

# **CIRCULAR**

## **Mock evacuation drill**

Important Dos & Don'ts for Safety

Dear Students, teachers and staff,

we all know that we are living in seismic zone IV, capable of producing an earthquake of intensity VIII, highly dangerous, and capable of disrupting the entire life within seconds.

A mock drill is being conducted to enable you to practise what you should do to stay safe during the time of such unpredictable events - some tips about road safety, fire and earthquake disasters - so that you can prepare yourself, your friends and family and take appropriate safety measures.

### **ROAD SAFETY**

Most Important to do - Stop, Look & then Walk

Some Important Tips:

- Always obey traffic rules
- Always walk or drive on the left
- Walk and Cross the road at designated places only – footpath, zebra crossing, foot over bridge and under pass
- While walking in a group, walk in a single line facing oncoming traffic
- When crossing the road, be attentive and lookout for oncoming vehicles from both the sides
- Do not use mobile phones while crossing the road
- While boarding a bus, wait until the bus comes to a halt
- Do not stick out any part of your body while in a moving vehicle.
- Plan your route and move as per the plan
- Use your eyes and ears before you use your feet.

### **FIRE**

Most important to do if caught by fire - Stop, Drop & Roll

Fire is an amalgamation of three substances – Air, Fuel & Heat

How to douse of the fire? Cut any one of the three Air, Fuel & Heat

Remember PASS (while using a fire extinguisher) – Pull the pin, Aim the base of fire, Squeeze the handle and Sweep side by side.

Some Important Tips

- Don't play with fire. Use for appropriate purposes only
- Don't accumulate consumable items in closed areas
- In case of fire at home – don't hide, fall on your knee and crawl out to an open area
- In case you catch fire – Stop, Drop & Roll
- Train yourself on basic fire fighting techniques

- Prepare your fire safety exit route plan and practice regularly to crawl and move out
- Don't fight fire alone, alert your families, neighbours, friends and the most important, do not forget to call the fire services

## **EARTHQUAKE**

Most important to do during the earthquake – Drop, Cover & Hold

Some Important Tips

- Remain calm, stay where you are and do not get panic.
- Be away from the articles likely to fall like photo frames hanging on walls, loose almirah etc.
- Also be away from windows, mirrors, book cases, and unsecured heavy objects that are likely to fall.
- Take cover under strong table or other sturdy furniture, hold its legs so that it does not move away and wait till shaking stops
- In case of non availability of sturdy table or furniture, kneel and sit close to the floor in the corners of the room or under beam
- Always protect your face and head with your hands to avoid injuries
- As the tremours stop, immediately move out to the open space
- In case inside old or weak structure/ house or building, take fastest and safest route to get out in open space.
- Do not use elevator/ lift, only use staircase to reach in open space.
- While in open space keep away from tall buildings, trees, utility wires etc
- Do not enter your house if damaged, unless properly inspected.
- Always keep an family emergency kit ready at your home in which keep a battery operated torch, extra batteries, first aid kit and it's manual, emergency dry food and water, and also copy of all your important documents

Also, make sure that you spread the information to others and make them aware on all the important tips.

You are the brand ambassadors to make our community safe and secure from disasters.

**IMPORTANT TELEPHONE NOs -**

Police - 100

Fire Services – 101; Ambulance – 102

Disaster management Assistance – 1077

**Principal**