

From

Director Higher Education, Haryana,  
Shiksha Sadan, Sector-5, Panchkula.

To

1. All Registrars of State University in the State.
2. All Registrars of Private University in the State.
3. All Principals of Govt. Colleges in the State
4. All Principals of Govt. Aided Colleges in the State

Memo No KW27/124-2017 Co. (1)  
Dated Panchkula, the 29.10.2018


**Sub :** **Organizing the Fire & Evacuation Drills in Colleges and Universities.**

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Kindly refer to the subject cited above.

I have been directed to forward a copy of letter No. VI-32013/4/2017-DGCD9F, dated 11.9.2018 received from the Director General FS, CD & HG, New Delhi for further necessary action at your end.

Encl.: As above

  
Deputy Superintendent Coordination  
for Director Higher Education, Haryana,  
Panchkula

27/124-2017

3545000  
8/10/18



F. No. VI-32013/4/2017-DGCD9F)  
Ministry of Home Affairs  
Directorate General FS,CD & HC  
Fire Cell  
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East Block - VII, Level - VII,  
R.K. Puram, New Delhi - 110 066

Dated 11<sup>th</sup> September, 2018

DGHE & SECY.  
No. 7635  
Date 26.9.18

To

✓ All the Chief Secretaries in the States/UTs.

ACSHE  
20.9.18

Subject : Organizing the Fire & Evacuation Drills in Schools, Colleges etc.

Sir,

In the DGPs & IGP's 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.

Yours faithfully,

(Prakesh Mishra)

Copy to :

All the Heads of Fire Services in the States/UTs.

CS  
20.9.18

ACSHE  
ACSSE

PSULB

CFMS No. 38869 Dated 21-9-18  
O/o ACSHE

26-9-18

RE  
DAG  
28/9

Prakesh Mishra  
09.10.18

मिशिल 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.

Sir,

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 briefing them about their key roles and responsibilities.



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 DG FS, CD & HG, East Block-VII, Level-7, R.K. Puram, New Delhi-110066 or call at 011 26712951 or email: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)

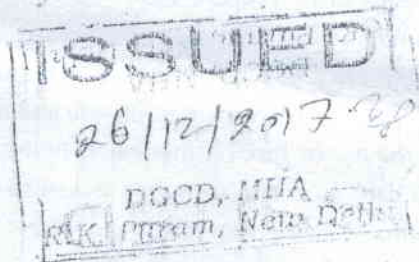
Director General FS, CD & HG,  
011-26712851

To

All the Head of Fire Services in States/UTs

Copy to:-

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



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> </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>➤ Conduct awareness generation activities systematically in the whole school, targeting all staffs, teachers and students/classes</li> <li>➤ Develop creative IEC materials and activities like pictures, posters, slogans, poems, essays, street plays, pamphlets, simple tips on do's and don'ts, etc. and promote awareness</li> <li>➤ Organize regular innovative activities and exercises for all staffs/teachers and students to ensure continuing interest on the issue during the normal time (like organize stage programmes, competitions, etc)</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>➤ 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 flags or ringing alarm bells, etc</li> <li>➤ Should regularly monitor and update on the potential hazard that the school 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 external stakeholders and keep them informed about the latest situation especially the Fire Services</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 be acquainted with all the exits in the school and should keep all the 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 for safe evacuation</li> <li>➤ Evacuate all in an orderly manner and practice the drill regularly and ensure 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>
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 8 <sup>th</sup> to 12 <sup>th</sup> (Preferably from NCC/Scouts & Guides)	<ul style="list-style-type: none"> <li>➤ Should collect the details on the number of students/staffs/teachers/ employees present in the school during the drill / incident.</li> <li>➤ If anyone missing, the team should quickly facilitate in order to search and safely rescue by physically Visuals and use of checking every room of the building and carrying the victim to the First Aid Room.</li> <li>➤ Reporting to SFMC for further action.</li> </ul>



