



EVACUATION DRILL PROCEDURE

AIM

**TO ENSURE SAFETY OF THE
STUDENTS AND THE STAFF
DURING AN
EMERGENCY/DISASTER/
THREATENING DISASTER
SITUATION**

***“Let's remember that
the time we spend on prevention today
may be the life we save tomorrow”***

Objectives and Purpose of Evacuation Drill Procedure



Objectives

- To instill the habit of being prepared for any eventuality
- To examine the school procedure to meet the eventuality of any Fire / Emergency related incident
- To co-ordinate the desired activities of the school personnel if there is a mishap

Purpose



- **To educate staff and students to act quickly and calmly in a Fire / Emergency situation**
- **To train staff and students to carry out designated responsibilities in an orderly manner**
- **To pre-determine the escape route/s in accordance with the Evacuation Procedure Plan**
- **To promote an attitude of rational thinking when faced with a problematic situation**

Personnel Involved in Evacuation Drill **Procedure**



- **The Directorate of Fire & Emergency Services, Goa.**
- **The Fire Warden (School Principal/Headmaster/Headmistress)**
- **The Floor Marshalls (Senior School Teachers)**
- **The Teachers and Assistant Teachers**
- **The Senior school students (school captain, vice- captain, house captains and class monitors) and Students**
- **The School Peon/Sweeper/Canteen Staff**
- **Any other personnel (parents/visitors, etc.)**

Points to be observed for evacuation procedure



- Once an incident occurs, the school Main Office / Reception has to be contacted and the person deputed to sound the alarm will be informed to do so. The Fire Warden, Floor Marshalls and Fire Department should also be contacted thereafter
- Do not waste time collecting belongings (bag, water bottle, raincoat, etc.)
- Tie loose clothing properly (saree, dupatta, pallu etc.)
- Always proceed towards the staircase in a quick, safe and orderly manner
- Students whose classrooms are on the upper floors shall evacuate the building first, beginning with the highest floor
- Do not use lifts. All building occupants should use the stairs, moving downwards



- **Incase of smoke, crawl as near to the ground as possible**
- **If any person is exhausted, senior students (school captain, vice – captain, house captains and teachers) should assist him / her by bringing the concerned to the assembly point**
- **The designated Senior Teacher incharge on hearing the alarm should go immediately to the assembly point and ensure that all students are assembled in an orderly manner**
- **At all times, a first-aid box / kit with required material should be made available**



- **Do not switch off lights, any electrical device or use any cellular phone under any circumstance during any serious calamity**
- **Announcements are to be made by a Teacher / Office Staff (having clarity of speech, correct pronunciation and varied language ability) through Public Address System**
- **Decision of total / part evacuation will be taken by the Fire Warden**
- **Special arrangements for the evacuation of the handicapped / disabled to be made**



- **The designated assembly point must be situated at a place that does not interfere with vehicular movement. A sign board with the words “Assembly Point” must be installed at the chosen place.**
- **Maintenance Personnel (if any) must be delegated the responsibility of shutting off the gas and switching off all electrical points, if the situation so requires. In addition, they must examine the school building open / seal off doors, windows, shutters, etc. They must also report to the Fire Warden about the situation at hand. In absence of maintenance personnel, Teachers or any subordinate staff may be assigned the responsibilities accordingly.**

Evacuation Drill Procedure



What to do ?

When you discover the Fire / Emergency incident

- Report at the School Main Office / Reception.
- Contact the nearest fire station on **101.**
- Contact Ambulance Service (EMRI) on 108.



What to do ?

When the alarm/bell is sounded

- All staff, students and occupants in the building must be ready to evacuate as per procedure
- The designated person for sounding the alarm must do so for a minute and the alarm must be audible to all
- The Fire Warden will supervise the evacuation assisted by floor marshals and designated Teachers to ensure evacuation of the building
- Staff not with students, parents, visitors, etc. must leave the building by the nearest exit and report directly at the assembly point



What to do ?

