

## महाराष्ट्र शासन

क्र.मअसे/३८-एफ/२०१४/५६

दूरध्वनी: २६६७७५५५

फॅक्स : २६६६०२८७

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कालमर्यादा २१.०१.२०१४

महाराष्ट्र अग्निशमन सेवा संचालनालय,

महाराष्ट्र अग्निशमन सेवा अकादमी,

विद्यानगरी, हंस भुग्रा मार्ग,

सांताक्रूझ-पूर्व, मुंबई-४०० ०९८.

दिनांक : १३ जानेवारी, २०१४.

प्रति,

मा.आयुक्त, सर्व महानगरपालिका

मुख्याधिकारी, सर्व नगरपरिषदा/नगरपंचायती.

विषय: दि.२१ जानेवारी, २०१४ रोजी राष्ट्रीय स्तरावर अग्निशमन व बचावाची कवायत/प्रात्यक्षिके (National Level Fire & Evacuation Drills) शाळांमध्ये आयोजित करणेबाबत.

**महोदय,**

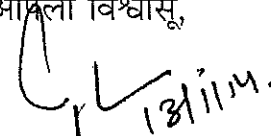
केंद्रीय गृह मंत्रालयाने त्यांचे पत्र क्र.VI-1408/01(32)/2010-DGCD(Fire), दि.०६.०४.२०१४ अन्वये प्रत्येक जिल्ह्यातील एक शाळा निवडून त्या शाळेमध्ये दि.२१.०१.२०१४ रोजी सकाळी ठिक ११.०० वा. राष्ट्रीय स्तरावर अग्निशमन व बचावाची कवायत/प्रात्यक्षिके (National Level Fire & Evacuation Drills) आयोजित करण्याबाबत सूचना दिल्या आहेत. वरील पत्र सहपत्रासह सोबत जोडले आहे.

०२. आपल्या कार्यक्षेत्रातील एका शाळेत प्रात्यक्षिके आयोजित करण्यासाठी आपण एक शाळा निवडावयाची असून त्या प्रात्यक्षिकांबाबत शिक्षण विभागाच्या संबंधित कार्यालयास अवगत करावयाचे आहे. प्रत्येक शाळेत प्रात्यक्षिकांसाठी ६-१० फायरमनची एक टिम तयार करावयाची असून त्या टिमने संबंधित शाळेला भेट देवून त्याबाबत माहिती घ्यावयाची आहे. या प्रात्यक्षिकांसाठी 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 करतील.
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 इत्यादी बाबतची माहिती या कार्यालयास दि.१८.०१.२०१४ पर्यंत या कार्यालयास पाठवावी.
७. याबाबत अधिक माहिती आवश्यक असल्यास केंद्रीय गृह मंत्रालयाच्या दि.०६.०१.२०१४ च्या पत्रातील परिच्छेद-४ मध्ये नमूद केलेल्या ठिकाणी संपर्क साधावा.
८. वरीलप्रमाणे प्रात्यक्षिके आयोजित केल्यानंतर त्याबाबतचा अहवाल परिच्छेद-५ प्रमाणे केंद्र शासनाने तयार करून दिलेल्या विहित नमुन्यामध्ये या संचालनालयास २ प्रतीत दि.३१.०१.२०१४ पर्यंत पाठवावा.

०३. म्हणून आपणांस विनंती करण्यात येत आहे की, केंद्रीय गृह मंत्रालयाच्या वरील पत्राच्या अनुषंगाने आपल्या कार्यक्षेत्रातील किमान एका शाळांमध्ये दि.२१.०१.२०१४ रोजी सकाळी ११.०० वाजता राष्ट्रीय स्तरावरील अग्निशमन व बचाव कवायत/प्रात्यक्षिके (National Level Fire & Evacuation Drills) आयोजित करून तसा अहवाल या संचालनालयास दिनांक ३१.०१.२०१४ पर्यंत पाठवावा.

आपला विश्वासू,  


(एम.व्ही.देशमुख)

संचालक,

महाराष्ट्र अग्निशमन सेवा

सहपत्र: वरीलप्रमाणे.

- प्रत: १. मा.प्रधान सचिव-२, नगर विकास विभाग, मंत्रालय, मुंबई-४०० ०३२ यांना माहितीसाठी सादर.  
 २. सर्व मुख्य अग्निशमन अधिकारी/प्रभारी अधिकारी, सर्व महानगरपालिकांचे अग्निशमन दल यांना योग्य त्या कार्यवाहीसाठी अग्रेषित.

No.VI-14028/01(32)/2010-DGCD (Fire)  
Government of India, Ministry Of Affairs  
Directorate General Civil Defence  
DGCD (Fire, Project Cell)

बिहार राज्य अदिति

आयक ड

दिनांक

काईल ड.

10 JAN 2014

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

Dated the 06 January 2014

Subject: Conducting National level Fire & Evacuation Drills in Schools on 21<sup>st</sup> of January 2014

Seen by:  
F. A.  
S. I.  
O. S.  
Action by

Sir/Madam

In the event of our successful conduct of National Level Fire & Evacuation Drill on the 21<sup>st</sup> of January every year in Schools in the Country, the Ministry of Home Affairs, Govt. of India has decided to once again to organize/conduct "National level Fire and Evacuation Drills in Schools in the Country" on the 21<sup>st</sup> of January 2014 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 below at Sl. 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.

2. The designated teams 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 19<sup>th</sup> of January 2014
4. For any further queries in this regard, you may contact the **Fire Project Cell, Office of DGCD, East Block-VII, Level-7, R. K. Puram, New Delhi – 110 066** or call 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 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 2014 at 11 AM**. If in 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 under the intimation of the same to this Office.

