

महाराष्ट्र शासन

क्र.मअसे/३८-फ/२०११/१२६९

दुरध्वनी क्र.२६६७ ०४३८

फॅक्स क्र. २६६६ ०२८७

कालमर्यादा २१.०१.२०१२

महाराष्ट्र अग्निशमन सेवा संचालनालय,

राज्य अग्निशमन अकादमी,

विद्यानगरी, हंस भुग्रा मार्ग,

सांताक्रुझ (पुर्व), मुंबई ४०० ०९८.

दिनांक : २१ डिसेंबर, २०११.

प्रति,

अतिरिक्त महानगरपालिका आयुक्त,

बृहन्मुंबई महानगरपालिका.

आयुक्त,

सर्व महानगरपालिका,

(बृहन्मुंबई वगळून)

मुख्याधिकारी,

सर्व नगरपरिषदा.

विषय: दि.२१ जानेवारी, २०१२ रोजी राष्ट्रीय स्तरावर अग्निशमन व बचावाची
(Fire & Evacuation) प्रात्यक्षिके शाळांमध्ये आयोजित करणेबाबत.

महोदय,

केंद्रीय गृह मंत्रालयाने त्यांचे पत्र दिनांक १३.१२.२०११ (प्रत जोडली आहे) अन्वये प्रत्येक जिल्ह्यातील शाळांमध्ये दि.२१.०१.२०१२ रोजी सकाळी ठिक ११.०० वा. राष्ट्रीय स्तरावर अग्निशमन व बचावाची (Fire & Evacuation) प्रात्यक्षिके आयोजित करण्याबाबत सूचना दिल्या आहेत. वरील पत्र सहपत्रासह सोबत जोडले आहे.

०२. म्हणून प्रत्येक जिल्ह्यात अधिकतम शाळेत प्रात्यक्षिके आयोजित करण्यासाठी आपण शाळा निवडावयाच्या असून प्रात्यक्षिकांबाबत शिक्षण विभागाच्या संबंधित कार्यालयास अवगत करावयाचे आहे. प्रत्येक शाळेत प्रात्यक्षिकासाठी फायरमनची एक टिम तयार करावयाची असून त्या टिमने संबंधित शाळेला भेट देवून त्याबाबत माहिती घ्यावयाची आहे. या प्रात्यक्षिकासाठी स्थानिक पोलीस, नागरी संरक्षण स्वयंसेवक, वैद्यकीय विभागाची मदत घ्यावयाची आहे. याबाबतच्या थोडक्यात सूचना पुढीलप्रमाणे आहेत :-

१. शाळेची अग्निशमन व्यवस्थापन टिम तयार करणे.
२. शाळेच्या अग्निशमन व्यवस्थापन टिमला अग्निशमन व बचाव (Fire & Evacuation) प्रात्यक्षिके सुरळीत पार पाडणेबाबत आवश्यक ते मार्गदर्शन करणे.

३. ज्या दिवशी प्रात्यक्षिक घेणार आहेत त्या दिवशी त्यावर नियंत्रण व देखरेख ठेवण्यासाठी आवश्यक पर्यवेक्षक नेमावेत.
४. शाळा व्यवस्थापनाला अशी प्रात्यक्षिके ठराविक अंतरानंतर नेहमी घेण्यास सूचना देवून त्याबाबत जवळच्या अग्निशमन केंद्रास माहिती द्यावी.
५. या प्रात्यक्षिकांबाबत स्थानिक स्तरावर वृत्तपत्रे, प्रसार माध्यमे, दूरदर्शन प्रसिध्दी देण्यात यावी. प्रात्यक्षिके संपल्यानंतर पत्रकार परिषदही शक्य असल्यास आयोजित करावी.
६. ज्या शाळांमध्ये प्रात्यक्षिके आयोजित करण्यात येणार आहे त्या शाळेचे नांव, प्राचार्य/मुख्याध्यापक यांचा पूर्ण पत्ता व त्यांचा दूरध्वनी क्रमांक इत्यादीबाबतची माहिती या कार्यालयास दि.१२.०१.२०१२ पर्यंत या कार्यालयास पाठवावी.
७. याबाबत अधिक माहिती आवश्यक असल्यास केंद्रीय गृह मंत्रालयाच्या दि.१३.१२.२०११ च्या पत्रातील परिच्छेद-४ मध्ये नमूद केलेल्या ठिकाणी संपर्क साधावा.
८. वरीलप्रमाणे प्रात्यक्षिके आयोजित केल्यानंतर त्याबाबतचा अहवाल पत्रातील परिच्छेद-५ प्रमाणे केंद्र शासनाने तयार करून दिलेल्या फॉर्मेटमध्ये या कार्यालयास २ प्रतीत दि.३१.०१.२०१२ पर्यंत पाठवावा.

