

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.

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.