

EVACUATION DRILL REPORT

Facility Name: - **The Orchid School, Baner**

Address: - **Mhalunge Road, Balewadi Phata, Baner, Pune**

Date: - **12 Oct 2026**

Time: - **11:41**

Person Conducting the drill: - **Mr. Matin Shaikh**

Alarm Activation Method: - **Manual**

Drill Location and simulated conditions: - **School Ground**

Number of occupants evacuated: - **Students – 1207, Staff- 148**

Estimate Time: - **06:30 minutes** Total Time of Drill: - **04:31 minutes.**

Re-occupation Time: - **06:57 minutes**

(Recovery)

Fire alarm system reset: - **Yes.**

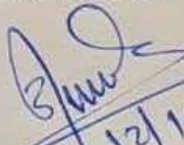
Remarks: -

Basement & fifth floor speakers to be verified for alarm.

Fire alarm system tested: - **Yes**

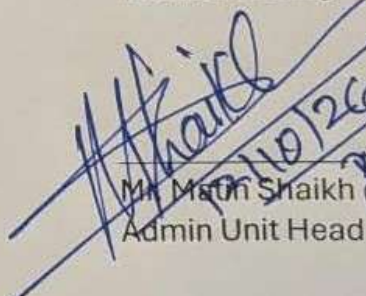
Verified by: **Mr. Matin Shaikh**

Prepared By


12/10/2026

Uttam Gurav
Security In Charge

Authorised By


12/10/2026
3:21 PM

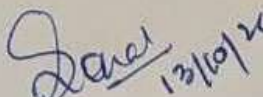
Mr. Matin Shaikh
Admin Unit Head

Approved By



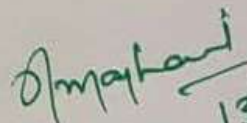
Bhairav Godse
Chief Operation Officer

Approved By


13/10/26

Sonali Khambete
Vice Principal

Approved By


13/10/26

Dr. Namrata Majhail
Director Principal