

SCHOOL SAFETY INITIATIVE

By



**Revenue and Disaster Management Department
Government of Haryana**

SCHOOL DISASTER MANAGEMENT PLAN MODEL TEMPLATE

2015-16



**CENTRE FOR DISASTER MANAGEMENT
HARYANA INSTITUTE OF PUBLIC ADMINISTRATION
GURGAON**

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1. School Profile

1.1 School Details

1.	Name of the School	G.H.S.Surewala			
2.	School Code	1413			
3.	Address	vpo surewala Hisar Pin code 125113			
		Telephone	01693-233265		
		Fax			
		Email	ghssurewala@gmail.com		
4.	Name of the Principal	Mr. Ram Chander			
5.	Contact Details of the Principal	Telephone			
		Mobile	9416961287		
		Email			
6.	Name of the Nodal Officer	Mr. Vinod Kumar			
7.	Contact Details of the Nodal Officer	Telephone			
		Mobile	9728379933		
		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: 227	Total: 482		
		Girls: 255			
11.	Teaching Staff	Male: 15	Total: 18		
		Female: 03			
12.	Non-Teaching Staff	Male: 04	Total: 04		
		Female: 00			
13.	No. of differently abled persons		Students	Teaching staff	Non teaching staff
		Male	9	0	0
		Female	3	0	0
		Total	12	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. Ram Chander	B+	57	M	None	None	HeadMaster	9416961287	Danoda Jind
2	Ms. Meena Kumari	B+	29	F	None	None	Lect. PSY	9992520812	Matlodha Hisar
3	Mr. Hans Raj	A+	43	M	None	None	Lect HIN	9466729258	Panihari Hisar
4	Mr. Rajesh Kumar	B-	45	M	None	None	EHM	9466051966	Parbhuwala Hisar
5	Mr. Shish Pal Singh	B+	46	M	None	None	SOS. Master	9812602015	Uklana Mandi Hisar

6	Mr. Om Prakash	O+	44	M	None	None	Math. Master	9416849598	Daulatpur Hisar
7	Mr Vinod Kumar	A+	38	M	None	None	Sci. Mster	9728379933	Matlodha Hisar
8	Mr. Bansil Lal	AB+	40	M	None	None	SOS Master	9416547560	Parbhuwala Hisar
9	Mr. Dalbir Singh	B+	57	M	None	None	Draw. Teacher	9467072207	Jamalpur Bhiwani
10	Ms. Santosh	B+	36	F	None	None	Hindi Teacher	9466859463	Uklana Mandi Hisar
11	Mr. Rajender	O+	40	M	None	None	Sknt. Teacher	9416804185	Khairi Hisar
12	Mr. Pritam Singh	B+	38	M	None	None	Phy. Teacher	9416546912	Jajanwala Jind
13	Ms. Kamla Devi	A-	49	F	None	None	J.B.T.	9468024646	Uklana Mandi Hisar
14	Mr. Khushi Ram	O+	40	M	None	None	J.B.T.	9466612995	Rohanat Bhiwani
15	Mr. Satish Kumar	AB+	32	M	None	None	J.B.T.	9813574025	Kallar Bhaini Hisar
16	Mr. Varinder	A+	32	M	None	None	J.B.T.	9996741171	Parbhuwala Hisar
17	Mr. Mukesh	O+	30	M	None	None	J.B.T.	9467301824	Kundanpura Hisar
18	Mr. Chhaju Ram	A+	40	M	None	None	J.B.T.	9466002850	Parbhuwala 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. Hem	Clerk	O+	31	M	None	None	82954470	Mirchpur
2	Mr. Balwant	Peon	B+	49	M	None	None	96715221	Jajanwala
3	Mr. Suresh	Mali	A+	40	M	None	None	94674305	Shanker
4	Mr. Mewa Singh	Sweeper	B+	55	M	None	None	94346447	Surewala

1.2 School Building Details

1	Number of Storey	Basement Storey	(Yes / No) Yes 0
2	Year of Construction (Give details if constructed in parts)	1st Part 1974, 2 nd Part 1982 3 rd Part 2000,2002,2003 4 th Part 2005,2006 5 th Part 2008,6 th 2010,2011,	
3	Number of buildings in the school compound:	4	
4	0 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	21	02	01	01	01	01	02	03	03	01	01	03
	1 st Floor	0	0	0	0	0	0	0	0	0	0	0	0
	2 nd Floor												
	3 rd Floor												
	4 th Floor												
	Total	21	02	01	01	01	01	02	03	03	01	01	03
5	Do you have a kitchen?	Yes/No NO -if yes do you have Gas stove or open fire kitchen or use cooking gas connection?											
6	Playground size and open ground	OPEN GROUND WITH BOUNDARY WALL											
7	School Maps	1. Attach School Location Map (showing major landmarks) 2. Attach School Building Map (showing school campus and building layout) 3. Attach School Floor Maps (showing floor wise layout)											

