ORGANIZING FIRE SAFETY
DRILL FOR SCHOOLS

Activation of all Teams

Alarm Bell

Evacuation of site under supervision

Fire Help....

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

Head Count

Assembling at the Designated Place

IIPA Campus, 5B, I P Estate Mahatma Gandhi Road
New Delhi-110002, INDIA

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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 off 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 blockages.
- Keep storage and working areas free from hazards.
- The Staff in the kitchen 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/toilets 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 night time, look out for old wiring & broken electrical fittings. Report any hazardous conditions to your electrician.
- Keep fire extinguishers in working condition 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 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 out 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 Execution map on all floors and at strategic locations.
- Always secure yourself, your friends and your School.