

BUILDING EVACUATION DRILL – MOCK EXERCISE



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No. 102/Adm/RMDC/325 Dated 18 Oct 2024



Rahbar Medical & Dental College

Ref No. 1005/Adm/RMDC/2024

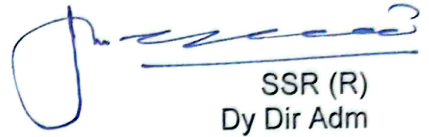
Dated: 16 October 2024

To: All Head of the Departments
Boys/ Girls Hostels

Subject: **Building Evacuation Drill – Mock Exercise**

1. It is to inform you that Building Evacuation Drill will be conducted on Tuesday, October 17, 2024 from 1100 to 1130 hrs. This Building Evacuation Drill is exclusively designed to provide training & practice to students/ employees only. The skeleton staff should remain present in all the departments /work stations. Visitors/ guests **WILL NOT** evacuate during this practice drill. Respective HODs/ Security Officer/ Admin Officer are requested to inform/ brief about the building evacuation drill to all students and employees half an hour early before start of the drill so that routine activities are not disturbed. This information will be communicated again to all students/ employees and visitors 15 minutes early before start of the drill.
2. Security Officer will start below the whistles at 1100 hrs and they will remain blowing whistles till complete evacuation. Please note that Building Evacuation Drill will start immediately after the start of the whistles.
3. Designated meeting site will be POLO GROUND. Employees will assemble there after evacuating the building for head counting. All HODs will fill in the "Staff Count Sheet" separately before leaving assembly area. "Staff Count Sheet" is attached at **Annexure 'A'**. Please do not leave assembly area until advised by Security Officer. Conscientiously participation in this event will facilitate us in identifying the areas which need improvements and smooth running of the system in case of any real emergency. Emergency Evacuation Plan of RMDC is attached as **Annexure 'B'**. Departmental Assembly Area Point are mentioned at **Annexure 'C'**.

4. Head of the Departments and Security Officer are requested to evaluate and report problems to the Director Admin/ Deputy Director Admin after Building Evacuation Drill in post evaluation session which will be conducted during the next week. You are once again requested to ensure maximum participation. If you have any query, please contact Deputy Director Admin/ Security Officer on cell numbers.
5. Please disseminate this information those employees who do not have access.



SSR (R)
Dy Dir Adm
(Mehboob Hussain)

ANNEXURE B**Emergency Evacuation Plan RMDC**

Floor	Departments	Responsibility/Supervision	Approach Route -1	Approach Route -2	Assembly Area	Alternative Assembly Area
GROUND FLOOR	<ul style="list-style-type: none"> • Anatomy • Biochemistry • Physiology • Community Medicine • Accts Br 	HODs	Polo Ground Exit	Anatomy Dept Exit	Polo Ground	RMDC front area Car Parking
1st FLOOR	<ul style="list-style-type: none"> • Pathology • Pharmacology • Forensic Medicine • IT Dept • Lib • Admin Staff 	HODs Dy Dir Admin	Stairs 1 ST Floor to Ground Floor near Polo Ground	Stairs 1 ST Floor to Ground Floor near Ma	-do-	-do-

ANNEXURE C**Departmental Assembly Area Point - Polo Ground**

<u>Department</u>	<u>Location</u>
Anatomy	A
Physiology	
Biochemistry	
Pharmacology	B
Pathology	
Forensic Medicine	
Community Medicine	C
IT Dept	
Lib	
Administration Staff	D
Accts Br	

Building Evacuation Drill Report

Date of Drill : October 17, 2024
Time of Drill : From 1100 hrs. to 1130 hrs
Location : Rahbar Medical & Dental Collage
Conducted By : Mahboob Hussain, Deputy Director Adm
Report Prepared By : Mahboob Hussain, Deputy Director Adm

1. Objectives of the Drill

- a. To assess the effectiveness of the emergency evacuation plan.
- b. To evaluate staff and student's response to the evacuation procedures.
- c. To identify strengths and areas for improvement in the current plan.

2. Pre-Drill Preparations

- a. Notification of the drill was communicated to all departments on October 16, 2024.
- b. Training session was held on October 10, 2024, to prepare staff and students for their roles during the evacuation.

3. Drill Overview

- a. **Type of Drill.** During building evacuation skeleton staff remained present in their area of responsibility for the facilitation. Visitors were not evacuated during this practice drill.
- b. **Participants.** 162 employees and students were participated.
- c. **Scenarios Tested.** Fire

4. Evacuation Process

- a. **Start Time** : 1100 hrs.
- b. **End Time** : 1130 hrs.
- c. **Duration** : 30 minutes
- e. **Assembly Point Location:** Polo Ground

- f. **Evacuation Routes Used:** Following Exits/Emergency Exits are used during this building evacuation drill:-

Emergency Evacuation Plan RMDC

Floor	Departments	Responsibility/ Supervision	Approach Route -1	Approach Route -2	Assembly Area	Alternative Assembly Area
GROUND FLOOR	<ul style="list-style-type: none"> Anatomy Physiology Biochemistry Community Medicine Community Medicine Accts Branch 	HOD/ Adm Officer	Polo Ground Exit	Anatomy Dept	Polo Ground	In front of RMDC Car Parking area
1 ST FLOOR	<ul style="list-style-type: none"> IT Dept Lib Admin Staff Forensic Medicine Pathology Pharmacology 	Dy Dir Admin/ HOD	Stairs 1 ST Floor to Polo Ground Exit	Stairs 1 ST Floor to Ground Floor near Main Gate	Polo Ground	In front of RMDC Car Parking area

5. **Observations**

- Response Time:** 10 Minutes & 20 Seconds
- Staff Performance:** This the first time that staff and students were evacuated so most of the staff and students were excited and took interest in the whole event. Most of them followed the instructions as communicated time to time.
- Injured Person Handling:** Dummy injured person was evacuated on stretcher.
- Crowd Management:** Security staff was briefed about responsibilities and their jobs during before the building evacuation drill and they performed duty as per guidance.

6. **Issues Identified**

- A debarring session was conducted with all safety/ fire/ Emergency Coordinators on October 18, 2024 from 0900 hrs. to 0930 hrs. Following points was highlighted in the meeting by the safety /fire/Emergency Coordinators.
- During evacuation, voice of whistle was very slow.
- The entrance of the assembly area was not smooth.
- Some staff and students came late in assembly area.

7. **Strengths Observed.** This was the first event of the college so everyone was excited and try to participate in the drill according to issued instructions.

8. **Recommendations for Improvement.**

- a. Auto fire alarm system should be installed.
- b. Fire panel should be installed in old building.
- c. Give proper orientation on fire to the new hired staff and students.
- d. Every employee and student should attend the firefighting session once in a year.

9. **Follow-Up Actions.** Concerned departments were informed about the deficiency and are in touch with them for updates.

10. **Conclusion.** The evacuation drill successfully met its objectives, providing valuable insights into the college's emergency response capabilities. Ongoing evaluation and improvement of our evacuation procedures are essential to ensure the safety of all individuals within the facility.

Submitted by:

Mahboob Hussain
Deputy Director Adm
October 21, 2024

Fire Fighting Mock Exercise