When evacuation is being carried out

- On hearing the alarm students should stand by their desks
- Students should leave in single file when instructed by the teacher present in the classroom
- The first student in line will open the exit door of the classroom

- **The last person (teacher) to leave the class room should close the classroom door. Teachers in the classroom should take the Attendance Register along with them to the assembly point**
- **Students should leave by the nearest available escape route (staircase)**
- **Teachers in all classrooms, library, laboratories, staffroom, toilets etc. should ensure that all lights / fans are switched off and doors closed while evacuating the building**
- **The Students should move safely towards the designated assembly point**



- **Students not in the class room when the alarm sounds must quickly move and report at the assembly point**
- **No running, talking or overtaking to be permitted**
- **Every floor shall have a Floor Marshal**
- **Every Floor Marshall shall ensure complete evacuation of the floor he/she is in charge of before reporting to the Fire Warden at the assembly point**
- **Special arrangements must be made for people with special needs (mobility, visual and hearing impairment, etc.)**



What to do ?

When reaching the assembly point

- **The Floor Marshalls must immediately ensure that the students are assembled according to their respective classes/groups and they will be assisted by the Teachers accordingly**
- **On reaching the assembly point, the teachers with the attendance registers should duly fill / complete and hand over the same to the Fire Warden. There should also be a head-count of all the staff and students assembled**



What to do ?

On completion of the evacuation drill

- **Date, time and duration of evacuation drill procedure**
- **Names of school students (classwise and sectionwise)**
- **Names of the school Principal, Headmaster/ Headmistress**
- **Names of the Fire Warden and Floor Marshals**
- **Names of class teachers and subject teachers**
- **Names of school peon, sweeper, canteen staff, etc.**
- **Names of parents, visitors etc.**
- **Contacting parents about incident and early closure of school**
- **Early closure of school (where necessary)**
- **Detailing of instructions to school bus driver/conductor**
- **Co-ordinating effectively with the fire authorities**
- **Recording of Evacuation Drill Procedure details and submitting the report to the Fire & Emergency Services**

Duties of a Fire Warden



(School Principal/Headmaster/Headmistress)

- **The Principal / Headmaster / Headmistress shall be the evacuation site administrator**
- **Should assume overall directions of all emergency response based on discretion and priority**
- **Should identify the type of crisis and determine the correct response**
- **Should allocate responsibility to key staff and senior students**
- **Should establish continuous contact with the Fire & Ambulance organizations**
- **Should maintain communication among designated staff who have been assigned specific duties / responsibilities**



- **Should establish contact with families of students and the community in general**
- **Should monitor emergency medical requirements as per the situation**
- **Should decide on adequate food provisions if found necessary**
- **Should identify provisions for the students / staff / visitors with special needs**
- **Determine special transportation arrangements before closure of school**
- **Pursue post-incident follow-up activities with those involved in the evacuation drill procedure**

Duties of a Floor Marshall



- **He / She shall ensure that the escape route (staircase) is free from all obstacles**
- **Check the escape route from his / her floor to the floor below right upto the ground floor to ensure that it is safe before instructing evacuation**
- **Ensure that the students leave their seats /desks and proceed towards the staircase in an orderly manner**
- **Make certain that no students are left behind on any floor of the building or any subsidiary part of the same**



- **After reporting at the assembly point he/she shall count the students and cross check with the senior teacher incharge**
- **He/she shall ensure that the Physically handicapped / disabled students / staff / parents / visitors, etc. are properly assisted to the assembly points**
- **He / She shall vacate the particular floor only after ensuring total evacuation**
- **He / She shall report every evacuation activity to the Fire Warden, who inturn shall report the same to the Fire Officer**

Duties of a Teacher



- **Should supervise students in their charge**
- **Direct evacuation of students from the classroom to the assembly point as per instructions of the Floor Marshal**
- **Take attendance of students at the assembly point and enter the same in the register**
- **Report missing students to the floor marshal concerned**
- **Ensure students requiring first-aid treatment are being given attention**
- **Ascertain co-ordination with the floor marshal in charge**
- **Allocate responsibility to assistant teachers to alleviate work load**
- **Impart any information to the floor marshal that might serve to help the overall situation in general**

General Evacuation for people with special needs



A] Mobility Impairment

- Those students who need only limited help should evacuate the building by themselves
- Those students who have to move slowly should allow other students to exit the building before them and then continue their evacuation
- A responsible staff member can be nominated to escort those who really need help
- The evacuation chair facility maybe used where available

General Evacuation for people with special needs



B] Visual Impairment

- Students with visual disability will need the help of one assistant (senior student or teacher) along the floorway, down the staircase and upto the assembly point by placing the student's hand on their shoulder

C] Hearing Impairment

- Students with hearing disability should be helped out off the building by any staff (senior student or teacher)
- In such a case the student may require a proper hearing aid , signal or flashing beacon

Statutory Fire Safety Measures in Educational Institutions



As per general classification of buildings based on occupancy, Educational Buildings have been accommodated in Group- B in NBC Life & Fire Safety 2005

Structures under Group B shall be subdivided as follows:

- ***Subdivision B-1 schools upto higher secondary level –***
This subdivision shall include any building or a group of buildings under single management used for students not less than 20 in number.
- ***Subdivision B-2 all others/ training institutions –***
This subdivision shall include any building or a group of buildings under single management which is used for students not less than 100 in number.



