

SCHOOL SAFETY INITIATIVE

By



Revenue and Disaster Management Department

Government of Haryana

SCHOOL DISASTER MANAGEMENT PLAN

G.H.S. Budha Khera

2015-16



CENTRE FOR DISASTER MANAGEMENT

HARYANA INSTITUTE OF PUBLIC ADMINISTRATION

GURGAON

Note: For any clarification, please contact Mr. Vijender Sahu, Research Officer
(Disaster Management), Office of Additional Deputy Commissioner, Hisar
Contact No.: 9466205008
Email ID: vijendersahu2@gmail.com

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1. School Profile

1.1 School Details

1.	Name of the School	G.H.S. Budha Khera			
2.	School Code	1193			
3.	Address	VPO Budha Khera Distt, Hisar Pin code 125113			
		Telephone	01693-233265		
		Fax	--		
		Email	ghsbudhakhera77@gmail.com		
4.	Name of the Head Master	Mr. Surender Kumar			
5.	Contact Details of the Principal	Telephone	9416867397		
		Mobile	9416867397		
		Email	ghsbudhakhera77@gmail.com		
6.	Name of the Nodal Officer	Mr. Ram Dass			
7.	Contact Details of the Nodal Officer	Telephone	--		
		Mobile	09991075885		
		Email			
8.	Type of School	Boys / Girls / Co-ed.	Co-ed.		
		English / Hindi / Others	Hindi		
9.	School Timings	8:00 am to 2:30 pm			
10.	Total Students	Boys: 206	Total: 321		
		Girls: 115			
11.	Teaching Staff	Male: 06	Total: 12		
		Female: 06			
12.	Non-Teaching Staff	Male: 03	Total: 04		
		Female: 01			
13.	No. of differently abled persons		Students	Teaching staff	Non teaching staff
		Male	02	0	0
		Female	00	0	0
		Total	02	0	0

1.1.1 Details of Teaching Staff –permanent and contractual (add additional sheet if needed):

Sr. No.	Name	Blood Group	Age	Sex	Medical Concerns like Asthma, Diabetes, BP etc.)	Disability if any	Standard & Subject they teach	Contact No.	Residential Address
1	Mr. Sandeep Kumar	A+	38	M	None	None	Lect., Geography	9416545149	Bhiwani Rohila, Hisar
2	Mrs. Neelam Rani	O+	31	F	None	None	Lect. Science	9416606640	VPO Mukhand Disst. Jind
3	Mr. Tripta	A+	32	F	None	None	Lect HIN	9468288558	Uklana Mandi, Hisar
4	Mrs. Poonam Rani	B+	34	F	None	None	Lect. English	9416463404	VPO Jajanwala Distt. Jind
5	Mr. Deepal	B-	49	M	None	None	Math. Master	9992087347	VPO Bithmara Distt. Hisar

6	Mr. Jagdish Chander	O+	44	M	None	None	S.S. Master	9416243742	VPO Shankarpura Distt. Hisar
7	Mrs.Suman Lata		44	F	None	None	C&V Hindi	9992058307	VPO Surewala Distt. Hisar
8	Mrs.Krishana Devi	B+	53	F	None	None	C&V Drowing	9466578069	Uklana Mandi
9	Mr. Rajesh Kumar	B+	51	M	None	None	P.T.I.	9467305608	VPO Surjewala Distt. Jind
10	Mr. Ramdass		34	M	None	None	C&V SKT.	9991075885	VPO Behbalpur distt. Hisar
11	Mrs.Neelam E.H.M.	A+	58	F	None	None	E.H.M.	9466797263	Uklana Mandi
12	Mr. Sanjay Kumar	A+	40	M	None	None	S.S. Master	9416928486	VPO Bithmara Distt. Hisar

1.1.2 Details of Non Teaching Staff Permanent and contractual (add additional sheet if needed) :

Sr. No.	Name	Duty they perform	Blood Group	Age	Sex	Medical Concerns like Asthma, Diabetes, BP etc.)	Disability if any	Contact No.	Address
1	Mr. Pawan Kumar	Clerk	O-	41	M	None	None	9034315224	Uklana Mandi
2	Mrs. Savitri	Mali Gardener	B+	30	F	None	None	9812743031	VPO Daulatpur
3	Mr. Sohan	Peon	O	50	M	None	None	9671574848	VPO Parbhuwal
4	Mr. Mewa Singh	Sweeper	B-	44	M	None	None	9992675958	VPO Madanp