०३. म्हणून आपणांस विनंती करण्यात येत आहे की, केंद्रीय गृह मंत्रालयाच्या दि.१३.१२.२०११ च्या पत्राच्या अनुषंगाने राज्यातील **आपल्या जिल्हातील अधिकतम शाळेमध्ये दि.२१.०१.२०१२ रोजी सकाळी ११.०० वा.** राष्ट्रीय स्तरावरील अग्निशमन व बचाव प्रात्यक्षिके आयोजित करून तसा अहवाल या कार्यालयास पाठवावा. हे पत्र व केंद्रीय गृहमंत्रालयाचे वरील पत्र सहपत्रासह www.maharashtrafireservices.org या संकेतस्थळावर उपलब्ध आहे. महाराष्ट्रातील किमान ४०० शाळांनी या प्रात्यक्षिकात सहभाग घेणे अभिप्रेत आहे.

अपला विश्वासू,

[एम. व्ही. देशमुख]

संचालक,

महाराष्ट्र अग्निशमन सेवा

सहपत्र: वरीलप्रमाणे.

प्रत : मा.प्रधान सचिव-२, नगर विकास विभाग, मंत्रालय, मुंबई ४०० ०३२ यांना माहितीसाठी सादर.

प्रत : माहिती व आवश्यक कार्यवाहीसाठी सहपत्रासह अग्रेषित.

- १) सचिव, शालेय शिक्षण विभाग, मंत्रालय, मुंबई ४०० ०३२.
- २) संचालक, शालेय शिक्षण विभाग, मध्यवर्ती इमारत, पुणे ४११ ००१.
- ३) सर्व जिल्हाधिकारी, महाराष्ट्र राज्य.
- ४) मुख्य कार्यकारी अधिकारी, सर्व जिल्हा परिषद कार्यालय, महाराष्ट्र राज्य.
- ५) शिक्षण अधिकारी, बृहन्मुंबई महानगरपालिका, माटुंगा, मुंबई ४०० ०१९.
- ६) अग्निशमन सेवांचे प्रमुख, सर्व महानगरपालिका.

2082
19 DEC 2011

East Block-VII, Level-7
R. K. Puram, New Delhi-110066

Dated the 13th December, 2011

आवक लिपिक वही

Subject: Conducting National level Fire & Evacuation Drills in Schools on 21st of January 2012

Sir/Madam

Further to our successful conduct of National Level Fire & Evacuation Drill on the 21st of January 2011 in Schools in the Country, the Ministry of Home Affairs, Govt. of India, has decided to once again **organize/conduct "National level Fire and Evacuation Drills in Schools in the Country"** on the **21st of January 2012 at 11 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 School 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 Team (SFMC) and the sub-teams (as given at No. xiii), if not formed already
- v. Brief the School Fire Management teams 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 School 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.

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 15th of January 2012.

4. For any further queries in this regard, **Fire Project Cell, Office of DGCD, East Block-VII, Level-7, R. K. Puram, New Delhi – 110 066** may be contacted or at 011 26196370 or email: dgcdfire@gmail.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 detailed guideline, as enclosed, 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 **21st of January 2012 at 11 AM**. If in any case, the said drill is not possible to be organized on the said date (as being Saturday), you may plan and organize on the 20th or on the 23rd of January 2012 under the intimation of the same to this Office.