*D. K. Shami*  
(D. K. Shami)  
Deputy 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, Directorate of Maharashtra Fire Services, Government of Maharashtra, Hans Bhugra Marg, Kalina, Santacruz-East, Mumbai, Maharashtra – 400 098
3. The Chief Fire Officer, Fire Station Banipark, Government of Rajasthan, Jaipur, Rajasthan - 302 001
4. Commissioner-cum-Head of Fire Services, Directorate Urban Administration and Development Department, Government of Madhya Pradesh, Palika Bhawan, No. 6 Bus Stop, Shivaji Nagar, Bhopal, Madhya Pradesh – 462 016
5. The DGP Fire Services, UP Fire service HQ, Government of Uttar Pradesh, 5<sup>th</sup> Floor, Indira 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, Aziwal, 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-6-7, Sector – 17 B, 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, 1<sup>st</sup> 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
16. The Director General Fire Services, Government of Tamil Nadu, Tamil Nadu Fire & Rescue Services, No. 12, Rukhmani Lakshmi Pathy Salai, Egmore, Chennai, Tamil Nadu - 600 008
17. The Director, Sikkim Fire & Emergency Services, Government of Sikkim, Police Department, Gangtok, Sikkim - 737 101
18. Director General Fire Services, Fire Service Head Quarter, Government of Jharkhand, Rajendra Chowk, Doranda, Ranchi, Jharkhand – 834 002
19. DGP, Fire Services, Government of Uttarakhand, Police Officers Colony, Kishanpur, Rajpur 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 & Rescue 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 Odisha, At: Nuapatna, P.O. Buxibazar, Cuttack, Orissa– 753 001
23. The Director General, Fire & Emergency Services, Government of Jammu & Kashmir, Gandhi Nagar Jammu, Jammu & Kashmir – 180 004
24. Additional Director General of Police-cum-the Head of Fire Services, Government of Assam, Office of the ADGP, State Fire Organization, Panbazar, Guwahati, Assam – 781 001
25. The Director Fire Services, Government of Himachal Pradesh, US Club, Shimla, Himachal Pradesh – 171 002
26. The Head of Fire Services, Government of Arunachal Pradesh, Itanagar, Arunachal Pradesh – 791 113
27. Chief Executive Officer, State Disaster Management Authority, Block No. II, 5<sup>th</sup> Floor, Udyog Bhawan, Sector-11, 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, 902, Sector No. 7, Chandigarh – 160 017
30. Director of Fire and Emergency Services, Dadra & Nagar Haveli UT Administration, Silvassa (VIA-VAPI), Dadra & Nagar Haveli – 396 230,
31. The Administrator, Fire Services of Daman & Diu, Daman Diu UT Administration, Moti Daman – 396 210 (Daman & Diu)
32. Superintendent of Police-cum-Chief Fire Officer, Lakshadweep UT Administration, Fire Services Department, Kavaratti – 682 555, Lakshadweep
33. Director, Directorate of Fire Service, Govt. of Puducherry, No. 34, Canteen Street, Puducherry – 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, Andaman & Nicobar Islands Police Head Quarter, Atlanta Point, Port Blair, South Andaman – 744 101

**Copy to:**

1. *Secretary (Education)*, 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 Puducherry (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).

  
 (D. K. Shami)  
 Deputy Fire Adviser

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

SL. NO.	TEAMS	COMPOSITION OF EACH TEAM	KEY ROLES
1.	School Management Committee (SFMC)	This Committee must include the Chairperson, Principal/In-charge, Vice Principal, Head Master/ess, 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 5-6 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 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> Standard (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, visually and vocally checking every room in the building and carrying the victim to the First Aid Team in case of injury and reporting to SFMC for any other causes</li> <li>Should be acquainted with the use of all the existing fire fighting systems/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>
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 <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>
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 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>
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 be well acquainted with all the buses and their plying routes from the school and also the number of students within each bus</li> <li>All the staffs/teachers/ and 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 and students to their respective destinations.</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>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>
10.	Media Management Team	The team may include the Vice-Principal, Head Mister/ress or any Senior Staff of the School	

3	Basketball Court	
4	Assembly Ground	
5	Any Other (Specify)	

**DETAILS OF TEAM MEMBERS**

**A. SCHOOL FIRE MANAGEMENT COMMITTEE**

SL. NO.	NAME	DESIGNATION	CONTACT NO.	EMAIL
1				
2				
3				
4				
5				
6				
7				
8				

**B. AWARENESS CAMPAIGN TEAM**

SL. NO.	NAME	DESIGNATION	CONTACT NO.	EMAIL
1				
2				
3				
4				
5				
6				

**C. FIRE ALARMING TEAM**

SL. NO.	NAME	DESIGNATION	CONTACT NO.	EMAIL
1				
2				
3				
4				
5				
6				



**D. EVACUATION TEAM**

SL. NO.	NAME	DESIGNATION	CONTACT NO.	EMAIL
1				
2				
3				
4				
5				
6				

**E. SEARCH AND RESCUE TEAM**

SL. NO.	NAME	DESIGNATION	CONTACT NO.	EMAIL
1				
2				
3				
4				
5				
6				

**F. FIRE FIGHTING TEAM**

SL. NO.	NAME	DESIGNATION	CONTACT NO.	EMAIL
1				
2				
3				
4				
5				
6				

**G. FIRST-AID TEAM**

SL. NO.	NAME	DESIGNATION	CONTACT NO.	EMAIL
1				
2				
3				
4				
5				
6				



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 Clippings
- 3 Any other


NAME OF THE ORGANIZING AUTHORITY

--

FULL ADDRESS & CONTACT DETAILS

--

SIGNATURE WITH OFFICIAL SEAL

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