

# ODISHA PRIMARY EDUCATION PROGRAMME AUTHORITY

"SHIKSHA SOUDHA", UNIT-V, BHUBANESWAR-751001

Ph No.0674-2392835(O)  
FAX-0674-2392721

No. 10430/P1g/18  
Bhupendra Singh Poonia, I.A.S  
State Project Director

Dated 12.11.18

To,  
All Collectors & District Magistrate,  
Odisha

Sub: Organization of Fire & Evacuation Drill in schools of the State

Madam/Sir,

In inviting a reference to the subject cited above I am to enclose here with a copy of the letter no.23482 dated.29.10.18 of Additional Secretary to Govt, S&ME Deptt along with the enclosures and to request you to organize fire evacuation drills frequently in schools along with National Fire and Evacuation Drill on 21<sup>st</sup> January every year at 11.00 am to create fire safety awareness among school students and staff. In this process help of NGOs and Local Fire stations/Fire Officers shall be ensured.

Yours faithfully,

Memo No 10431/P1g/18

State Project Director  
Dated 12.11.18

- Copy to all the District Education Officer-cum Nodal officer School Safety Plan for information and necessary action.
- Copy to all District Project Coordinators, RTE-SSA, and all Block Education Officers for information and necessary action.

Memo No 10432/P1g/18

State Project Director  
Dated 12.11.18

- Copy to the General Manager, OSDMA for information and necessary action.

Memo No 10433/P1g/18

State Project Director  
Dated 12.11.18

- Copy to Sri Ramesh Kerketta, Additional Secretary to Govt, Department of S&ME for information and necessary action.

State Project Director



OPEPA				
AD (SPE)	AD (MIS)	STC	PIO	APIO
RA	MA	P.O.	FC	APE
31 OCT 2018				

**Government of Odisha**  
**Department of School & Mass Education**

\*\*\*\*\*  
No. 23482 /SME, Dated. 29.10.18  
SME-MSSA-MSSA1-0088-2018

From

Sri Remish Kerketta, OAS (SAG)  
Additional Secretary to Government

To

The State Project Director, OPEPA, Bhubaneswar

Sub: Organization of Fire & Evacuation Drill in the Schools of the State

Sir

I am directed to enclose here with a copy of the D.O letter No. 19-7/2018-IS-16 dated 15.10.2018 of Joint Secretary, Ministry of HRD, Department of School Education & Literacy along with its enclosures on the subject cited above & to request you to issue necessary instruction to the field functionaries/ School Heads to organize National Fire & Evacuation Drill in schools on 21<sup>st</sup> January every year and also conduct such drill frequently to create fire safety awareness amongst the School staffs and students.

You are, therefore, required to seek co-ordination from the local Fire Stations/ Fire Officers along with NGOs for conducting such drills in the schools of the state to create fire safety awareness amongst the School Staffs and students with active participation.

Action taken in this regard may be intimated to this department for taking further course of action.

Yours faithfully

*R. Kerketta*  
29/10/18  
Additional Secretary to Govt.

11794  
31.10.18

Planing

✓

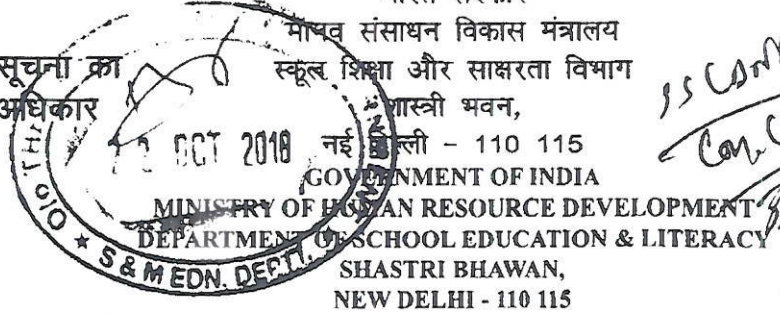
X



**Maneesh Garg**  
Joint Secretary (SE-1)  
Tel: 011-23386232  
E-mail: maneesh.garg@nic.in



सूचना का  
अधिकार



भारत सरकार  
मानव संसाधन विकास मंत्रालय  
स्कूल शिक्षा और साक्षरता विभाग  
शास्त्री भवन,  
नई दिल्ली - 110 115  
GOVERNMENT OF INDIA  
MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
DEPARTMENT OF SCHOOL EDUCATION & LITERACY  
SHASTRI BHAWAN,  
NEW DELHI - 110 115