(O.M. PARKASH)
FIRE ADVISER

To (*For necessary action to carry out the Drill*)

1. Head of Fire Services/Commissioner, Urban Administration & Development – Cum - CEO, State Urban Development Agency, Directorate Of Urban Administration & Development, 1st Floor, R. D. A. Building, Shastri Chowk, Raipur, Chattisgarh – 492 001
2. The Director, Maharashtra Fire Services, Government of Maharashtra, Vidyanagari, Hans Bhugra Marg, Santacruz-East, Mumbai, Maharashtra – 400 098
3. The Chief Fire Officer, Fire Station Banipark, Government of Rajasthan, Jaipur, Rajasthan-302 001
4. The Head of Fire Services/Chief Engineer, Urban Development Department, Government of Madhya Pradesh, Bhopal, Madhya Pradesh – 462 016
5. The DGP Fire Services, UP Fire service HQ, Government of Uttar Pradesh, 5th Floor, Indra Bhawan, Lucknow, Uttar Pradesh – 226 001
6. The Director, Fire Services, Government of Goa, Fire Services Head Quarters, St. Inez, Panji, Goa – 403 001
7. The Director, Fire & Emergency Services, Government of Mizoram, P H Q, Hunthar Veng, Aizawl, Mizoram – 796 009
8. The Director, Manipur Fire Services HQ, Government of Manipur, Near Polo Ground, P. O. & P. S. Imphal, West District, Manipur – 795 001
9. The Director & ADGP, Directorate Fire Services, HQ, Government of Tripura, Agartala, Tripura – 799 001
10. The Director, Urban Local Bodies, SCO No-128-129, Sector 8C, Govt. of Haryana, Chandigarh- 160 017, Haryana
11. The Director General, Karnataka State Fire & Emergency Services, No. 1, Annaswamy Mudaliar Road, Bangalore, Karnataka – 560 042
12. Addl. Director General of Police, Fire & Emergency Services, Government of Meghalaya, Shilong, Meghalaya – 793 001
13. The Director General, State Disaster Response & Fire Services, B. R. K. Bhawan Building, "B" Block, 1st Floor, Tankbund, Hyderabad, Andhra Pradesh – 500 063
14. Director General-cum-Commandant General, Home Guard & Fire Services, Bihar Home Guard Head Quarter, Chhajubagh, Patna, Bihar – 800 001
15. The Director General, Fire Services, Government of West Bengal, 13 - D, Mirja Galib Street, Kolkata, West Bengal – 700 016

17. The Director, Sikkim Fire & Emergency Services, Government of Sikkim, Police Department, Gangtok, Sikkim - 737 101
18. Director General Fire Services, Government of Jharkhand, Rajendra Chowk, Doranda, Ranchi, Jharkhand - 834 002
19. DGP, Fire Services, Government of Uttarakhand, Police HQ, 12 Subhash Road, Dehradun, Uttarakhand - 248 001
20. The Director & Secretary, Department of Local Governance, Government of Punjab, SCO No. 131-132, Sector - 17C, Chandigarh - 160 017, Punjab
21. Commandant General, Kerala State Fire & Emergency Services, Housing Board Jn., Thiruvananthapuram, Kerala - 695 001
22. The Director General of Fire Services, Directorate of Fire Services & Home Guards, Fire Service H.Q., Government of Orissa, Cuttack, Orissa - 753 001
23. The Director General, Fire & Emergency Services, Government of Jammu & Kashmir, Gandhi Nagar Jammu, Jammu & Kashmir - 180 004
24. The Head of Fire Services, Government of Assam, Guwahati, Assam - 781 028
25. The Director Fire Services, Government of Himachal Pradesh, US Club, Shimla, Himachal Pradesh - 171002
26. The Head of Fire Services, Government of Arunachal Pradesh, Itanagar, Arunachal Pradesh - 791 113
27. Chief Executive Officer, Gujarat State Disaster Management Authority, Block No. II, 5th Floor, Udyog Bhawan, Sector-II, Gandhi Nagar, Gujarat - 382 011
28. The Director, Directorate of Fire & Emergency Services, Government of Nagaland, Kohima, Nagaland - 797 001
29. Chief Fire Officer, Chandigarh UT Administration, Sector No. 17, Chandigarh - 160 017
30. Director of Fire Services, Dadra & Nagar Haveli UT Administration, Silvassa (VIA-VAPI) - 396 230, Dada Nagar Haveli
31. The Administrator, Fire Services of Daman & Diu, Daman Diu UT Administration, Moti Daman - 396 210 (Daman & Diu)
32. The Administrator, Lakshadweep UT Administration, Fire Services Department, Kavaratti - 673 001, Lakshadweep
33. Director, Directorate of Fire Service, Govt. of Pondicherry, 36, Raja Singh Street, Pondicherry - 605 001
34. Director, Delhi Fire Services, HQ, Connaught Place Fire Station, New Delhi - 110 001
35. Chief Fire Officer, Andaman & Nicobar Islands UT Administration, Port Blair, Andaman & Nicobar Island - 744 101

