

SCHOOL SAFETY INITIATIVE

By



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

SCHOOL DISASTER MANAGEMENT PLAN

Name of School: GHS BHODIA BISHNOIAN

2015



**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	GHS BHODIA BISHNOIAN			
2.	School Code	1186			
3.	Address	VPO BHODIA BISHNOIAN			
		Telephone	9416141467		
		Fax	--		
		Email	ghsbhodiabishnoian@gmail.com		
4.	Name of the Principal	Sh.MANI RAM			
5.	Contact Details of the Principal	Telephone	--		
		Mobile	9416141467		
		Email	ghsbhodiabishnoian@gmail.com		
6.	Name of the Nodal Officer	Sh.RAJENDER KUMAR			
7.	Contact Details of the Nodal Officer	Telephone	--		
		Mobile	9416980792		
		Email	--		
8.	Type of School	Boys / Girls / Co-ed.Co-ed			
		English / Hindi / Others HINDI			
9.	School Timings				
10.	Total Students	Boys:164	Total: 344		
		Girls: 180			
11.	Teaching Staff	Male:14	16		
		Female:2			
12.	Non-Teaching Staff	Male:3	Total: 4		
		Female1			
13.	No. of differently abled persons	Students	Teaching staff	Non teaching staff	
		Male	4		
		Female	6		
		Total	10		

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	Mani ram	Ab+	50	M	--	--	Hm	9416141467	Vpo sadalpur
2	Gulab singh	B+	40	M	--	--	eng	9466352260	Vpo saghwahia
3	Arvind	A+	39	M	--	--	Hin	9416707074	Vpo majra khurd
4	Hari singh	O+	49	M	--	--	Math	9991620251	Vpo sarnipur
5	Dharamveer	B+	39	M	--	--	Sci.	9812747723	Shiv colony adampur
6	Rajender kumar	A+	39	M	--	--	SS	9416980792	Shiv colony adampur

7	Jeetender kumar	B+	38	M	--	--	Pti	9416100415	Vpo chulli kalan
8	Kanta rani		50	F	--	--	Skt	9354824891	Jawahar nagar hisar
9	Sunil kumar	B+	37	M	--	--	Jbt	8059949010	8 marla colony hisar
10	Balwan singh	A+	38	M	--	--	Jbt	9996647755	Shiv colony adampur
11	Vinay kumar	A+	38	M	--	--	Jbt	9416373188	Vpo khara barwala
12	Sunil kumari	O+	43	F	--	--	Jbt	9466237029	Vpo bhodia bishnoian
13	Vikesh singh	B+	42	M	--	--	Jbt	8295576500	Shastri nagar hisar
14	Sikander		42	M	--	--	Jbt		Mandi adampur
15	Parveen kumar	B+	40	M	Diabetes	--	jbt	9996208945	Vpo sadalpur
16	Ramesh kumar		38	M	--		Jbt	989678567	Shiv colony adampur

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	Het ram	Mali		53	M	Diabetes	--	9813544961	Vpo mohmdpu
2	Lakhi	Sweeper/ choukidar		52	M	--	--	9467093427	Vpo bhodia bishnoian
3	Ram singh	Computer teacher		35	M	--	--	981280729	Vpo chinder
4	Neetu	LA		22	F	--	--		Vpo bhodia

1.2 School Building Details

1	Number of Storey	Basement	NO										
		Storey	NO										
2	Year of Construction (Give details if constructed in parts)	1985, 2003											
3	Number of buildings in the school compound:	3 ,PRIMARY,HIGH SCHOOL											
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	15	3	2	1	1	1	3	4	4	1	1
	Total	15	3	2	1	1	1	3	4	4	1	1	2
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	OPEN GROUND											
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	14	15	1		29
2 nd	A	17	7			24
3 rd	A	13	19	2		32
	B					
	C					
	D					
4 th	A	15	22	3		37
	B					
	C					
	D					
5 th	A	13	14	1		27
	B					
	C					
	D					
6 th	A	18	22	3		40
	B					
	C					
	D					
7 th	A	10	19			29
	B					
	C					
	D					
8 th	A	25	22			47
	B					
	C					
	D					
9 th	A	21	26			47
	B					
	C					
	D					
10 th	A	18	14			32
	B					
	C					
	D					
11 th	A					
	B					
	C					
	D					
12 th	A					
	B					
	C					
	D					
Total		164	180			344