15 (Comp)  
Con. (Comp)

6  
23/10

D.O. No. 19-7/2018-IS-16

Respected Sir / Ma'am,

Please find enclosed herewith a letter dated 11th September, 2018 received from the Director General, Fire Services, Civil Defence & Home Guards, Ministry of Home Affairs regarding conducting Fire and Evacuation Drills in the schools.

It has been mentioned that instructions were issued to all the Chief Secretaries in the States/UTs to organize Fire and Evacuation Drill frequently in the Schools, Colleges, Malls, Hospitals and other Occupancies in addition to the National Fire & Evacuation Drill in schools on 21<sup>st</sup> January every year to create fire safety awareness amongst the school staff and students. Copies of the letter dated 16th February, 2018 issued to the Chief Secretaries of the States and the communication dated 26th December, 2017 issued to the Heads of Fire Services in States/UTs in this regard are also enclosed.

3. It is requested that appropriate instructions may kindly be issued to the schools to co-operate in conducting the Fire & Evacuation Drill in association with the local Fire Stations/Fire Officers along with NGOs to create fire safety awareness amongst the school students and staff.

With regards,

Yours sincerely,

*Maneesh Garg*  
(Maneesh Garg) 15/10

Encl : As above

To  
The Education Secretaries of all States/UTs

Copy to: Shri Prakash Mishra, Director General, Fire Services, Civil Defence & Home Guards, Ministry of Home Affairs, New Delhi - 110001





89834/ 18/VE Section

3

19/9/18

प्रकाश मिश्रा  
महानिदेशक

Prakash Mishra  
Director General



F. No. VI-32013/4/2017-DGCD9F)



अग्नि सेवा, नागरिक सुरक्षा एवं गृह रक्षक  
गृह मंत्रालय, भारत सरकार  
पूर्वी खण्ड-VII, तल-7, आर. के. पुरम  
नई दिल्ली-110066  
दूरभाष : 011-26712851 / 26715303  
Fire Services, Civil Defence & Home Guards  
Ministry of Home Affairs, Govt. of India  
East Block-VII, Level-7, R. K. Puram  
New Delhi-110066  
Phone : 011-26712851 / 26715303

48/1073/18  
12 SEP 2018  
Dated 11<sup>th</sup> September, 2018

Dear Sir,

In the DGPs & IGPs conference, the Hon'ble Prime Minister has directed to organise Fire & Evacuation Drills frequently in the Schools, Colleges, Malls, Hospitals and other occupancies. Accordingly instruction have been issued to all the Chief Secretaries in the States/UTs to organize Fire and Evacuation Drill on the said places (copy enclosed) in addition to the National Fire & Evacuation Drill in Schools on 21<sup>st</sup> January every year at 1100 hrs to create fire safety awareness amongst the school staff and students (copy enclosed).

2. After examining the Action Taken Report it has been decided to involve the NGOs in conducting Fire & Evacuation Drill in Schools in association with the local Fire Stations/Fire Officers.

3. You are requested to issue the necessary directions to the school to co-operate in conducting the Fire & Evacuation Drill in association with the local Fire Stations/Fire Officers along with NGOs to create fire safety awareness amongst the school students and staffs.

