

SCHOOL SAFETY INITIATIVE

By



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

SCHOOL DISASTER MANAGEMENT PLAN

Name of School:

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	GGSSS Badya Brahmanan		
2.	School Code	43/8		
3.	Address	GGSSS Badya Brahmanan		
		Telephone	01662-267370	
		Fax		
		Email	dgggssbb@gmail.com	
4.	Name of the Principal			
5.	Contact Details of the Principal	Telephone		
		Mobile	9991534296	
		Email	dgggssbb@gmail.com	
6.	Name of the Nodal Officer			
7.	Contact Details of the Nodal Officer	Telephone		
		Mobile		
		Email		
8.	Type of School	Boys / Girls / Co-ed.	Co-ed.	
		English / Hindi / Others	Hindi	
9.	School Timings	8Am to 2.30 Pm		
10.	Total Students	Boys:	Total: 240	
		Girls: 240		
11.	Teaching Staff	Male: 02	Total: 23	
		Female:21		
12.	Non-Teaching Staff	Male: 03	Total: 04	
		Female:01		
13.	No. of differently abled persons	Students	Teaching staff	Non teaching staff
		Male		
		Female		
		Total		

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	Harikesh Sharma	B+	50	M				9991534296	H. No. 231, Sector 13, HSR
2	Kiran Bala	B+	48	F			Economics	9416280613	233, PLA, Hisar
3	Randhir Sharma	O+	56	M			Sanskrit	9467706465	VPO Petwar
4	Balindra	B+	51	F			History	9466651180	668, Sector-15A, HSR
5	Renu Bala	B+	51	F			Hindi	9466090700	597, PLA, Hisar
6	Sushma	O+	56	F			Pol. Sc.	9466527228	152, PLA, Hisar
7	Bimla	B+	48	F			Eng	9416797112	435, Defense Colony, HSR
8	Priya	B+	40	F			H. Sc	9416674111	132, Patel Nagar, HSR

9	Suman Sharma	B+	30	F		Science	9468392677	643, Jawahar Nagar, gali No. 1.
10	Sonia Sharma	B+	34	F		Hindi	9812010988	1912-B, Sec-16-17, HSR
11	Abha Bhamboo	O-	32	F		Science	9813485700	1574, Sector-16-17, HSR
12	Tanya	A+	26	F		Sanskrit	9255442123	Mangali Aklan, HSR
13	Mukesh Sharma	O-		F		Maths	9467697963	48/11, New Subji Mandi, HSR
14	Urmil	B+	55	F		Math	9466368996	915, Sector-13, Hisar
15	Saroj Bala	B+	52	F		H/Sc.	9050486054	65, Sector-15A, HSR
16	Santosh Kumari	B+	44	F		SS M	891215608	1, Chanderlane, Ext Hisar
17	Sheela Devi	B+	49	F		SS M	9991592765	1239, Sector-16-17, HSR
18	Kanta Devi	A+	58	F		DPE	9416748421	10, New Saket Colony, Hisar
19	Sunita Devi		40	F		PTI	9466097706	Mangali Aklan
20	Sarita Devi	A+	34	F		Drw. Tr	9729936722	1238, HBC, Hisar
21	Santosh Arora		53	F		Skt	9466089227	¼, Block No. 39, Patel Nagar
22	Anju Bala		34	F		Science	9416848307	Saket Colony, Hisar
23	Geeta Rani		34	F		Hindi	8607030982	VPO Shahrdua, 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	Radhey Shyam			48	M			8950935 810	VPO Nannound
2	Teejo Devi			58	F				VPO Bure
3	Sardara			56	M				VPO Badva
4	Naresh Kumar		B+	32	M			9991687 617	VPO Talwandi