1.3.1 Details of Persons With Disability:

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
1	Ram dev	11	M	6	Ortho
2	Rahul	12	M	6	Ortho
3	Anju devi	11	F	6	Ortho
4	Sonika	11	F	5	Mentally retired
5	Shubham	11	M	4	Ortho
6	Laxmi	10	F	4	Visual
7	Promila	12	F	3	Ortho
8	Anjana	10	F	3	Visual
9	Ishwar	8	M	1	Mentally /ortho
10	Vikram	10	M	4	Mentally /ortho

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
	NA			

2.2 Possible Hazards:

Hazards (in and around the school)	Hazard Probability (High / Med / Low)	Possible causes
Road Accidents	Low	School is away from main road
Flood	Low	There is no river near the school
Earthquake	Mediam	Southern region
Building collapse	High	Old building
Epidemic / Contagious disease	Low	--
Fire	Mediam	Mid day meal cooked in school
Heat Wave	Medium	Summer Season
Cold Wave	Mediam	Winter session
Industrial / Chemical hazard	Low	No industry around
Stampede	Med	Due to low boundary of school
Animal Bite	Med	School is near to field
Snake Bite	Med	School is near to field
Food Poisoning	Low	--

Others (specify)		
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2.3 Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
Inside School		
1.	Gas cylinders	4 In Kitchen
2.	Other fuel (petrol/diesel/kerosene etc.)	Generator in open space
3.	Chemical bottles	Science lab
4.	Main Electrical Boards	Room 1
5.	Hanging Electrical Wires	<u>1 Open ground</u>
6.	Suspended Ceilings	<u>NA</u>
7.	Unfixed Almirahs/cabinets	<u>Office room</u>
8.	Unfixed wall Frames	<u>NA</u>
9.	Doors/ Windows	<u>Rooms</u>
10.	Open drains/ gutter	<u>No</u>
11.	Trees	<u>In ground space 254</u>
12.	Defected staircases	<u>No</u>
13.	Severely cracked walls	<u>No</u>
14.	Others (specify)	<u>::</u>
Outside School		
1	Trees	<u>10</u>
2	Power Lines	<u>1</u>
3	Towers	<u>1</u>
4	Others (specify)	

2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Children below 12 years		
2.	Old age people if any	<u>NA</u>	
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)				NA	
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.
		NA			

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	Normal kit	Dharamveer	9812747723
2.	Fire Extinguishers	10	Jeetender kumar	9416100415
3.	Ladder (Nos. and Length)	NA		
4.	Rope (Nos. and Length)	NA		
5.	Stretchers	NA		
6.	Torches	2	Lakhi	9467093427
7.	Hammers	NA		
8.	Generators / UPS	1	Vinay kumar	
9.	Others			

B. Communication Set up

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

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)	7
4	Other vehicles	

D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post	12	01669242090	SHO adampur
2	Fire Station	12	101	Adampur
3	Primary Health Centre (PHC)			
4	Community Health Centre (CHC)			
5	Hospital (Public)	12	102	CMO adampur
6	Hospital (Private)	20	102	Fatehabad
7	Ambulance Services	12	102	Adampur
8	District Control Room	40	01662237150	SP hisar
9	Other Schools	2		Bhana
10	Others			

3. Response Mechanism

A. School Disaster Management Committee

Sr. No.	Name	Designation	Designation in SDMC	Contact No	Residential Address
1	Sh. Mani ram	Head master	Chairman	9416141467	Vpo sadalpur
2	Rajender kumar	SS master	v.chaiman	9416980792	Shiv colony adampur
3	Jeetender kumar	PTI	Member	9416100415	Chuli kalan
4	Vinod kumar	Smc president	Member	9467605842	Bhodia bishnoian
5	Vinay kumar	Jbt	Member	9416373188	Khara barwala

6	Sanjay kumar	Student	Member		Bhodia bshnoian
7	Kalu ram	Social worker	Member	8607188172	Bhodia bishnoian
8	Sushila devi	Sarpanch	Member	9416083174	do
9	Des raj	Parents	Member		do
10	Bansi lal	Health worker	Member		Do
11	Kanta rani	Skt	Member		Hisar
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.