With best wishes,

Yours sincerely,

Prakash Mishra

प्रकाश मिश्रा  
12 SEP 2018  
DIRECTOR GENERAL

(Prakash Mishra)

Sh. Madhu Ranjan Kumar,  
Joint Secretary,  
Department of Higher Education  
Snastr Bhawan, New Delhi - 110 001

M. Misra  
15/9/18  
JS (SE-2)  
DS (PPG)  
11.9.18

1073/2018/CENTRAL REGISTRY SECTION

मिसिल संख्या- VI-32013/4/2017-DGCD(F)

भारत सरकार )Government of India(

गृह मंत्रालय) Ministry of Home Affairs(

महानिदेशालय-अग्निशमन सेवा, नागरिक सुरक्षा एवं गृह रक्षक  
Directorate General Fire Service, Civil Defence & Home Guards  
अग्नि अनुभाग (Fire Cell)

पूर्वी खण्ड -7, तल-7

East Block-VII, Level-VII'

आर.के. पुरम, नई दिल्ली-110066.

R.K. Puram New Delhi- 110066

दिनांक:- 26/12/2017

Subject :- Conducting National Fire & Evacuation Drills in Schools on 21<sup>st</sup> of January 2018.

No.

The Ministry of Home Affairs, Govt. of India, has decided to organize/conduct "National level Fire and Evacuation Drills in Schools in the Country" on the 21<sup>st</sup> of January, 2018 at 11.00 AM to create Fire Safety awareness amongst the school staffs and students. In this regard, it is requested to appoint One Team comprising of 6-10 Firemen per District to carry out the mock drill successfully. The drill should be conducted under the supervision of the designated team. The designated team will do the following.

- i. Identify and Select One Schools per District. Not the earlier organized one and inform the Education Department on proposed drill.
- ii. Visit the school and brief the management concerned in regard to organize the drill.
- iii. Coordinate and involve other stakeholders, such as the local Police, CD Volunteers, Medical Dept., etc.
- iv. Formulate the School Fire Management Committee/Team (SFMC) and the sub-teams. The Composition of Team and their role is attached at annexure - 'A'.
- v. Brief the School Fire Management Team on their specific roles and responsibilities to carry out the drill and train them accordingly for safe conduct of drill.
- vi. Facilitate the SFMC in preparing the School Fire Management Plan (SFMP) after thoroughly assessing the whole school premises. Taking into account on the hazard/vulnerability aspects and resource inventories.
- vii. Facilitate the SFMC in preparing the Evacuation Map and disseminate the information to all the students and staffs. Prepare floor wise building plans and display the Evacuation Route Map in the corridors and other important areas.
- viii. 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.
- ix. Demonstrate the use of Fire Extinguishers to the identified Schools Staffs and Students.
- x. On the day of drill, to create scenarios and supervise all students/staffs for their defined roles.
- xi. Observe/Monitor/Assess the drill exercise and debrief the management on further improvement needed.
- xii. Instruct the school management to exercise the drill on a regular basis and inform all stakeholders, including the nearest Fire Station on the matter.
- xiii. Facilitate School Management in forming the following teams in the selected schools and



23

8.1073. )18/CENTRAL REGISTRY SECTION


2. The designated team from Fire Services should co-ordinate with the National/Local Print and Electronic Medias to cover the Fire Evacuation drill exercises in Public Interest in order to promote fire safety awareness amongst the masses. A Press Conference may also be called upon soon after the completion of the exercise.

3. It is requested to send the details of the Identified/Selected School for the Evacuation Drill including Name, Full Address Name of the Principal/In-Charge and his/her contact details to this office latest by 15<sup>th</sup> January 2018.

4. For any further queries in this regard, you may contact the Fire Adviser Office of DC, FS, CD & HG, East Block-VII, Level-7, R.K. Puram, New Delhi-110066 or call at 011 26712951 or email: [dkshami@yahoo.com](mailto:dkshami@yahoo.com)

5. Submit a copy of compliance report as per the enclosed Reporting Format (Per School Report), along with photographs (both hard and soft copies) and Newspaper Clippings (if any), on the same to this office soon after the exercise is carried out.