1.2 School Building Details

1	Number of Storey	Basement	(Yes / No) No											
		Storey	Ground Floor											
2	Year of Construction (Give details if constructed in parts)	1952												
3	Number of buildings in the school compound:	1												
4	Class Rooms	Number of:												
		Class Rooms	Office	Teaching Staff Room	Non-teaching Staff Room	Corridor	Staircase	Store	Toilet (Boys)	Toilet (Girls)	Computer Lab.	Laboratories	Drinking water points	
		Ground Floor	10	01	01	01	0	01	1	02	02	01	01	02
		1 st Floor	0	0	0	0	0	0	0	0	0	0	0	0
		2 nd Floor												
3 rd Floor														

**1.3.2 Details of person with medical concern (like Asthma, Diabetes, Cardiac Diseases etc):
Nil**

Sr. No.	Name	Age	Sex	Standard and Section	Type of medical concern
1.	Deepal	49	M	Blood diabetes	Normal

2. Hazard, Risk, Vulnerability and Capacity (HRVC) Analysis

2.1 Detailed History of Disaster/Accidents in School (Nil)

Sr. No.	Disaster/Accidents	Date & Time of occurrence	Total No. of people affected (injured & dead)	
			Dead	Injured

2.2 Possible Hazards:

Hazards (in and around the school)	Hazard Probability (High / Med / Low)	Possible causes
Road Accidents	Med	Vehicle Collision
Flood	High	Heavy Rain
Earthquake	Med	Earthquake Zonation
Building collapse	LOW	New Building
Epidemic / Contagious disease	LOW	Good Condition
Fire	High	LPG/Open Fire in kitchen
Heat Wave	Med	High Temp In Summer
Cold Wave	Med	Low Temp In Winter
Industrial / Chemical hazard	Med	Chemistry Lab
Stampede	LOW	Earth Quake
Animal Bite	Med	Dog and Monkey
Snake Bite	Med	Snake
Food Poisoning	LOW	Mid-day Meal
Others (specify)		

2.3 Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
	Inside School	
1.	Gas cylinders	NONE
2.	Other fuel (petrol/diesel/kerosene etc.)	Diesel in Generator
3.	Chemical bottles	Science Lab
4.	Main Electrical Boards	Clerk Room, Computer lab and Science Lab
5.	Hanging Electrical Wires	None
6.	Suspended Ceilings	None
7.	Unfixed Almirahs/cabinets	H.M. Office ,staff room, clerk room, Sceince Lab
8.	Unfixed wall Frames	<u>None</u>
9.	Doors/ Windows	<u>None</u>
10.	Open drains/ gutter	<u>None</u>
11.	Trees	<u>Park And ground</u>
12.	Defected staircases	<u>None</u>
13.	Severely cracked walls	<u>None</u>
14.	Others (specify)	<u>None</u>
	Outside School	
1	Trees	<u>None</u>
2	Power Lines	<u>In School Play ground</u>
3	Towers	<u>None</u>

4	Others (specify)	

2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Children below 12 years	<u>0</u>	<u>0</u>
2.	Old age people if any	<u>0</u>	<u>0</u>
3.	Students with special medical concerns	<u>0</u>	<u>0</u>
4.	Teaching/Non-teaching staff with ill health	<u>0</u>	<u>0</u>
5.	Others (specify)	<u>0</u>	<u>0</u>

2.5 Capacities

2.5.1 Skilled/Trained Human Resource

Trained Volunteers	Boys	Girls	Total	Name of the coordinator	Contact No. of the coordinator
NCC (Yes/No) No					
NSS (Yes/No) No					
Scout & Guide(Yes/No) No					

Expertise: Search & Rescue, Fire Safety, First Aid, Swimming, Sports, Foreign Languages (other than English) etc.

Sr. No	Name of Person	Expertise in	Teacher/ Student	Standard	Contact No.
1	Mr. Sanjay Kumar	First Aid	Teacher	D Pharma	9416928486

2.5.2 Resource Inventory

A. Equipments within school and also nearby school:

Sr. No.	List of Items	Details of the item	Person Incharge	Contact No. of the person incharge
1.	First Aid Kits	0	Nil	Nil
2.	Fire Extinguishers	Cylinder	Neelam Rani	9416606640
3.	Ladder (Nos. and Length)	0	Nil	Nil
4.	Rope (Nos. and Length)	0	Nil	Nil
5.	Stretchers	0	Nil	Nil
6.	Torches	0	Nil	Nil
7.	Hammers	0	Nil	Nil
8.	Generators / UPS	2	Ms. Ramesh Kumar	9467558880
9.	Others	0	Nil	Nil

