

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.