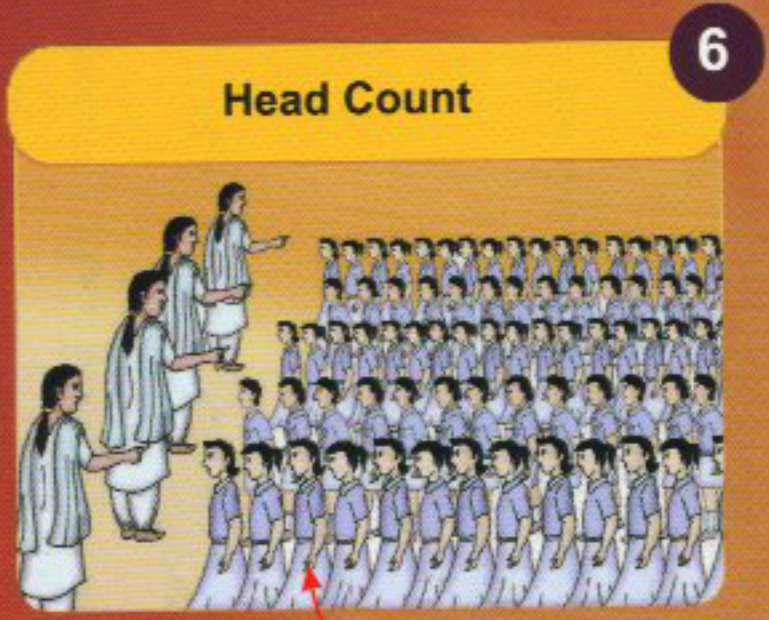
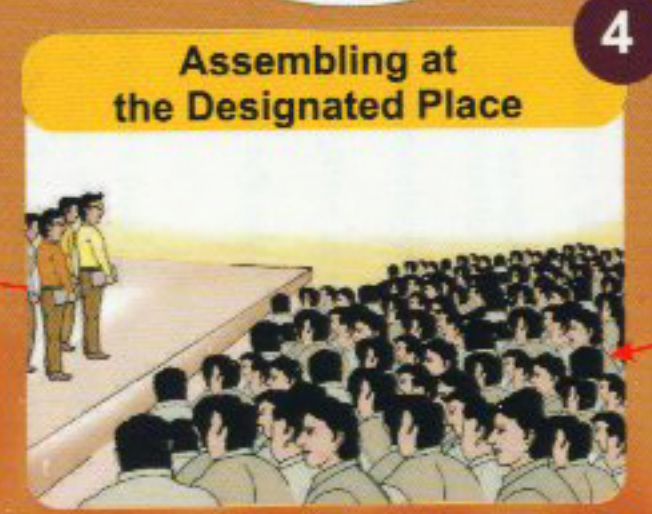
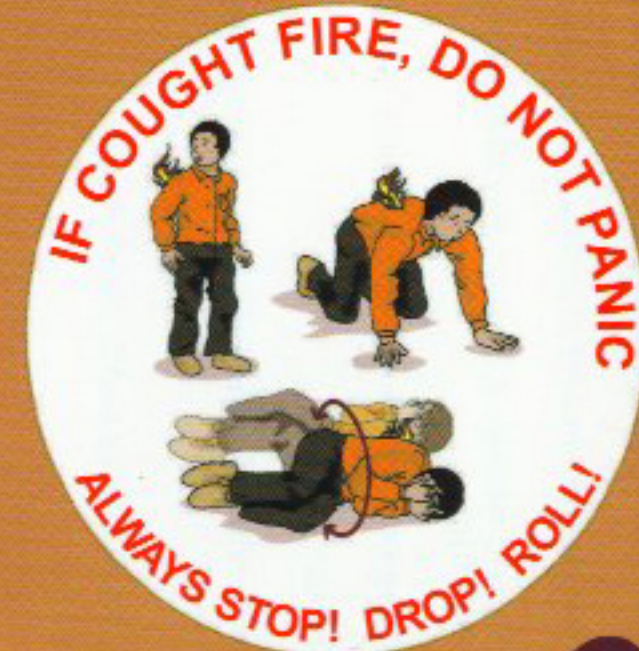
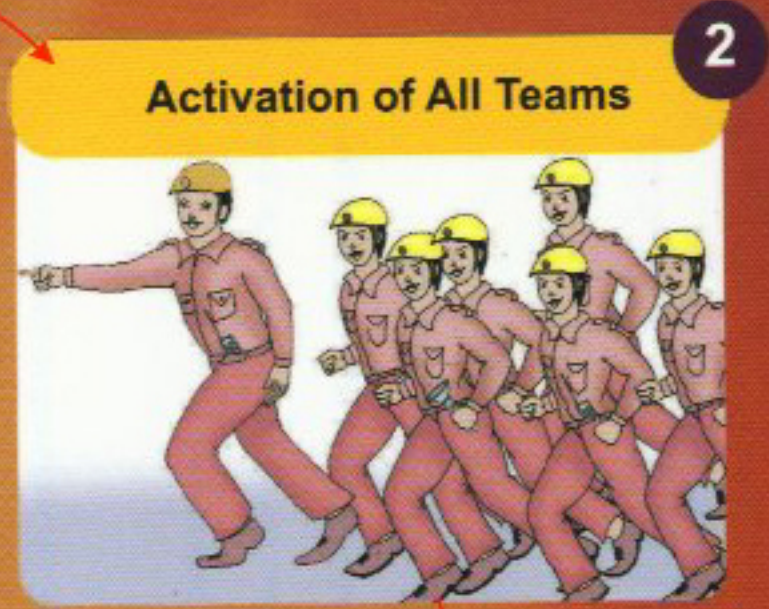
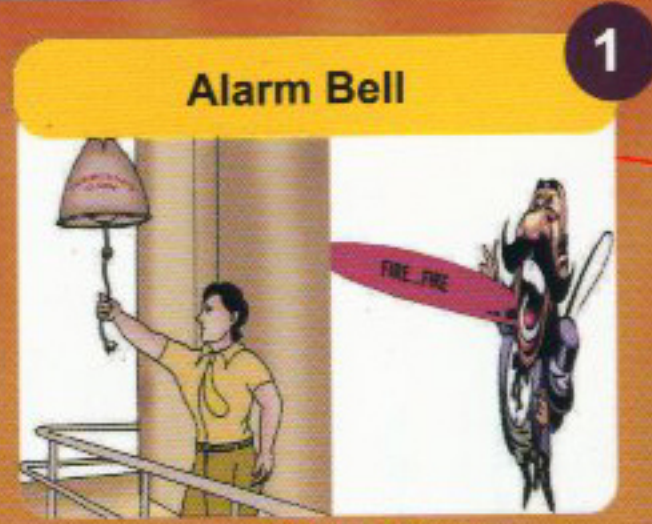


# MODEL STEPS For ORGANIZING FIRE & EVACUATION DRILL



**Directorate General Civil Defence (Fire Cell)**

MINISTRY OF HOME AFFAIRS, GOVERNMENT OF INDIA  
EAST BLOCK - VII, LEVEL - 7, R. K. PURAM, NEW DELHI - 110066  
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# **FIRE SAFETY TIPS**

- Develop an escape 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 (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 staffs in the cafeteria should be extra cautions 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 quickly the second 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 of from the class rooms without panicking and causing stampedes.
- In case of fire:
  - Protect yourself and your friends! - Stay Calm, Don't Panic.
  - Raise Alarm and Alert Everyone.
  - Use nearest Exit Routes.
  - Close Doors and Windows behind You.
  - Use Staircases, Not Lifts.
  - Never stand up 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 – Fire through What?
  - 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 all Emergency Support Functionaries numbers and Evacuation Map on all floors and at strategic locations.
- Always Secure Yourself, Your Friend/s and Your School.