Copy to:

1. **The Chief Secretary** Govt of Arunachal Pradesh, Chattisgarh, Maharashtra, Himachal Pradesh, Rajasthan, Madhya Pradesh, Uttar Pradesh, Goa, Uttarakhand, Mizoram, Manipur, Nagaland, Tripura, Haryana, Kerala, Meghalaya, Punjab, Andhra Pradesh, Assam, Gujarat, Orissa, Jammu & Kashmir, Bihar, Karnataka, West Bengal, Tamil Nadu, Jharkhand, Sikkim, Delhi, Andaman & Nicobar Island, Daman & Diu, Lakshadweep, Dadra & Nagar Haveli, Chandigarh and Pondicherry (**For giving necessary directions to the Officers concerned for compliance**)
2. **Director (DM-III)**, MHA, Lok Nayak Bhawan, New Delhi (**for information**).
3. **DG, NDRF & CD**, East Block-VII, Level-7, R. K. Puram, New Delhi - 110 066 (**for information**).


(OM PARKASH)
FIRE ADVISER

xiii. Facilitate School Management in forming the following teams in the selected schools and briefing them about their key responsibilities:

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 Mistress/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"> The Primary Management Body shall have an understanding of the Policy and Principles. Help the School in preparing SFMP Co-ordinate with the other core team in organizing mock drill regularly Evaluate the SFMP regularly and Update Mobilize relief and external support in case of any emergency Liaison with Media and other Govt./NGOs for effective Disaster Management
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 th to 12 th Standard.	<ul style="list-style-type: none"> Conduct awareness generation activities systematically in the whole school, target staffs, teachers and students/classes Develop creative IEC materials and activities like pictures, posters, slogans, essays, street plays, pamphlets, simple tips on do's and don'ts, etc. and pr awareness Organize regular innovative activities and exercises for all staffs/teachers and sit to ensure continuing interest on the issue during the normal time (like organize programmes, competitions, etc.)
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 th to 12 th Standard.	<ul style="list-style-type: none"> Primary Team to alert the whole school for Safe Exit in case of emergency, it warning signs, with different colours of flags, alarm bells, etc. Should regularly practice the warning signs, including waving of flags or ringing bells, etc. Should regularly Monitor and update on the potential hazard that the school can and inform the school authorities Should maintain the School Emergency Operation Control Room Should maintain contact with all the other teams and with external stakeholder keep them informed about the latest situation, especially the Fire Services
4.	Evacuation Team	The team may include 5-6 teachers as per the strength of the school and 2 senior students from each section from 8 th to 12 th Standard (Preferably from NCC/Scouts & Guides).	<ul style="list-style-type: none"> Should be acquainted with all the exits in the school and should keep all the staff students informed about their nearest Exits and also should regularly check the routes clear of any obstacles Should be prepared to provide assistance to the differently-abled students to evacuation Evacuate all in an orderly manner and practice the drill regularly and ensure the emergency assembly area is safe and accessible Take roll call and report to the SFMC and the Search & Rescue Team

