

ORGANIZING FIRE AND EVACUATION DRILL

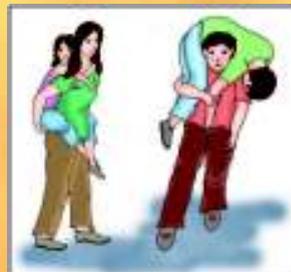
Practice makes one Perfect. Fire and evacuation drills are organized to sensitize, facilitate and train the staff/teachers and students to test the various elements of the prepared response plan in order to evaluate and revise it for further improvement. During an emergency, there will be no time to decide on how to respond and thus each member should be acquainted with their response strategies. Drills are extremely



important part of preparedness as it sensitizes staffs/teachers, students, parents on how to respond to the complications of actual fire and other emergencies and also helps in evaluating on what worked out well and what did not as per your prepared Plan document, which further paves way to update the Plan document and improve effectiveness. The following may be considered in organizing a fire and evacuation drill:

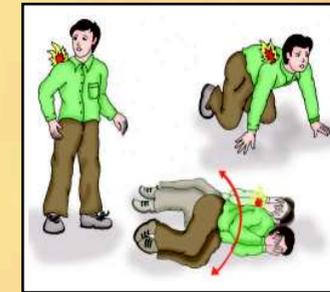
1. Safety Considerations

Each student should be briefed that the first responsibility is for his/her own personal safety before playing their designated role during fire and other emergencies. Everyone should learn their response plan and also should have basic knowledge and skill to help someone who needs help.



2. Emotional Considerations

Regular interactions with students can create confidence in students, helping them to avoid panicking situations during an emergency. During an incident, it is obvious that the parents and well-wishers would take their own time to get to the spot and amidst the situation it is required that all members wait patiently for a response. Advise the students to discuss on the best method in keeping themselves busy and not to worry much in such cases.



To be activated in order to take up their designated post/positions to accomplish their tasks effectively. The rest of the members should act in accordance to their roles

3. Fire and Evacuation Drill Procedures

All the members should be informed about the drill in advance in order to avoid chaos and panic situations. It is always better to inform the local fire services and other emergency service departments to monitor the drills.

A.) Alarm Phase

The Fire Alarm Team will give the loud warning signals through ringing bells/alarms/sirens (use the regularly practiced warning tune alarm, different from the normal school bell) and alert the whole school



B.) Immediate Response by School Staff/Teachers and Students

If anyone is caught in fire immediately STOP, DROP & ROLL. The members of designated team need

C.) Response Phase by Designated Teams

The designated Evacuation Team evacuates the whole school building through predetermined safe exit routes into the designated assembly point.

The Fire Fighting Team will take position and douse off the fire (created scenario) with fire fighting equipments.

The Search and Rescue Team will thoroughly check the whole building one on one basis and rescue and carry the injured (if any role play) to the designated First-Aid Post.

The First-Aid Team will provide the basic First-Aid and will further refer the injured to the nearest medical centre.

The Transport Management Team will ensure that the referral victim is carried to the already identified medical centre.

The Site Safety Team will cordon off the whole building area restricting traffic flow inside the school premises and ensures the safety of the gathering.

