rescue, Relief Carried Out



Evacuation of site under supervision



Head Count



Activation of all Teams

**nidm**  
Towards a disaster free India.....

**National Institute of Disaster Management**

(Ministry of Home Affairs, Govt. of India)

A-wing, 4th floor, NDCC-II Building, Jai Singh Road,  
New Delhi - 110001, India

Tel.- 011-23438289, Tele Fax - 011- 23438290

website : [www.nidm.gov.in](http://www.nidm.gov.in)



## FIRE SAFETY TIPS

- Develop a fire emergency plan for the School and ensure that everyone knows it.
- Always follow the Building By-Laws to keep your school safe and secure.
- Set out Fire Alarm in emergencies (Practice Manual Alarming System) and Alert all in case of fire.
- Practice moving through your escape routes with eyes closed during normal times.
- Always keep escape/evacuation routes clear of any blockades.
- Keep storage and working areas free from trashes.
- The Staff in the cafeteria should be extra cautious while working in the kitchen.
- Always maintain First-Aid Kit and keep it ready for any emergency. Keep the First-Aid Box/Boxes in accessible locations.
- Keep inflammables like kerosene, gas cylinder, etc., out of the reach of students.
- Put out electrical appliances immediately, should a fire breakout.
- During normal times look out for old wirings & broken electrical fittings. Report any hazardous conditions to your electrician.
- Keep fire extinguishers in working conditions and learn how to operate them.
- Teach students on fire safety rules.

- Rush out from the class rooms without panicking and stay calm.
- **In case of fire:**
  - Protect yourself and your friends - Stay Calm, Don't Panic.
  - Raise Alarm and Alert Everyone.
  - Use nearest or emergency Exit routes.
  - Close all Doors and Windows behind you.
  - Use Staircases, Not Lifts.
  - Never stand but always crawl low on the ground and keep your face covered.
  - Attract Attention of the Rescue Team by making loud noise.

- **In case anyone is caught with fire:**

- ◆ Always STOP, DROP and ROLL. Roll over the ground to put off the fire.



- For any Fire Emergency, Call Fire Services at 101, immediately, which is toll free and remember the following:

- ◆ Maintain Calm, even while informing the incident to the Fire Services.
- ◆ Tell Name and Exact Address of the Caller.
- ◆ Give Contact Numbers.
- ◆ Inform the Type of Emergency - Nature of Fire and its source.
- ◆ Inform nearby landmark place.
- ◆ Inform Shortest and Accessible route to the incident site, which will help the fire services to come and fulfill their tasks efficiently and effectively.

- ☞ Display numbers of all Emergency Support Functionaries and put Evacuation Map on all floors and at strategic locations.

- ☞ Always Secure Yourself, Your Friend/s and Your School.