1.2 School Building Details

1	Number of Storey	Basement	(Yes / No) No										
		Storey	No										
2	Year of Construction (Give details if constructed in parts)	2003											
3	Number of buildings in the school compound:	One											
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	03	01	01		08	01	02
	Total	10	01	01	01	03	01	01		08	01	02	03
5	Do you have a kitchen?	Yes/No Yes -if yes do you have Gas stove or open fire kitchen or use cooking gas connection?											
6	Playground size and open ground	5½ Acre and 2 Acre											
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					
2 nd	A					
3 rd	A					
	B					

	C				
	D				
4 th	A				
	B				
	C				
	D				
5 th	A				
	B				
	C				
	D				
6 th	A		36		36
	B				
	C				
	D				
7 th	A		22		22
	B				
	C				
	D				
8 th	A		28		28
	B				
	C				
	D				
9 th	A		43		43
	B				
	C				
	D				
10 th	A		33		33
	B				
	C				
	D				
11 th	A		34		34
	B				
	C				
	D				
12 th	A		31		31
	B				
	C				
	D				
Total			230		230

1.3.1 Details of Persons With Disability:

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability

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

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

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		
Flood		
Earthquake		
Building collapse		
Epidemic / Contagious disease		
Fire	Medium	LPG or Cooking Store etc.
Heat Wave		
Cold Wave		
Industrial / Chemical hazard		
Stampede	Medium	Public Gathering near School in fair
Animal Bite		
Snake Bite	High	Snakes
Food Poisoning		
Others (specify)		

2.3 Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
	Inside School	
1.	Gas cylinders	Kitchen
2.	Other fuel (petrol/diesel/kerosene etc.)	Generator Set

3.	Chemical bottles	SC Lab
4.	Main Electrical Boards	Servant Quarters
5.	Hanging Electrical Wires	<u>Servant Quarters to Building</u>
6.	Suspended Ceilings	
7.	Unfixed Almirahs/cabinets	
8.	Unfixed wall Frames	
9.	Doors/ Windows	
10.	Open drains/ gutter	
11.	Trees	
12.	Defected staircases	
13.	Severely cracked walls	
14.	Others (specify)	
	Outside School	
1	Trees	
2	Power Lines	
3	Towers	
4	Others (specify)	<u>Public Gathering on November once a year</u>

2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Children below 12 years		<u>34</u>
2.	Old age people if any		
3.	Students with special medical concerns		
4.	Teaching/Non-teaching staff with ill health		
5.	Others (specify)		<u>16</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)					
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	Naresh Kumar	Fire	Peon		8684909700
2	Randhir Sharma	Rescue	Teacher		9467706465

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	Band Aid	Sunita PTI	9466097704
2.	Fire Extinguishers			
3.	Ladder (Nos. and Length)			
4.	Rope (Nos. and Length)			
5.	Stretchers			
6.	Torches			

7.	Hammers			
8.	Generators / UPS			
9.	Others			

B. Communication Set up

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

C. Transport Facilities

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

D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post	12 KM	100	VPO Mangali
2	Fire Station	22 KM	101	Hisar
3	Primary Health Centre (PHC)	12 KM	01662-280373	VPO Mangali
4	Community Health Centre (CHC)	12 KM	01662-280373	Mangali
5	Hospital (Public)	22	278157	Hisar
6	Hospital (Private)	22	231914	Hisar
7	Ambulance Services	22	102	Hisar
8	District Control Room	22	232692	Hisar
9	Other Schools			
10	Others			

3. Response Mechanism

A. School Disaster Management Committee

Sr. No.	Name	Designation	Designation in SDMC	Contact No	Residential Address
1	HK Sharma	Principal	Co-Ordinator	9991534296	231, Sector-13, HSR
2	Vijay Kumar	Sarpanch	President	9810067666	VPO Badya
3	Randhir Sharma	Lect.	Member	9467706465	Sham Bagh, Hisar
4	Radhey Shyam	Clerk	Member	8950935810	VPO Badya
5	Naresh	Peon	Member	8684909700	VPO Talwandii
6	Sunita	PTI	Member	9466097704	VPO Mangali
7	Kiran Bala	Sr. Lect.	Member	9416280613	PLA, Hisar
8	Sohail	Peon	Member		VPO Badya
9	Rajni	MPHW	Member		VPO Badya
10	Meena Sharma	Student	Member		VPO Badya
11	Santosh	Panch	Member		VPO Badya
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.

