

Fire drill plan

School: who, when and what, in 30 minutes

Who takes part

- Students of every class, with their class teachers
- Subject teachers, non-teaching staff and security staff
- Office staff and any visitors in the building
- Children with special needs, each with a named helper

When and where

Pick a normal school day. Brief all teachers beforehand. Talk to young children about the practice first, so that the alarm does not frighten them. Invite your local fire station to support if you can.

Date: _____ Alarm time: _____

Blocks / floors included: _____

Assembly ground: _____

Drill coordinator: _____

A suggested 30-minute timeline

Minutes	What happens	Who
00-05	Principal briefs teachers, class marshals and the evacuation team. Check that corridors, stairs and exit doors are clear and the assembly ground is ready. Note the start time.	Coordinator, teachers
05	Sound the bell or alarm. Start the clock.	Alarm person
05-12	Each class leaves with its teacher, in a line, walking and not running. Teacher takes the attendance register and checks the room and nearest washroom. Floor map on each floor shows the route.	Teachers, evacuation team
12-17	Classes stand in their lines at the assembly ground. Teachers count children against the register and report to the counter.	Teachers, counter
17-22	Counter reports the total to the coordinator. Check that children with special needs and their helpers are out. Fire safety team reports on switching off power and gas.	Counter, first-aid and fire safety teams
22-25	Coordinator gives the all clear. Classes return in order.	Coordinator
25-30	Short talk to students on what went well. Teachers and coordinator fill in the report.	Coordinator, teachers

What we practise today

- ☐ Evacuating the classroom (NDMA fire drill step)
- ☐ Switching off electricity and closing gas connections in labs and canteen, by trained staff only
- ☐ Safe storage of inflammable liquids and chemicals is checked
- ☐ Corridors, stairs and exit doors are clear of benches and boxes
- ☐ Floor map showing the evacuation route is displayed on each floor
- ☐ Children with special needs reach the assembly ground with their helper
- ☐ Every class is counted against its register

Safe-conduct note

- Walk. Do not run or shout. This causes panic.
- Do not use the lift. Use the stairs.
- Do not make real smoke, block a real exit or make a real call to 101 or 112.
- If a real fire or alarm happens during the drill, stop the drill and treat it as real: leave, then call 101 or 112.
- Anyone who cannot take part safely does a talk-through with their helper instead.
- Do not go back inside until the coordinator gives the all clear.

How often? The NDMA School Safety Policy (2016) says mock drills preferably once in every six months, with deficiencies assessed to update the plan. CBSE circulars (Sept 2017) say schools must implement the NDMA guidelines. Check your own school board's circular and ask your local fire station for any extra advice.

Based on: NDMA National Disaster Management Guidelines, School Safety Policy (Feb 2016); CBSE circulars of 25.09.2017 and 05.01.2022; Delhi Fire Service, Do and Do not; NBC 2016 Part 4; HowToSurvive.in school fire drill guide.

This is a practice kit, not a legal compliance document. Follow your local fire department's advice.

CALL 101 OR 112

101 = fire service | 112 = any emergency
In a real fire: get out first, then call from outside.

Roles sheet

Who does what on drill day. Write the names in pencil and update them each time.

Role	Name	Backup name	What to do
Drill coordinator			Principal or nominee. Gives the start and the all clear, and signs the report. Keeps a copy of this kit.
Alarm person			Sounds the bell or alarm at the agreed time and notes the time.
Class marshals (class teachers)			Lead the class out in a line, carry the register, check the room and washroom, and count the class at the assembly ground.
Evacuation team			Stand at stairs and turns to guide classes, keep the route moving and stop pushing. Teachers or senior staff, not young students.
Assembly-ground counter			Collects class counts from teachers and reports the school total to the coordinator.
Fire safety team			Trained staff who switch off power and gas in labs and canteen and check chemical storage as part of the drill.
Person to call 101 / 112			In a real emergency, calls from outside with the school address and nearest landmark. In a drill, only rehearses the call.
Helper for children with special needs			A named teacher or helper, plus a backup, for each child who needs assistance. Plan the route in advance.
First-aid team			Waits at the assembly ground with the first-aid box. Looks after anyone who feels unwell.
Site security and gate			Keeps the gate and approach road clear for a fire engine and controls who enters.

Tips

- In a small place, one person can hold two roles. Make sure the counter and the coordinator are different people.
- Marshals wear an armband, cap or bright vest so people can spot them (NBC 2016 Annex D suggests an armband for fire wardens during drills).
- Display this chart where everyone can see it. Update it when someone leaves or is on leave.

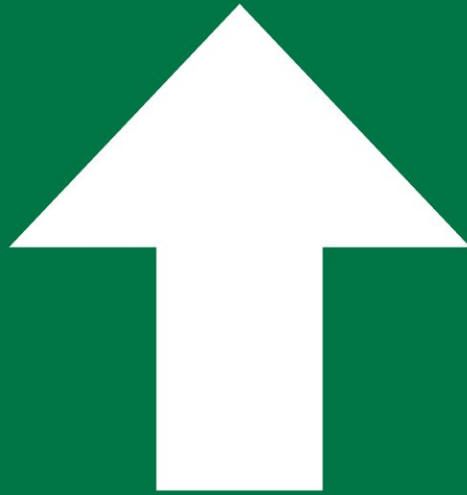
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Assembly point poster



ASSEMBLY POINT

Do not go back inside

Print one of the three direction posters for each corridor

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Class-wise headcount. One sheet per floor or block. Teachers report class counts to the counter.

Date: _____ Alarm sounded at: _____

Total students counted at assembly ground: _____

Headcount taken by: _____ Signature: _____ Time finished: _____

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After-drill report

Fill this in at the assembly point, while it is fresh. Keep it with your drill records.

Drill details

Date: _____

Alarm sounded at: _____

Last person at assembly point at: _____

Time to clear the building (minutes): _____

People expected: _____

People counted: _____

Coordinator: _____

Area covered: _____

What went well

What to fix

What needs fixing	Who will fix it	By when	Done
			☐
			☐
			☐
			☐
			☐

Quick checks (tick if yes)

☐ Alarm heard everywhere

☐ Exits and stairs were clear

☐ Nobody used the lift

☐ Doors were closed behind people

☐ Everyone who needed help got out

☐ Headcount matched the list

☐ Assembly point was easy to reach

☐ Fire engine access stayed clear

Signed off

Next drill planned for: _____

Check the NDMA School Safety Policy and your school board's circular, and ask your local fire station how often to drill.

Coordinator signature: _____

Date: _____

Signed off by (Principal): _____

Date: _____

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