B. Communication Set up

Sr. No	Type of System	Total No
1	Wireless sets (if nearby Police Station)	0
2	Landline telephone	1 (01693-233237)
3	Internet Facility	1
4	Fax	0
5	Other	0

C. Transport Facilities

Sr. No	Type of Vehicle	Total No
1	School Bus (with capacity)	0
2	4 wheelers (personal)	0
3	2 wheelers (personal)	2
4	Other vehicles	0

D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post	2	01693233010	Thana Uklana
2	Fire Station	1		Anaj Mandi Uklana
3	Primary Health Centre (PHC)	0.5		Budha Khera
4	Community Health Centre (CHC)	2		CHC Uklana Mandi
5	Hospital (Public)	0		
6	Hospital (Private)	2	233077	Sangwan Hospital Uklana Mandi
7	Ambulance Services	2	233077	Sangwan Hospital Uklana Mandi
8	District Control Room	48		Hisar
9	Other Schools	0.2		G.S.S.S. Uklana Mandi
10	Others			

3. Response Mechanism

A. School Disaster Management Committee

Sr. No.	Name	Designation	Designation in SDMC	Contact No	Residential Address
1	Mr. Surinder Kumar	Headmaster	Chairperson	9416867397	Uklana Mandi
2	Ms. Sandeep Kumar	Lect	Vice- Chairmen	9416545149	Bhiwani Rohila
3	Mr. Chotu Ram	SMC President	Member	9896231598	Budha Khera
4	Mrs. Poonam Rani	Lect	Member	9416463404	Jajanwala(Jind)
5	Mrs, Suman Lata	Hindi Teacher	Member	9992058307	Surewala (Hisar)
6	Mr. Jiya Lal	Meter Reader	Member	9812198874	Surewala, Hisar
7	Krishan	Student	Member	--	Budha Khera
8	Danial	Student	Member	--	Budha khera
9	Poonam	Student	Member	--	Budha khera
10	Pooja	Student	Member	--	Budha khera

Suggested list for School Disaster Management Committee

Sr. No.	Designation	Role in SDMC
1.	Principal/Head of the school (Compulsory)	Chairperson
2.	Senior Lecturer/Teacher (Compulsory)	Vice Chairperson
3.	Member from SMC (Compulsory)	Member
4.	Senior Lady teacher (Compulsory)	Member
5.	Parent Teacher Association Head (Compulsory)	Member
6.	4 students (NCC, NSS, Scouts and Guides, Head Boy and Head Girl)	Member
7.	Representative from Revenue and Disaster Management Department/District Administration/ Municipal Corporation	Member
8.	Representative from Fire Services (from closest Fire Station)	Member
9.	Representative from Police department (from closest Police Station)	Member
10.	Representative from Health Department (local Doctor)	Member
11.	A warden from Civil Defence	Member
12.	Representative from Panchayat	Member
13.	Representative from NGOs	Member

B. Teams Under SDMC

Roles and Responsibilities of each team have been discussed in Annexure II.

Sr. No.	Name	Sex	Standard	Contact No.
1. Early warning, Communication & Awareness Generation Team				
1	Ramdass	M	Teacher	9991075885
2	Monu Dahia	M	Student	
3	ChanChal	F	Student	
4	Pooja	F	Student	
5				
2. Evacuation Team				
1	Mr. Jagdish Chander	M	SSM	9416243742
2	Mrs Savitri	F	Gardner	9812746031
3	Mr. Shubham Khan	M	Student	
4	Manjeet	M	Student	
5				
3. Fire Safety Team				
1	Mrs. Neelam Rani	F	Lect.	9416606640
2	Mr. Sohan	M	Peon	
3	Mohit	M	Student	
4	Gaurav	M	Student	
5				
4. Search and Rescue Team				
1	Mr. Rajesh Kumar	M	PTI	9467305608
2	Mr. Pawan Kumar	M	Clerk	9034315224
3	Vikram	M	Student	
4	Chand	M	Student	
5				
5. First Aid Team				
1	Ms. Sanjay Kumar	F	Teacher	9416928486
2	Mrs Poonam Rani	F	Lect.	9416463404
3	Suraj	M	Student	
4	Vijay	M	Student	
5				
6. Water and Sanitation Team				
1	Mrs. Tripta	F	Lect	9468288558
2	Mr. Satyawan	M	ABRC	9416589987
3	Mr. Meva Singh	M	Sweeper	9992675958
4	Lakshmi	F	Student	
5	Sonu	M	Student	
7. Road Safety Team				
1	Mrs. Suman Lata	F	Teacher	9468357161
2	Mr. Deepal	M	Teacher	9992087347
3	Sunil	M	Student	
4	Raman	M	Student	
5	Bajranj	M	Student	