6. You may use the School Fire Safety Management Plan Document, which has already been circulated in your State, to plan, prepare and effectively conduct/organize the School Fire Evacuation drill exercises. Kindly initiate the process and be well prepared to carry out the said exercise on the 21<sup>st</sup> of January 2018 at 11 AM. If any case, the said drill is not possible to be organized on the said date, you may plan and organize on any other immediate available date with the intimation of the same to this Office.

  
(Prakash Mishra)  
Director General FS, CD & HG.  
011-26712831

To

All the Head of Fire Services in States/UTs

Copy to:-

1. Director (DM-III), MHA, NDCC-II Building 3<sup>rd</sup> Floor, B-wing New Delhi-110001.

**ISSUED**  
26/12/2017  
DCCD, MHA  
R.K. Puram, New Delhi

SL. No	TEAMS	COMPOSITION OF EACH TEAM	KEY ROLES
1.	School Fire Management Committee (SFMC)	This Committee must include the Chairperson, Principal/In-charge, Vice Principal, Head Master/ress, Administrator, 2 Teachers (1 male and 1 female) and the Student's representative. -- Male and Female, 2 Parent-Teacher Association Member, if any (1 Male & 1 Female)	<ul style="list-style-type: none"> <li>➤ The Primary Management Body shall have an understanding of the Policy and Planning Principles.</li> <li>➤ Help the School in preparing SFMP</li> <li>➤ Co-ordinate with the other core team in organizing mock drill regularly</li> <li>➤ Evaluate the SFMP regularly and Update</li> <li>➤ Mobilize relief and external support in case of any emergency</li> <li>➤ Liaison with Media and other Govt./NGOs for effective Disaster Management</li> <li>➤ Conduct awareness generation activities systematically in the whole targeting all staffs, teachers and students/classes</li> <li>➤ Develop creative IEC materials and activities like pictures, posters, poems, essays, street plays, pamphlets, simple tips on do's and don'ts and promote awareness</li> <li>➤ Organize regular innovative activities and exercises for all staffs/teachers to ensure continuing interest on the issue during the normal (like organize stage programmers, competitions, etc)</li> </ul>
2.	Awareness Campaign Team	The team may include 5-6 teachers as per the strength of the school and 2 senior students from each section from 8 <sup>th</sup> to 12 <sup>th</sup> Standard	<ul style="list-style-type: none"> <li>➤ Primary Team to alert the whole. School for Safe Exit in case of emergency through warning signs, with different colours of flags, alarm bells, etc.</li> <li>➤ Should regularly practice the warning signs, including waving of ringing alarm bells, etc.</li> <li>➤ Should regularly monitor and update on the potential hazard that the can face and inform the school authorities</li> <li>➤ Should maintain the School Emergency Operation Control Room</li> <li>➤ Should maintain contact with all the other teams and with stakeholders and keep them informed about the latest situation, etc the Fire Services</li> </ul>
3.	Fire Alarming Team	The team may include 5-6 teachers as per the strength of the school and 2 senior students from each section from 8 <sup>th</sup> to 12 <sup>th</sup> Standard.	<ul style="list-style-type: none"> <li>➤ Should be acquainted with all the exits in the school and should keep staffs and students informed about their nearest Exits and also should regularly check the exit routes clear of any obstacles</li> <li>➤ Should be prepared to provide assistance to the differently-abled students safe evacuation</li> <li>➤ Evacuate all in an orderly manner and practice the drill regularly and that the emergency assembly area is safe and accessible</li> <li>➤ Take roll call and report to the SFMC and the Search &amp; Rescue Team</li> </ul>
4.	Evacuation Team	The team may include 5-5 teachers as per the strength of the school and 2 senior students from each section from 8 <sup>th</sup> to 12 <sup>th</sup> Standard (Preferably from NCC/Scouts & Guides)	<ul style="list-style-type: none"> <li>➤ Should collect the details on the number of students/staffs/employees present in the school during the drill / incident.</li> <li>➤ If anyone missing, the team should quickly facilitate in order to safely rescue by physical / visual and vocally checking every building and serving the evacuate by Fire Team a rescue</li> </ul>
5.	Search and Rescue Team	The team may include 5-6 teachers as per the strength of the school and 2 senior students from each section from 6 <sup>th</sup> to 12 <sup>th</sup> Standard (Preferably from NCC/Scouts & Guides)	