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>➤ 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>➤ Should confirm existence of fire and control it, if possible.</li> <li>➤ Look for conditions that may cause further development of fire and seek assistance from maintenance staffs for removal of such conditions.</li> <li>➤ 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>➤ Should maintain and control the First-Aid Room of the school with all the required First Aid kits up-to-date</li> <li>➤ Should administer first aid and record all cases and treatments during the incident</li> <li>➤ 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>➤ Should work with the SFMC and the other stakeholders to establish a release policy and should communicate the same with the parents.</li> <li>➤ Develop effective procedures on how release will be handled during and after an emergency.</li> <li>➤ Lock all external gates and doors and secure the entire building premises.</li> <li>➤ Allow only the Emergency Support Functionaries into the building and facilitate them to reach their spots concerned.</li> <li>➤ 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-ordinator 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>➤ 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>➤ All the staffs/teachers/ students should be given emergency cards with identical numbers for their buses / vehicles concerned</li> <li>➤ 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 Masters/Headmistress or any Senior Staff of the School.	<ul style="list-style-type: none"> <li>➤ The team should be well acquainted with all the present Media Policies.</li> <li>➤ Should always consult the SFMC before briefing the Media on any matter</li> <li>➤ Always remember that only One member from the team would brief the media at one time in order to keep the clarity.</li> <li>➤ 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>

No. VI-32013/1/18-DGCD (F)  
Government of India  
Ministry of Home Affairs  
Directorate General Fire Service, Civil Defence & Home Guards  
(Fire Cell)

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East Block - VII, Level - 7,  
R. K. Puram, New Delhi-110066  
Dated the 16<sup>th</sup> February, 2018

The Chief Secretaries of all States/UTs.

Subject: Observance of Fire Service Week Commencing 14<sup>th</sup> April, 2018.

It is proposed to observe Fire Service Week from 14<sup>th</sup> April, 2018 to enhance general public awareness about the necessity of minimizing losses due to fire. 14<sup>th</sup> April will also be observed as "MARTYR'S DAY" to pay homage to those brave firefighters who sacrificed their lives while discharging their duties.

#### HOMAGE TO MARTYRS

It has been decided in the DGPs and IGP's conference the Fire Service Organizations may organize the functions on Martyrs Day each year at the local schools where the martyr had studied to pay homage to them, so as to inspire the younger generations. Students from the School/Colleges should also speak on the life history and valour of martyr during the occasion. You may identify the Martyrs, their school, villages, families etc. and organize the function. The family members/relatives of the martyrs may also be invited. It is requested to organize the function in a befitting manner and compliance report be sent.

#### THEME FOR PUBLICITY

"Fire loss is National Loss - Let us adopt Fire Safety Measures"

"आग से हानि, राष्ट्रीय नुकसान - आइए मिलकर अग्नि सुरक्षा उपायों को अपनायें"



I am to request you that the various publicity media mentioned in the succeeding paragraphs may please be made use of as effectively and promptly, so as to ensure that the publicity campaign generates the maximum public impact.

4. FIRE & EVACUATION DRILL

During the DGPs and IGP's conference the Hon'ble Prime Minister has directed to organize Fire and Evacuation Drills frequently in the Schools, Colleges, Malls, Hospitals and other occupancies. It is therefore, requested to organize the Fire & Evacuation Drills during the month of January, April, July and October each year as per the dates suitable to the States/UTs. The quarterly compliance report be sent in accordance with the prescribed format enclosed at Annexure - "A".

5. PUBLICITY THROUGH NEWSPAPERS, PRINTED AND ELECTRONIC MATERIALS

Directorate General Fire Service, Civil Defence and Home Guards, Fire Cell, Ministry of Home Affairs has supplied printing and electronic mass awareness material which may be reproduced as per your requirement to give wide publicity on fire safety.