8. Coordination Team

1	Mr. Sandeep Kumar	M	Lect.	9416545149
2	Mr. Ramdass	M	Teacher	9991075885
3	Kaushal	F	Student	
4	Joginder	M	Student	
5	Sanjay	M	Student	

5. Mock-Drill

Mock drills are the way of testing the School Disaster Management Plan. The mock drill on earthquake, fire, etc. should be conducted once in every six months, and the deficiencies should be assessed for the purpose of updation of the plan. This section of the plan should clearly indicate the steps to be followed to conduct the mock drills and the responsibilities of the teachers, non-teaching staff and students should be delineated. If required, the school should invite the Fire Service Officers, doctors from Health Department, trainers from Red-Cross Society trained Civil Defence volunteers and volunteers from NGOs for support in conducting the mock drills.

Earthquake drill:

1. Ring the emergency Siren.
2. Practice drop, cover and hold.
3. Once evacuation starts, evacuate classroom in less than 1 minute without pushing and falling.
4. Evacuate school in less than 4 minutes using different exits.
5. Look out for friends.
6. Stay away from weak areas / structures.
7. Perform head counts when reach at assembly area.
8. Help those who need assistance (*identification of task force in advance for rescue of children with disabilities*)

Fire Drill:

1. Ring the emergency Siren.
2. Evacuate from classroom.
3. Practice Stop, Drop and Roll in case your clothes catch fire.
4. Cut off electricity from main switch and remove or close down gas connections.
5. Evacuate classroom in less than 1 minute without pushing and falling.
6. In case of heavy smoke, crawl out safely from the classroom.
7. Evacuate school in less than 4 minutes using different exits/fire exits.
8. Look out for friends.
9. Perform head counts when reach at assembly area.
10. Help those who need assistance (*identification of task force in advance for rescue of children with disabilities*).

6. Assessment check list

A. Fire Safety Assessment

1. Are fire extinguishers installed in the school? Yes
2. Are they in working condition? Yes
3. Are students and teachers trained to use fire extinguishers? No
4. Are they located at appropriate positions (hazardous locations)? Yes
5. Are they placed at appropriate height (accessible height)? Yes
6. Are instructions indicated on extinguishers? Yes
7. Is the language of instructions understood by students and teachers? Yes
8. Is hydrant point in the school?
9. Are there Sand Buckets in the school? (specify in Numbers) No
10. Are there Water Buckets in the school? (specify in Number) No
11. Is emergency fire fighting training and SOP disseminated to the students & teachers? No
12. Are do's and don'ts displayed at appropriate locations? No
13. Are emergency contact numbers displayed at appropriate locations? No
14. Are school maps and escape routes displayed at appropriate locations in the school? Yes
15. Is the emergency exit door present in the school? Yes
16. Do you dispose flammable scrap at proper sight regularly? Yes
17. Are the Fire Safety Norms followed in the school? Yes
18. Is fire safety audit conducted annually? No

(Attach fire safety audit report)

B. Electrical Safety Assessment

1. Is the central shutdown system in place? No
2. Has the MCB system been installed? No
3. Are the wires coated with insulating material? Yes
4. Are receptacles installed to cover live wires? No
5. Are electrical equipments and wires checked and replaced (if required) at every six months? No
6. Are those equipments which get heated, installed at least 1 meter away from any kind of combustible material? Yes
7. Is the earthing properly done in the school? Yes
8. Is any defective electrical equipment in use in the school? No

Specify:

9. Are there any live wires lying or tangled in open? No
10. Is any plug point used for multiple loads? No

Specify at how many points:

(Attach electric safety audit report)

C. Non Structural Safety assessment

1. Are the cabinets/*almirahs* placed away from exit doors? Yes
2. Are cabinets/*almirahs* properly fixed to the wall? No
3. Are these cabinets/*almirahs* empty on the top? Yes
4. Are desks placed with proper distance between them for easy movement? Yes
5. Are evacuation routes, passages and stairways clear from obstacles (like flower pots, cupboards, bookshelves, big dustbins etc.) for evacuation? Yes
6. Are fans and lights secured with ceiling? Yes
7. Are bottles used for storing the chemicals in laboratories secured and protected against shattering? Yes

