

## SCHOOL FIRE EVACUATION PLAN FORMAT

NAME OF THE SCHOOL .....  
 NAME OF THE PRINCIPAL/IN-CHARGE .....  
 FULL ADDRESS .....  
 CONTACT DETAILS LANDLINE..... MOBILE.....  
 OWNED BY .....  
 MAINTAINED BY .....  
 TOTAL NO. OF STAFFS .....  
 TOTAL NO. OF STUDENTS .....  
 TOTAL NO. OF CLASSROOMS .....  
 TOTAL NO. OF LABORATORIES .....  
 OTHER NO. OF ACTIVITY ROOMS .....

### BUILDING WISE DETAILS

Block	Building Name	Total No. of Rooms in the School	No. of Only Classrooms	Age Group of Students	Type of Roof Construction	Age of Building
Block-I						
Block-II						
Block-III						
Block-IV						
Block-v						

### DETAILS OF OPEN SPACES/GROUND

Type of Open Space	Approx. Size (L x B)	Accessibility from the Road (Yes/No & the Distance from the main road)
Play Ground with Swings		
Cricket / Football Fields		
Basketball Court		
Assembly Ground		
Any Other (Specify)		

### DETAILS OF TEAM MEMBERS SCHOOL FIRE MANAGEMENT COMMITTEE

Name	Designation	Contact	No. Email

### AWARENESS CAMPAIGN TEAM

Name	Designation	Contact	No. Email

### FIRE ALARM TEAM

Name	Designation	Contact	No. Email

### EVACUATION TEAM

Name	Designation	Contact	No. Email

### SEARCH AND RESCUE TEAM

Name	Designation	Contact	No. Email

### FIRST - AID TEAM

Name	Designation	Contact	No. Email

### FIRE FIGHTING TEAM

Name	Designation	Contact	No. Email

### SITE SAFETY TEAM

Name	Designation	Contact	No. Email

### TRANSPORT MANAGEMENT TEAM

Name	Designation	Contact	No. Email

### MEDIA MANAGEMENT TEAM

Name	Designation	Contact	No. Email

### DRILL DETAILS

Sl. No.	Name of the Drill	Date & Time	No. of Participation	Remarks
1	Fire Evacuation Drill			
2	Drop Cover Hold Drill			
3	Safety Consideration Drill			
4	Any Other Type of Drill (Specify)			

### STRENGTHS OF THE DRILL

### WEAKNESSES OF THE DRILL

### RECOMMENDATIONS/SUGGESTIONS FOR FURTHER IMPROVEMENTS

**Note : Model format for preparing the School Fire Safety Management Plan**