GOVT OF NCT OF DELHI
OFFICE OF THE JOINT DIRECTOR OF LAND & ESTATE
DIRECTORATE OF EDUCATION
LUCKNOW ROAD, DELHI-54

No. F.16/Estate/PGC/Fire Safety/10/5855-85

Dated: 13/9/2011

CIRCULAR

With reference to circular dated 1.3.2011 regarding detailed guidelines of Fire life safety provisions and Circular dated 26.7.2011. All the HOS/Principal/Vice Principal under Directorate of Education, Govt. of NCT of Delhi are hereby directed to conduct a drill in all schools on 30.9.2011 at 10.00 a.m for morning shift and 3.00 p.m for evening shift along with all teachers and staff members taking care to ensure the following directions. These drills will also be conducted in all schools under other school authorities in Delhi.

a) Principal/HOSs of all schools are directed to display consolidated list of attendance/evacuation plan of all classes on ground floor at prominent place everyday.

b) Arrangements for alarm sound should be available and functional in the school.

c) Staff members/students should be sensitized to raise alarm in out break of fire, earthquake, disaster etc.

d) Children should be instructed not to create panic but leave their class rooms in single line in the event of emergency.

e) A pre-designated place of assembly on evacuation outside the building should be announced before hand and thereafter should be provision for attendance/head count.

f) Special arrangements to be made for physically handicapped children during evacuation.

g) During evacuation from upper floors, children on staircase should be drilled to move in single line steadily without panic, stampede and over taking.

h) Arrangements are made to locate junior most classes i.e. small children requiring greater attention, on the ground floor.

i) Principal, Vice Principal and one more active and responsible teacher are designated as Nodal Officers for quick management during drill period in each school (An active and responsible teacher should be decided by HOS). So that we may save all the students and staffs from any type of disaster.

j) All the DDEs are directed to depute the officers/officials like EO/DEO/OS/H.C/UDC/LDC etc to visit/inspect to cover maximum schools during drill period and send the report along with comments/suggestion after the drill.
Further all the building incharge/HOS are directed to liaison with the Executing Agencies to get completed Fire Safety Provisions and obtain NOC in a time bound manner from Delhi Fire Services.

(S.S.PARIHAR)
Joint Director of Education
Land & Estate

All DDE/HOS,
Directorate of Education,
Delhi/New Delhi
No. F.16/Estate/PGC/Fire Safety/10/5855-85
Dated: 13/9/2011

Copy to:
1. PS to Principal Secretary (Education)- For information please.
2. PS to DE-For information please
3. PS to Director, Delhi Fire Service, Cannaught Place, New Delhi.-With the request to depute your Station Officer to inspect the schools at the time of drilling.
5. ADE (IT)- With the request to upload on the website of the department.

Copy with similar request for necessary action to:-

1. The Director of Education, Municipal Corporation of Delhi, Nigam Bhawan, Kashmere Gate, Delhi.
4. The Chief Executive Officer, Delhi Cantonment Board Delhi Cantt, Delhi

(S.S.PARIHAR)
Joint Director of Education
(Land & Estate)