6. LECTURES AND DEMONSTRATIONS

Lectures, workshops and presentations including demonstrations on fire prevention and fire protection may be organized by the Fire Service personnel at busy public places. Fire Prevention hands-out may be distributed to members of the public during these functions. Film shows may also be organized as a part of this publicity campaign. All India Radio FM Channels, Doordarshan & other TV Channels (Regional channels) are being requested to broadcast fire safety related audio material so that the campaign is worked out on sound lines to create maximum impact. Local Fire Chiefs may keep close liaison with the local All India Radio Stations. In addition, discussions on common fire hazards in industrial, commercial and office complexes, schools as well as in residential premises and the appropriate fire prevention measures for these premises may be arranged for broadcast/telecast through local radio/T.V. stations.



7. ESSAY/POSTER COMPETITIONS

Essay/Poster competitions may be organized in educational/training institutions on selected theme relating to fire prevention and fire safety and prize-winning entries awarded suitable prize on 14<sup>th</sup> April 2018. Outstanding prize winning entries may be forwarded to this Ministry.

8. FIRE SERVICES: PIN FLAGS

As usual, Fire Service Day Pin Flags may be arranged locally and sold to the Public on 14<sup>th</sup> April. The collections may be credited to the benevolent funds for the welfare of Fire Service Personnel and families of deceased members of the fire services. The Benevolent Fund has to be operated as per directions issued by the Administrative Authorities.

9. USE OF TELEVISION

Doordarshan Kendras in the country are being requested to arrange telecasting of suitable feature films/video spots on fire prevention/fire safety during Fire Service Week or on succeeding/preceding days. The local Fire Chiefs may please be advised to get in touch with the local T.V. authorities for making suitable arrangements.

10. OBSERVANCE OF COMMEMORATION DAY - ON 14<sup>TH</sup> APRIL 2018

As a part of the observance of the Fire Service Week, in accordance with recommendations of the Standing Fire Advisory Council, commemoration day parades may also be held on 14<sup>th</sup> April and Wreaths laid at 'Martyrs' columns where they exist at the Headquarters of State/UT Fire Services.

11. SPECIAL INSPECTION CAMPAIGN ON FIRE SAFETY IN MULTI STOREY BUILDING AND MAJOR INDUSTRIES

With a view to inculcate a sense of fire safety in the minds of all concerned and also minimize losses due to fire out-breaks in high rise buildings in urban areas and in industries it is suggested that a special programme may be initiated during the Fire Service Week for survey of fire protection measures taken in these occupancies under your jurisdiction and expert advice be rendered on the measures required to be taken for ensuring adequate safety of the people.

12. It has been decided to give more emphasis on Fire Safety Mass Awareness campaign by conducting fire safety drills in Schools. The salient features like evacuation, implementation of fire safety order, "do's and don'ts" in case of natural and manmade disaster and how to use fire extinguisher etc. should be incorporated in the Fire Safety drills.

Fire Cell, Ministry of Home Affairs is distributing printed and electronic Mass Awareness Fire Safety material. These material may be regularly reprinted in sufficient quantity and distribute amongst the school children

13. It is suggested that suitable instructions may please be issued to local bodies, industries and fire services to ensure that the Week observed in a suitable manner. This year's 'theme' for publicity "Fire loss is National Loss - Let us adopt Fire Safety Measures" "आग से हानि राष्ट्रीय नुकसान - आग विनाशक अग्नि सुरक्षा उपायों को अपनायें" be brought home to the public to the fullest extent possible.

14. It is requested that a brief report on the measures taken to observe Fire Service Week may please be sent to this Ministry.

15. Receipt of this letter may kindly be acknowledged.

Yours faithfully,

(Prakash Mishra)  
Director General FS, CD & B

Copy to:-

1. All the Heads of Fire Services in the States/UTs.
2. All the Public Sector Undertakings (As per List).
3. National Safety Council, Mumbai
4. DG, CISF, CGO Complex, New Delhi
5. Director, NFSC, Nagpur.
6. Director, NCDC, Nagpur.

ISSUED  
21/2/2017  
DGCD, MHA  
R.K. Puram, New Delhi