D. Structural Safety assessment

1. How old is school building? 64 years
2. Is building structure earthquake resistant? No
3. Is there any portion in the building which shows sign of cracks? Yes
If yes, specify the locations Computer Lab(Core)
4. Are the Building Safety Norms followed in the school? No
5. Has the building safety audit conducted by the structural engineer? No
(Attach building safety audit report)

Annexure I

a. Roles and Responsibility of School Disaster Management Committee (SDMC)

- Help school in preparation & evaluation of DM Plan
- Look into structural safety of school
- Work out financial aspects of preparedness & mitigation measures.
- Arrange conduct of Mock Exercises on various types of disasters twice a year.
- During disaster, help in coordinating various groups and teams.

b. Composition, Roles and Responsibility of Teams

The following composition of teams is suggested list. The team should have 1-2 teachers, 4-6 students and representative from community.

1. Early warning, Communication & Awareness Generation Team

Composition
- Geography Teacher
- Art & Craft Teacher.

- Drama & Music Teacher.
- 1-2 parents (working with media/NGO)
- 1-2 students (good speaker & creative).

Roles and responsibilities:

- Keep track on weather reports, Hazard information
- Generate early warning based on relevant information
- Maintain communication before, during and after disasters within and outside the school.
- Conduct awareness programs. (Through IEC material, Rally, School level drawing/debate competitions, Street play, Exhibitions, Hoardings, Audio Visual Show etc).
- Conduct training programs by bringing in experts.
- Display of evacuation routes at different critical location.
- Display of emergency numbers for various departments.

2. Evacuation Team

- Composition**
- All class teachers.
 - Class monitors & hall monitor.

Roles and responsibilities:

- Identify safer locations and routes.
- Prepare school location map and floor maps of the school
- Prepare evacuation plan in consultation with school
- Practice Duck, Cover & Hold at first sign of earthquake.
- Evacuate in an orderly manner, in buddy system, with monitor leading & teacher bringing the last buddies along designated evacuation route.

3. Fire Safety Team

- Composition**
- Teachers (2)
 - 1-2 parents (from fire services/ Defence/Para Military services/civil defence)
 - Students trained in fire safety.

Roles and responsibilities:

- Proper maintenance of fire extinguishers. (Check the expire date)
- Ensuring proper fire extinguishers for proper site.
- Monitoring the electric supply points.
- Switch of the main power if possible.
- Members of this team should be able to carry and use fire extinguishers.

4. Search and Rescue Team

- Composition**
- Sports/PT teacher
 - NCC/NSS/Scouts & Guides Teacher.
 - Fire Services representative
 - Civil Defence Trainer.
 - 1-2 parents (from uniformed forces)
 - Able bodied students

Roles and responsibilities:

- After everyone is out take a round around the campus to see if anybody is left behind. (Note: not to go near the effected of danger zone).
- If there is a heavy earthquake situation, the team is not to go inside but to take a round from a safe distance from the building and call the emergency response team.
- If any students are trapped identify if possible the areas where they are trapped.
- Brief the Emergency Response Team about the situation.

5. First Aid Team

- Composition**
- School doctor.

- School Nurse.
- St. John/Red Cross volunteers.
- Anganwadi workers/ANM
- 1-2 parents (doctors)
- Students trained in first aid.

Roles and responsibilities:

- Administer first aid and record all cases & treatment.
- Accompany search & rescue teams during search.
- Help in evacuating seriously injured.
- Aid the physically handicapped.

6. Coordination Team

- Composition**
- Members from SDMC
 - NCC/NSS/Scouts & Guides Coordinator.
 - School Monitor

Roles and responsibilities:

- Over all coordination of activities under SDMC
- Facilitate and coordinate with other teams.
- To avoid chaos during disasters.
- Systematically move the students to the safety zone.
- If it is an earthquake situation, make them wait in the classrooms and instruct them to be under the table till the tremors are over.

7. Food, Water and Sanitation Team

- Composition**
- Science Teacher
 - NCC/NSS/Scouts & Guides students.

Roles and responsibilities:

- To ensure safe food and drinking water to everybody.
- Proper maintenance of the available food and water resources.
- Cleanliness of the school and surrounding campus.
- Use of mosquito repellent chemicals.
- Ensure hygienic toilets

8. Bus/Road Safety Team

- Composition**
- Teacher (traveling in respective buses).
 - Student getting down at last stop.
 - One senior most student in bus.

Roles and responsibilities:

- Pull over to side of road, if possible in open.
- Instruct passengers to crouch down between seats and in aisle until shaking stops, move out and stay till contact with DM department/school authorities.
- Ensure special need students are assisted.
- Assist giving first aid to injured students.
- Establish communication with school Control Room.