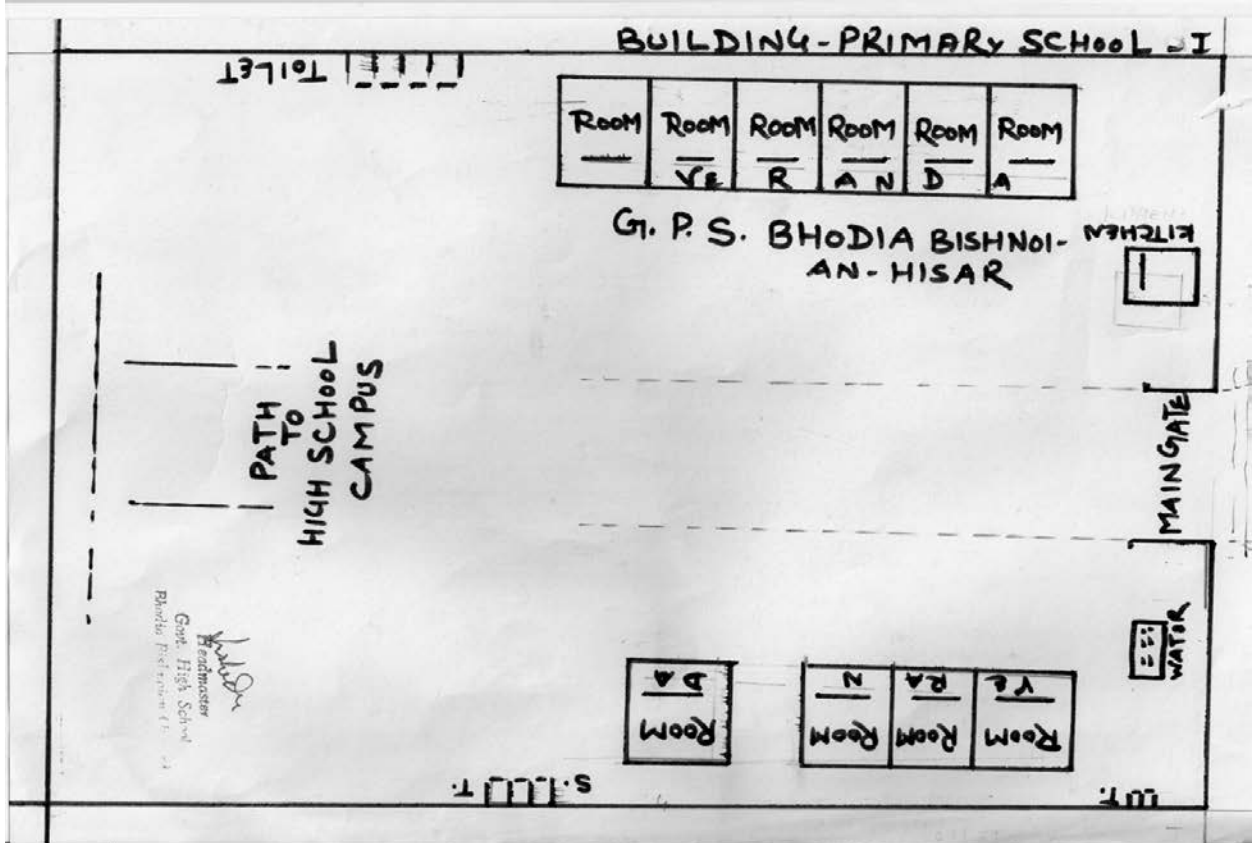
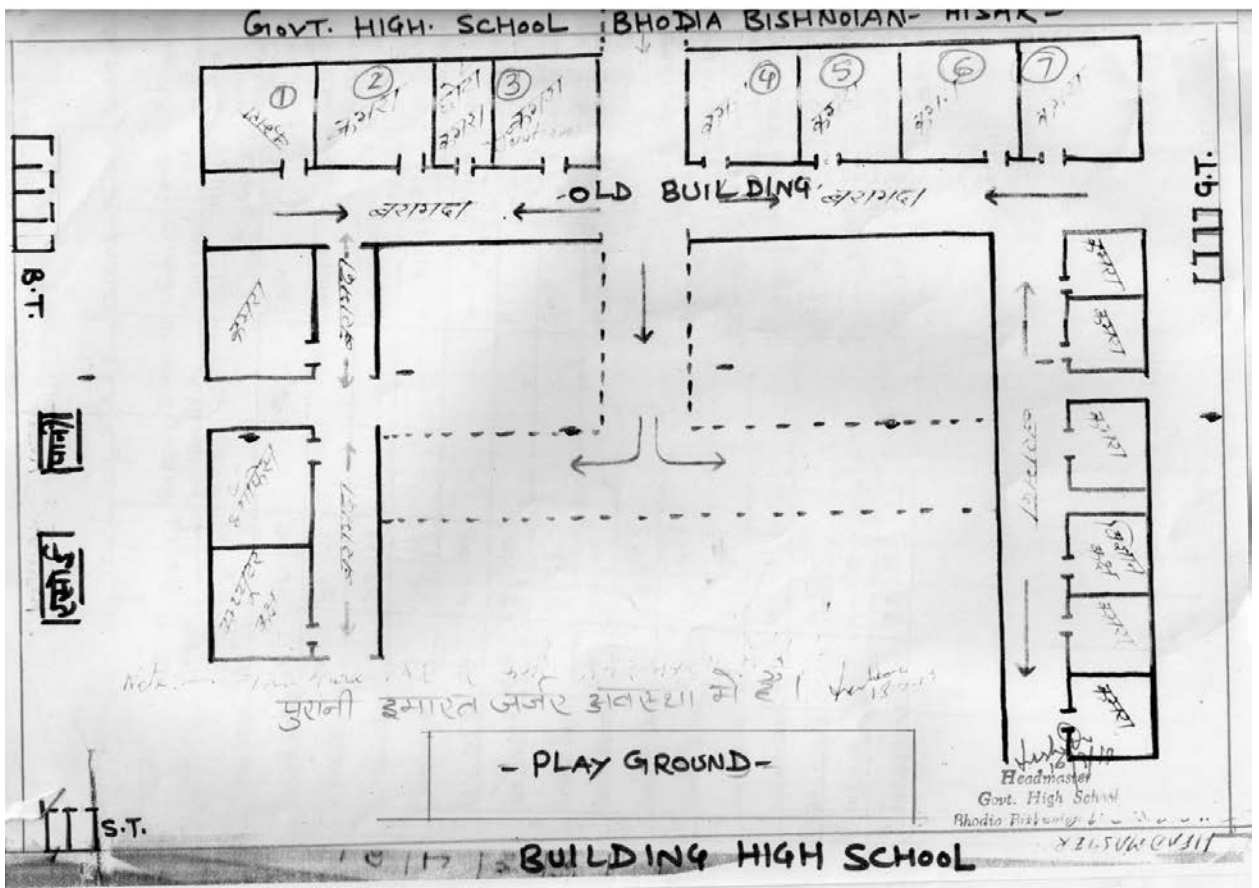
Sr. No.	Name	Sex	Standard	Contact No.
1. Early warning, Communication & Awareness Generation Team				
1	Jeetender kumar	M	Pti	9416100415
2	Komal	F	Student 10 th	
3	Sachin	M	Student 10 th	
4	Vinod kumar	M	Parents	9467605842
5	Rajender kumar	M	SS	9416980792
2. Evacuation Team				
1	Rajender kumar	M	SS	9416980792
2	Dharamveer	M	Sci	9812747723
3	Hari singh	M	Math	9991620251
4	Sunil kumar	M	Student	
5	Pooja	F	Student	
3. Fire Safety Team				
1	Balwan singh	M	Jbt	9416589309
2	Vinay kumar	M	Jbt	9416373188
3	Sunil kumar	M	Student	
4	Kalu ram	M	Prenets	
5	Vikas kumar	M	Student	
4. Search and Rescue Team				
1	Hari singh	M	Math	9991620251
2	Ramesh kumar	M	Jbt	98967835678

3	Anuj kumar	M	Student 9 th	
4	Bhagat ram	M	do	
5	Sanjay	M	Student 10 th	
5. First Aid Team				
1	Sumitra	F	Aganwadi worker	9468310127
2	Bhateri	F	Do	
3	Bansi lal	M	Mphw	8059765498
4	Pawan kumar	M	Student	
5	Kanta rani	F	Skt	9354824891
6. Water and Sanitation Team				
1	Rajender kumar	M	SS	9416980792
2	Gulab singh	M	Pgt	9466352260
3	Nikhal	M	Student	
4	Kuldeep	M	Student	
5	Neha	F	Student	
7. Road Safety Team				
1	Parveen kumar	M	Jbt	9996208945
2	Bansi lal	M	Mphw	8059765498
3	Nikhal	M	Student	
4				
5				
8. Coordination Team				
1	Rajender kumar	M	SS	9416980792
2	Sunil kumar	M	Jbt	8059949010
3	Des raj	M	Sw	
4	Parveen kumar	M	Jbt	9996208945
5	Sushila devi	F	Sarpanch	9416083174

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. Practise 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 desk 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.