Fire Safety Measures for Educational Buildings less than 15 m in height

Sl. No.	Installation	Requirements
1.	Hose Reel Hose (as per BIS:884/1984)	To be provided for more than 2 storeyed building.
2.	Automatic Sprinkler System	To be provided (in case of buildings having a basement area 200 m ² and more)
3.	Terrace Tank	10,000 litres (in case the buildings having a basement area 200 m ² and more.)
4.	Pump (at terrace level)	450 l/min with minimum pressure of 2.0 kg/cm ²
5.	Portable First – Aid Fire Extinguishers	To be provided, installed and maintained as per IS 2190

Fire Safety Measures for Educational Buildings 15 m and above but not exceeding 30 m in height

Sl. No.	Installation	Requirements
1.	Hose Reel Hose (as per BIS:884/1984)	To be provided.
2.	Down Comer	To be provided.
3.	Automatic Sprinkler system	To be provided (in case the building is having a basement area 200m ² and more)
4.	Terrace Tank	25,000 litres
5.	Pump (at terrace level)	900 l/min with minimum pressure of 2.0 kg/cm ²
6.	Portable First – Aid Fire Extinguishers	To be provided, installed and maintained as per IS 2190
7.	Manually Operated Electric Fire Alarm System	To be installed and conform to IS 2189/1999

Safety Rules for Electrical Equipment

- **HT and LT control panels shall be housed in separate enclosures 6m away, properly fenced**
- **The lighting to staircases and corridors shall have separate circuits**
- **Miniature Circuit Breakers shall be provided in the circuits**
- **Earth connection shall be provided in buildings which are 15m or more in height**
- **The lighting protection system shall conform to IS: 2309**

Emergency and Escape Lighting (as per BIS 12349/1988)

- **Shall be powered from an independent source other than the normal lighting**
- **Shall be put on within 5 second of failure of normal lighting supply**
- **Shall be capable of operating for a minimum duration of 1 hour**
- **Shall be periodically inspected and well maintained**
- **Escape lighting shall indicate escape route (staircase) and be adequately illuminated**
- **Escape Lighting should cover intersection of doors, exit doors, each staircase, all floor levels, fire alarm call point, near fire – fighting equipment and any other desirable location**
- **Provision for adequate Glow - Signs at the required points**

Escape Lighting For Locations

- **Near each intersection of corridors**
- **At each exit door**
- **Near each change of direction in the escape route. (staircase)**
- **Near each flight of steps**
- **At every floor level**
- **Outside each final exit and close to it**
- **Near fire alarm call point**
- **Near fire fighting equipment**
- **At any other point so desired**

Public Address System

- **There shall be provision for Public Address System (intercom) to communicate any messages to staff and students on every floor and in every classroom from the School Main Office / Reception (Control Room)**

Directional Signs



Fire Equipment Signs



Prohibitory Signs



In Case of Fire / Emergency



DIAL 101

Visit Website: www.goadfes.gov.in

E-mail: dir-fire.goa.nic.in

North

1. Panaji - 2225500
2. Mapusa - 2263354
3. Pernem - 2201393
4. Vasco - 2519068

Central

1. Ponda - 2315863
2. Bicholim - 2361397
3. Valpoi - 2374444
4. Old - Goa - 2285344
5. Kundaim - 2395455

South

1. Margao - 2715825
2. Curchorem - 2605345
3. Verna - 2887122
4. Canacona - 2633500

You may also may kindly contact the following:

North

The Asstt. Divisional Officer,
Fire Force Headquarters,
St. Inez, Panaji – Goa.
Ph: 2225500

Central

The Asstt. Divisional Officer,
Central Fire Station,
Ponda – Goa.
Ph: 2312044

South

The Asstt. Divisional Officer,
District Fire Station,
Aquem, Margao – Goa.
Ph: 2714600

THANK

YOU