1.3 Details of Students:

Class	Section	Boys	Girls	Persons With Disability	Person with medical concern	Total
1 st	A	16	16	None	None	32
	B					
	C					
2 nd	A	14	16	01	0	30
	B					
	C					
3 rd	A	24	27	0	0	51
	B					
	C					
	D					
4 th	A	15	22	3	0	37
	B					
	C					
	D					
5 th	A	26	31	1	0	57
	B					
	C					
	D					
6 th	A	21	23	0	0	44
	B					

	C					
	D					
7 th	A	14	14	0	0	28
	B					
	C					
	D					
8 th	A	40	29	3	0	69
	B					
	C					
	D					
9 th	A	36	51	3	0	87
	B					
	C					
	D					
10 th	A	21	26	1	0	47
	B					
	C					
	D					
Total		227	255	12	0	482

1.3.1 Details of Persons With Disability:

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
1	Aman	14	M	8 th	OH
2	Aman	14	M	8 th	MD
3	Arjun	14	M	8 th	OH
4	Beeta	14	F	9 th	OH
5	Somvir	15	M	9 th	PH
6	Vikram	19	M	10 th	MR
7	Raju	10	M	5 th	OH
8	Darshan	09	M	4 th	MR
9	Deepak	10	M	5 th	OH
10	Manisha	09	F	4 th	MR
11	Ajay	14	M	9 th	OH
12	Manjit Kumari	06	F	2 nd	OH

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

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	Building Collapse
Building collapse	Med	Not Strong building
Epidemic / Contagious disease	Low	Infected Person
Fire	High	LPG/Open Fire in mid day meal kitchen
Heat Wave	High	High Temp In Summer
Cold Wave	Med	Low Temp In Winter
Industrial / Chemical hazard	Med	Chemistry Lab
Stampede	Med	Earth Quake
Animal Bite	Med	Dog and Monkey
Snake Bite	Med	Snake in the fiel
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.)	NONE
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	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	95	112
2.	Old age people if any		
3.	Students with special medical concerns		
4.	Teaching/Non-teaching staff with ill health		
5.	Others (specify)		

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)					
NSS (Yes/No)					
Scout & Guide(Yes/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.Vinod Kumar	First Aid	Teacher	Science Master	9728379933

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	0	Nil	Nil
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. Ramchander	9416961287
9.	Others	0	Nil	Nil

B. Communication Set up

Sr. No	Type of System	Total No
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1	Wireless sets (if nearby Police Station)	1
2	Landline telephone	1
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)	4
3	2 wheelers (personal)	10
4	Other vehicles	2

D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post	4	01693233010	Thana Uklana
2	Fire Station	1		Anaj Mandi Uklana
3	Primary Health Centre (PHC)	4		
4	Community Health Centre (CHC)	4		CHC Uklana Mandi
5	Hospital (Public)	0		
6	Hospital (Private)	4	233077	Sangwan Hospital Uklana Mandi
7	Ambulance Services	4	233077	Sangwan Hospital Uklana Mandi
8	District Control Room	46		Hisar
9	Other Schools	0.2		Golden Public School, Surewala Chowk
10	Others			

3. Response Mechanism

A. School Disaster Management Committee

Sr. No.	Name	Designation	Designation in SDMC	Contact No	Residential Address
1	Mr. Ramchander	Headmaster	Chairperson	9416961287	Danoda, Jind
2	Ms. Meena Kumar	Lect	Vice- Chairmen	9992520812	Matlodha, Hisar
3	Mr. Satbir	SMC President	Member	8930567103	Surewala, Hisar
4	Mr. Hansraj	Lect	Member	9466729258	Panihari, Hisar
5	Mr. Jiya Lal	Meter Reader DHBVN	Member	9812198874	Uklana Mandi
6	Pooja	Student	Member		Surewala, Hisar
7	Pooja	Student	Member		Surewala, Hisar
8	Dinesh	Student	Member		Jajanwala, Jind
9	Krishan	Student	Member		Jajanwala, Jind
10					
11					
12					
13					