5	Fire fighting Team	The team may include 5-6 teachers as per the strength of the school and 2 senior students from each section from 8 <sup>th</sup> to 12 <sup>th</sup> Standard (Preferably from NCC/Scouts & Guides)	<ul style="list-style-type: none"> <li>&gt; Should be acquainted with the use of all the existing fire fighting system/extinguishers available in the school and should ensure that all the equipments are in working condition.</li> <li>&gt; Should confirm existence of fire and control it, if possible.</li> <li>&gt; Look for conditions that may cause further development of fire and seek assistance from maintenance staffs for removal of such conditions.</li> <li>&gt; Ensure that electric main switches are turned off and that the fire don't spread much until the local fire services control and douse off the fire completely.</li> </ul>
7	First Aid Team	The team may include the School / Govt. Doctor, Nurse, 4 teachers and 2 senior students from each section from 8 <sup>th</sup> to 12 <sup>th</sup> Standard (Preferably from NCC/Scouts & Guides)	<ul style="list-style-type: none"> <li>&gt; Should maintain and control the First-Aid Room of the school with all the required First Aid kits up-to-date</li> <li>&gt; Should administer first aid and record all cases and treatments during the incident</li> <li>&gt; Should determine further medical assistance and refer to the nearest medical facility centre/hospital, etc.</li> </ul>
8	Site Safety Team	The team may include the Senior Security Officer of the School, 2 Peons, 2 teachers and 2 senior students from each section from 8 <sup>th</sup> to 12 <sup>th</sup> Standard (Preferably from NCC/Scouts & Guides)	<ul style="list-style-type: none"> <li>&gt; Should work with the SFMC and the other stakeholders to establish a release policy and should communicate the same with the parents.</li> <li>&gt; Develop effective procedures on how release will be handled during and after an emergency.</li> <li>&gt; Lock all external gates and doors and secure the entire building premises.</li> <li>&gt; Allow only the Emergency Support Functionaries into the building and facilitate them to reach their spots concerned.</li> <li>&gt; Release staffs/teachers and students according to the pre-planned policy.</li> </ul>
9	Transport Management Team	The team may include the Transportation / Vehicle Co-coordinator of the School, the Administrator, 2 teachers and 2 senior students from each section from 8 <sup>th</sup> to 12 <sup>th</sup> Standard	<ul style="list-style-type: none"> <li>&gt; Should be well acquainted with all the buses and their plying routes from the school and all the number of students within each bus</li> <li>&gt; All the staffs/teachers/ students should be given emergency cards with identical numbers for their buses / vehicles concerned.</li> <li>&gt; Assist SFMC in arranging and providing commutation systems, including buses, ambulances, other vehicles to carry the victims/injured to medical centers and / or to transport all the staffs / teachers/ students to their respective destinations.</li> </ul>
10	Media Management Team	The team may include the Vice-Principal, Head Mistress/ess or any Senior Staff of the School.	<ul style="list-style-type: none"> <li>&gt; The team should be well acquainted with all the present Media Policies.</li> <li>&gt; Should always consult the SFMC before briefing the Media on any matter</li> <li>&gt; Always remember that only One member from the team would brief the media at one time in order to keep the clarity.</li> <li>&gt; Should be in constant contact with all the local media personnel for promoting fire safety awareness in print as well as electronic medias time to time.</li> </ul>

21

113