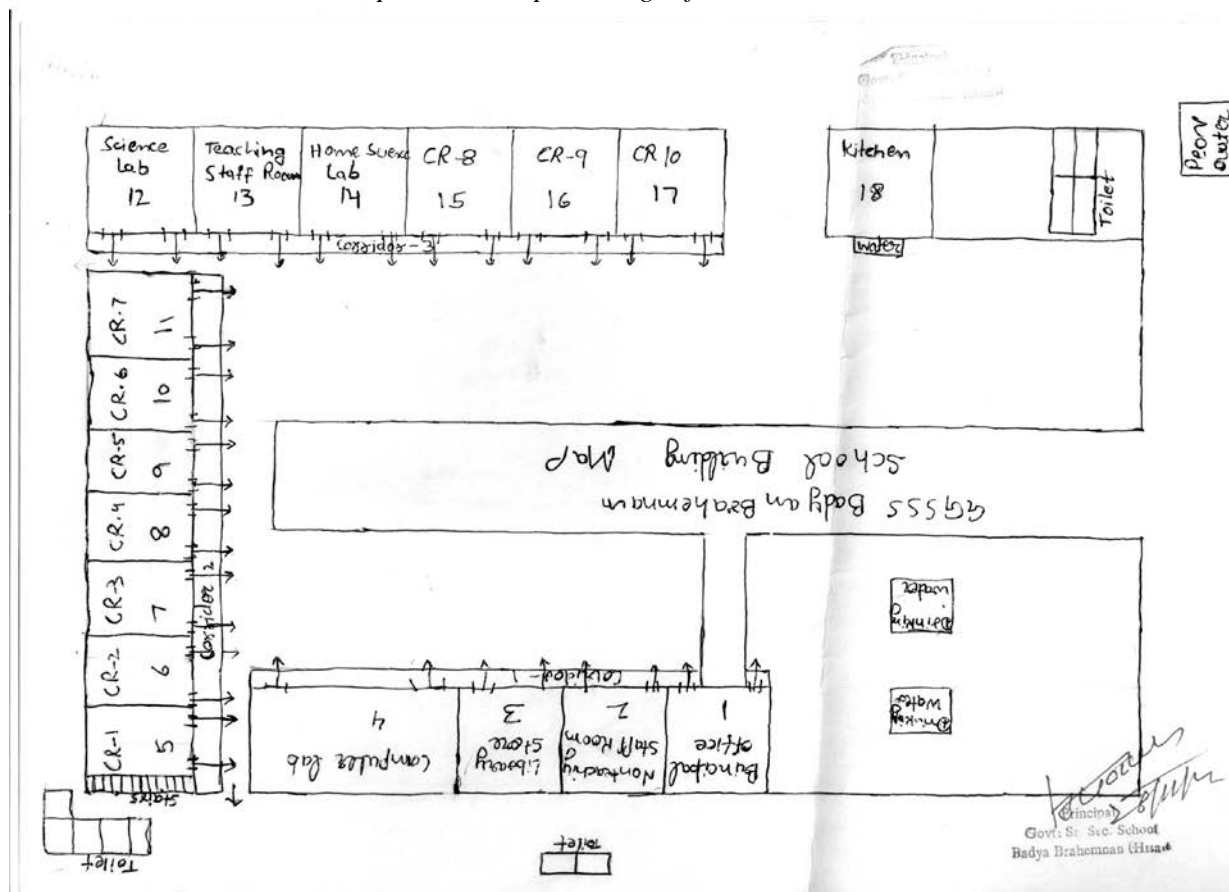
Sr. No.	Name	Sex	Standard	Contact No.
1. Early warning, Communication & Awareness Generation Team				
1	HK Sharma	M	Principal	9991534296
2	Naresh	M	Peon	8684909700
3	Randhir Sharma	M	Lect	9467706465
4	Sunita	F	PTI	99466097704
5				
2. Evacuation Team				
1	HK Sharma	M	Principal	9991534296
2	Naresh	M	Peon	8684909700
3	Randhir Sharma	M	Lect	9467706465
4				
5				
3. Fire Safety Team				
1	Sunita	F	PTI	9466097704
2	Kiran Bala	F	Lect	9416280613
3	Satpal	M	Lect.	
4				
5				
4. Search and Rescue Team				
1	Vijay Kumar	M	Sarpanch	9810067666
2	Randhir Sharma	M	Lect.	9467706465
3				
4				
5				
5. First Aid Team				
1	Sunita	F		9991687617
2	Naresh	M		8950935810
3	Radhey Shyam	M		