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 th to 12 th Standard (Preferably from NCC/Scouts & Guides).	<ul style="list-style-type: none"> • Should collect the details on the number of students/staffs/teachers/employees in the school during the drill/incident • If anyone missing, the team should quickly facilitate in order to search and safely by physically, visually and vocally checking every room in the building and carry victim to the First Aid Team in case of injury and reporting to SFMC for any other • Should be acquainted with the use of all the existing fire fighting systems/available in the school and should ensure that all the equipments are in condition • Should confirm existence of fire and control it, if possible. • Look for conditions that may cause further development of fire and seek assistance maintenance staffs for removal of such conditions • Ensure that electric main switches are turned off and that the fire don't spread until the local fire services control and douse off the fire completely
6.	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 th to 12 th Standard (Preferably from NCC/Scouts & Guides).	<ul style="list-style-type: none"> • Should maintain and control the First-Aid Room of the school with all the required Aid kits up-to-date • Should administer first aid and record all cases and treatments during the incident • Should determine further medical assistance and refer to the nearest medical centre/hospital, etc. • Should work with the SFMC and the other stakeholders to establish a release policy should communicate the same with the parents • Develop effective procedures on how release will be handled during and in emergency • Lock all external gates and doors and secure the entire building premises • Allow only the Emergency Support Functionaries into the building and facilitate to reach their spots concerned • Release staffs/teachers and students according to the pre-planned policy. • Should be well acquainted with all the buses and their plying routes from the school also the number of students within each bus • All the staffs/teachers/ and students should be given emergency cards with their numbers for their buses/vehicles concerned • Assist SFMC in arranging and providing communication systems, including ambulances, other vehicles to carry the victims/injured to medical centers and transport all the staffs/teachers and students to their respective destinations.
7.	First Aid Team	The team may include the School/Govt. Doctor, Nurse, 4 teachers and 2 senior students from each section from 8 th to 12 th Standard (Preferably from NCC/Scouts & Guides).	<ul style="list-style-type: none"> • The team should be well acquainted with all the present Media Policies • Should always consult the SFMC before briefing the Media on any matter • Always remember that only One member from the team would brief the media time in order to keep the clarity • Should be in constant contact with all the local media personnel for promoting fire awareness in print as well as electronic medias time to time
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 th to 12 th Standard (Preferably from NCC/Scouts & Guides).	
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 th to 12 th Standard.	
10.	Media Management Team	The team may include the Vice-Principal, Head Mistress/ress or any Senior Staff of the School	

Fire & Evacuation Drill Reporting Format
Strengthening of Fire & Emergency Services in the Country

Name of the School	
Name of the Principal / In-Charge	
Full Address	
Contact Details	
Landline	Mobile
Owned By	
Maintained By	
Total No of Staffs	
Total No. of students	
Total No of Classroom	
Total No of Laboratories	
Other No of Activity Rooms	

Building Wise Details

Blocks	Building Name	Total No. of Rooms in the School	No of Only Classrooms	Age Group of Students	Type of Room Construction	Age of Building
Block-1						
Block-2						
Block-3						
Block-4						
Block-5						

Details of Open Spaces / Ground

Sr. No.	Type Open Space	Approx Size	Accessibility from the Road (Yes/No & the Distance from the main Road)
1	Play Ground Multipurpose		
2	Cricket/Football Fields		
3	Basketball Court		
4	Assembly Ground		
5	Any Other (Specify)		

**Details of Team Members
School Fire Management Committee**

A

Sr.No.	Name	Designation	Contact No	Email ID
1				
2				
3				
4				
5				
6				
7				
8				

Awareness Campaign Team

B

Sr.No.	Name	Designation	Contact No	Email ID
1				
2				
3				
4				
5				
6				

Fire Alarming Team

C

Sr.No.	Name	Designation	Contact No	Email ID
1				
2				
3				
4				
5				
6				

Evacuation Team

D

Sr.No.	Name	Designation	Contact No	Email ID
1				
2				
3				
4				
5				
6				

Search & Rescue Team

E

Sr.No.	Name	Designation	Contact No	Email ID
1				
2				
3				
4				
5				
6				

Fire Fighting Team

F

Sr.No.	Name	Designation	Contact No	Email ID
1				
2				
3				
4				
5				
6				

First - Aid Team

G

Sr.No.	Name	Designation	Contact No	Email ID
1				
2				
3				
4				
5				
6				

Site Safety Team

H

Sr.No.	Name	Designation	Contact No	Email ID
1				
2				
3				
4				
5				
6				

Transport Management Team

I

Sr.No.	Name	Designation	Contact No	Email ID
1				
2				
3				
4				
5				
6				

Media Management Team

J

Sr.No.	Name	Designation	Contact No	Email ID
1				
2				
3				

Drill Details

Sr.No.	Name	Date & Time	No of Participnt	Remarks
1	Fire Evacuation Dr.II			
2	Drop CoverHold Drill			
3	Safety Consideration Drill			
4	Any Other Type of Drill			

Strengths of the Drill
Weaknesses of the Drill
Recommendations / Suggestions for Further Improvements

Enclosures (Tick all the enclosed ones with their nos)

1	Photographs		
2	Newspaper Clippins		
3	Any Other		

Name of the Organizing Authority	
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Full Address & Contact Details	
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Signature with Office Seal	
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