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CHINMAYA VIDYALAYA, BOKARO
EMERGENCY EVACUATION GUIDELINES



For Students

- Students to be calm and should not panic.
- Students should leave the class without creating any chaos.
- Students should not run and push anyone.
- Elevators are not to be used during a fire alarm. Use the stairs.
- Follow designated exit routes which are posted near toilets of every floor and in the central area.
- If the designated exit way is blocked, go to the nearest available exit.
- If the alarm sounds between classes, use the nearest available exit.
- The last person out of the room shall verify that the room is empty and close the door.
- Class Captains will lead their respective classrooms to move out.
- Go to the predetermined location outside the building (Playground).
- Students should stand as per their class and section. Class Captains to stand in front.
- Wait for instructions of teachers for clearance.
- After clearance from teachers, students should move to their respective classrooms.

For Teachers

- Activate fire alarms (Three repetitive bells).
- Teachers in the staff room should immediately stand at the nearest exit for smooth dispersal students.
- Teachers inside the class should ask students to be calm and don't panic.
- Teachers in the class should ask students to leave the class without creating any chaos.
- Elevators are not to be used during a fire alarm. Use the stairs.
- Follow designated exit routes which are posted near toilets of every floor and in the central area.
- If the designated exit way is blocked, go to the nearest available exit.
- If the alarm sounds between classes, use the nearest available exit.
- Teachers shall verify that the room is empty and close the door.
- Class Captains will lead their respective classrooms to move out.
- Go to the predetermined location outside the building (Playground).
- Students should stand as per their class and section.
- Teachers will take attendance of their respective class. Information to be given to respective CC/AS/AAS if any student is missing.
- After clearance from Principal, allow students to move to their respective classrooms.

ADMINISTRATIVE FUNCTION

- The fire alarm system is not to be silenced unless approved by the Fire Department.
- Teachers should stress to students that evacuations are to be conducted in a brisk, quiet, and orderly manner.
- No. of students to be counted for every class and section by their respective class teachers. Ensure that all the students present on that day have assembled in the ground.
- Notify fire fighters immediately if anyone is unaccounted for and advise of their likely location if thought to be in the building.
- Designate a school official to meet the arriving fire fighters and provide them with a copy of the building floor plan, keys to the building, and location of fire.
- Students and staff are not to reenter the building until fire officials give their approval.