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	Rajesh Kumar	M	EHM	9466051966
2	Ankit	M	Student	
3	Rahul	M	Student	
4	Geeta	F	Student	
5	Kavita	F	Student	
2. Evacuation Team				
1	Mr. Shish Pal Singh	M	SSM	9812602015
2	Mr. Deepak Kumar	M	LA	
3	Mr. Hemchander	M	Clerk	
4	Parmveer	M	Student	
5	Ajay	M	Student	
3. Fire Safety Team				
1	Mr. Omparkash	M	MM	9416849598
2	Mr. Deepak	M	LA	
3	Rahul	M	Student	
4	Aman	M	Student	
5	Vakil	M	Student	
4. Search and Rescue Team				
1	Mr. Bansi Lal	M	SSM	9416547560
2	Mr. Rajender	M	Skt.	9416804185
3	Rajiv	M	Student	
4	Mohit	M	Student	
5	Ankit	M	Student	
5. First Aid Team				
1	Ms. Snatosh Kumari	F	Hindi Teacher	9466859463
2	Ms. Kamala	F	JBT	9468024646
3	Ms. Meena Kumar	F	Lect.	9992520812
4	Ranjana	F	Student	
5	Sonia	F	Student	
6. Water and Sanitation Team				
1	Mr. Hansraj	M	Lect	9466729258

2	Mr. Pritam Singh	M	PTI	9416546912
3	Mr. Mukesh Kumar	M	JBT	9467301824
4	Sahil	M	Student	
5	Abhishek	M	Student	

7. Road Safety Team

1	Mr. Khushi Ram	M	JBT	9466612995
2	Mr. Varinder	M	JBT	9996741171
3	Mr. Satish Kumar	M	JBT	9813574025
4	Mr. Chhaju Ram	M	JBT	9466002850
5	Mr. Vinod Kumar	M	Science Teacher	9728379933

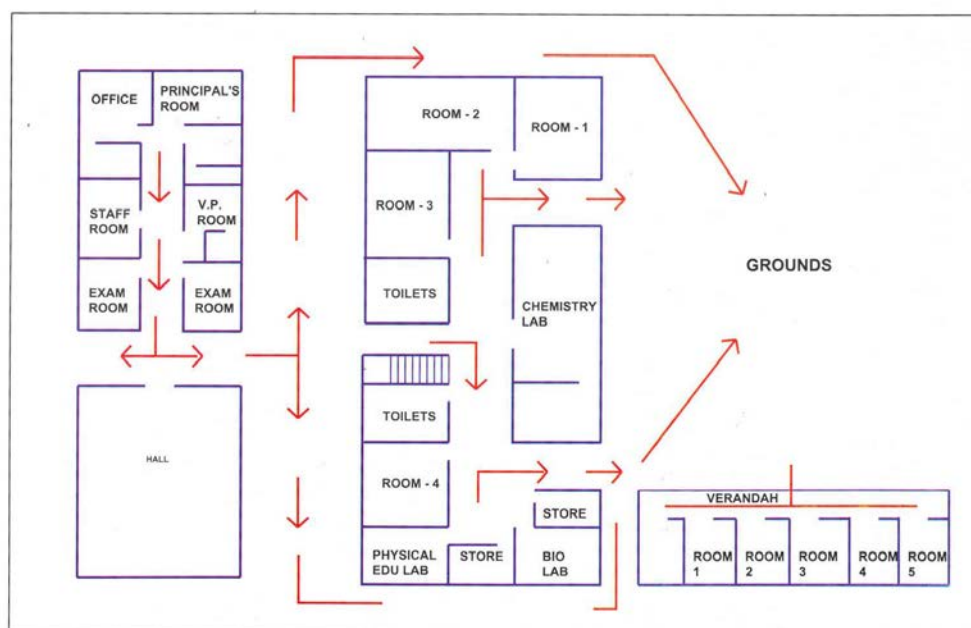
8. Coordination Team

1	Mr. Shishpal Singh	M	SSM	9812602015
2	Mr. Hansraj	M	Lect	9466729258
3	Mr. Mukesh Kumar	M	JBT	9467301824
4	Mr. Dinesh	M	Student	
5	Mr. Krishan	M	Student	

4. Evacuation Plan

The evacuation team will identify the safer locations, safe evacuation routes, locations of the equipment like fire extinguishers, fire hydrant points, First-Aid kits etc. in the school and will mark on the floor maps and will prepare floor wise evacuation plan. Display maps prominently at the notice board at each of the floor. **Attach a copy of evacuation plan.**

Sample Floor Map showing safe evacuation routes



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 lives 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 desk 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.