4				
5				
6. Water and Sanitation Team				
1	Santosh	F		
2	Teejo	M		9991687617
3	Naresh	M		
4				
5				
7. Road Safety Team				
1	Naresh	M		9991687617
2	Randhir	M		9467706465
3	Radhey Shyam	M		8950935810
4				
5				
8. Coordination Team				
1	HK Shrma	M	Principal	
2	Vijay Sharma	M	Sarpanch	9810067666
3	Naresh	M		9991687617
4	Kiran Bala	F		
5	Radhey Shyam	M		8950935810

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?
2. Are they in working condition?
3. Are students and teachers trained to use fire extinguishers?
4. Are they located at appropriate positions (hazardous locations)?
5. Are they placed at appropriate height (accessible height)?
6. Are instructions indicated on extinguishers?
7. Is the language of instructions understood by students and teachers?
8. Is hydrant point in the school?
9. Are there Sand Buckets in the school? (specify in Numbers)
10. Are there Water Buckets in the school? (specify in Number)
11. Is emergency fire fighting training and SOP disseminated to the students & teachers?
12. Are do's and don'ts displayed at appropriate locations?
13. Are emergency contact numbers displayed at appropriate locations?
14. Are school maps and escape routes displayed at appropriate locations in the school?
15. Is the emergency exit door present in the school?
16. Do you dispose flammable scrap at proper sight regularly?
17. Are the Fire Safety Norms followed in the school?
18. Is fire safety audit conducted annually?
(Attach fire safety audit report)

B. Electrical Safety Assessment

1. Is the central shutdown system in place?
2. Has the MCB system been installed?
3. Are the wires coated with insulating material?
4. Are receptacles installed to cover live wires?
5. Are electrical equipments and wires checked and replaced (if required) at every six months?
6. Are those equipments which get heated, installed at least 1 meter away from any kind of combustible material?
7. Is the earthing properly done in the school?
8. Is any defective electrical equipment in use in the school?

Specify:

9. Are there any live wires lying or tangled in open?
10. Is any plug point used for multiple loads?

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?
2. Are cabinets/*almirahs* properly fixed to the wall?
3. Are these cabinets/*almirahs* empty on the top?
4. Are desks placed with proper distance between them for easy movement?
5. Are evacuation routes, passages and stairways clear from obstacles (like flower pots, cupboards, bookshelves, big dustbins etc.) for evacuation?
6. Are fans and lights secured with ceiling?
7. Are bottles used for storing the chemicals in laboratories secured and protected against shattering?

D. Structural Safety assessment

1. How old is school building?
2. Is building structure earthquake resistant?
3. Is there any portion in the building which shows sign of cracks?
If yes, specify the locations
4. Are the Building Safety Norms followed in the school?
5. Has the building safety audit conducted by the structural engineer?
(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.