

SCHOOL SAFETY INITIATIVE

By



Revenue and Disaster Management Department

Government of Haryana

SCHOOL DISASTER MANAGEMENT PLAN

Name of School: GHS Bugana

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	GHS Bugana			
2.	School Code	1194			
3.	Address	VPO Bugana, Block- Barwala , Distt. Hisar.			
		Telephone	01693 248101		
		Fax	--		
		Email	Bungana1194@gmail.com		
4.	Name of the Principal	Sh. Sushil Kumar Chawala			
5.	Contact Details of the Principal	Telephone	--		
		Mobile	9416928021		
		Email	--		
6.	Name of the Nodal Officer	Sh. Parveen Kumar			
7.	Contact Details of the Nodal Officer	Telephone	01662-243186		
		Mobile	9896941002		
		Email	Pp2998@gmail.com		
8.	Type of School	Co-ed.			
		English / Hindi			
9.	School Timings	8:00 AM to 2:30 PM			
10.	Total Students	Boys:111	Total:235		
		Girls: 124			
11.	Teaching Staff	Male:8	Total: 11		
		Female:3			
12.	Non-Teaching Staff	Male:2	Total:3		
		Female:1			
13.	No. of differently abled persons		Students	Teaching staff	Non teaching staff
		Male	03	--	--
		Female	--	---	--
		Total	03	---	---

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,	Disability if any	Standard & Subject they teach	Contact No.	Residential Address
1.	Sunil Chawla	A+	51	M	Diabetes	--	Sci.	9416928021	#247, Block 13, Dogra Mohla,
2.	Rampal	O+	54	M	--	--	Math	9416088232	Shikarpur, Hisar
3.	Suman	AB+	32	F	--	--	Hindi	7901038954	#49, Shyam Lal, Mil Gate,Hsr
4.	Kavita	B+	39	F	--	--	Eng.	9728664040	15/17, Udmipura, Civil Road, Rtk
5.	Madhubala	AB+	43	F	--	--	Drawing	9252344487	VPO, Kheri Barki, Hsr

6.	Jagdish Rana	B-	47	M	--	--	S st.	9466336459	VPO Mirjapur, Hsr
7.	Sandeep Kumar	B+	53	M	--	--	S.S.	9466658919	2743, Sect. 4-11, Hisar
8.	Raj Kumar	A+	45	M	--	--	S.S.	9991481665	VPO Mirjapur Hsr.
9.	Naresh	B+	38	M	--	--	Math	9416339175	Sector 13 Hsr
10.	Parveen	O-	40	M	--	--	Sci	9896941002	831, Amardip Colony Hisar
11.	Santlal	A+	40	M	--	--	Phy. Edu.	9293061568	VPO Kheri Bahkri Hsr.

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	Disability if any	Contact No.	Address
	Bhagat Singh	Peon	A-	50	M	--	--	9992377923	Bugana Hsr
	Mhavir	Mali	O+	48	M	--	--	8816935718	Sarsod, Hsr
	Bheteri	Peon	O-	56	F	Asthma	--	---	Bugana Hsr

1.2 School Building Details

1	Number of Storey	Basement	(No)										
		Storey	01										
2	Year of Construction	1998											
3	Number of buildings in the school compound:	01											
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	8	1	1	--	4	1	1	8	7	1	1
	Total	8	1	1	--	4	1	1	8	7	1	1	15
5	Do you have a kitchen?	Yes Gas Stove, Open Fire Kitchen											
6	Playground size and open ground	Yes, 3 Acres											

7	School Maps	<ol style="list-style-type: none"> 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)
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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	21	20	02		41
	B					
	C					
	D					
7 th	A	26	18	01		44
	B					
	C					
	D					
8 th	A	18	25			43
	B					
	C					
	D					
9 th	A	22	39			61
	B					
	C					
	D					
10 th	A	23	23			46
	B					
	C					
	D					
11 th	A					
	B					
	C					
	D					
12 th	A					
	B					
Total						

1.3.1 Details of Persons With Disability:

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
1.	Ajay	12	M	6 th	partially Blind
2.	Vikram	12	M	6 th	Handicapped Legs
3.	Mandeep	13	M	7 th	Handicapped Legs

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
1	Sunil Chawala	51	M	HM	Diabetes
2	Bhetri	56	M	Peon	Asthma

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	Med	Road is near the school
Flood	Low	Drought prone village
Earthquake	Med	Earthquake Zonation
Building collapse	High	Condition of \Room is Critical
Epidemic / Contagious disease	Low	
Fire	Med	Open Kitchen in school
Heat Wave	Med	Summer season
Cold Wave	Med	Long winter season
Industrial / Chemical hazard	Med	No industry around
Stampede	Low	
Animal Bite	Med	School Near Field
Snake Bite	Med	School Near field
Food Poisoning	Low	
Others (specify)		

2.3 Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
Inside School		
1.	Gas cylinders	01, Inside Kitchen
2.	Other fuel (petrol/diesel/kerosene etc.)	Diesel, used in Generator (below Staircase)
3.	Chemical bottles	Used in Science Lab. (Mostly dilute)

4.	Main Electrical Boards	01
5.	Hanging Electrical Wires	Nil
6.	Suspended Ceilings	Nil
7.	Unfixed Almirahs/cabinets	03, used in office
8.	Unfixed wall Frames	Nil
9.	Doors/ Windows	18/42
10.	Open drains/ gutter	Nil
11.	Trees	15
12.	Defected staircases	--
13.	Severely cracked walls	--
14.	Others (specify)	--
	Outside School	--
1	Trees	10
2	Power Lines	--
3	Towers	01, 20 meters, outside of the main gate
4	Others (specify)	

2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Children below 12 years	20	21
2.	Old age people if any	--	--
3.	Students with special medical concerns	03	--
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.
1.	Sh. Shantlal	Search & Rescue	Teacher	--	9253061568
2.	Sh. Parveen	Fire Safety & First Aid	Teacher	--	9896941002
3.	Bashir Khan	Swimming	Student	10 th	--

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	01	Parveen Kumar	9896941002
2.	Fire Extinguishers	02	Parveen Kumar	9896941002
3.	Ladder (Nos. and Length)	01, 10 Feet	Bhagat Singh	999237730
4.	Rope (Nos. and Length)	--	--	--
5.	Stretchers	--	--	--
6.	Torches	02	Bhagat Singh	999237730
7.	Hammers	02	Mahabir	8816935738
8.	Generators / UPS	01	Bhagat Singh	999237730
9.	Others	--		

B. Communication Set up

Sr. No	Type of System	Total No
1	Wireless sets (if nearby Police Station)	--
2	Landline telephone	01
3	Internet Facility	01
4	Fax	--
5	Other	--

C. Transport Facilities

Sr. No	Type of Vehicle	Total No
1	School Bus (with capacity)	--
2	4 wheelers (personal)	02
3	2 wheelers (personal)	03
4	Other vehicles	--

D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post	18	8814011312	SHO, Barwala
2	Fire Station	18	9416590061	Mkt Committee, Barwala
3	Primary Health Centre (PHC)	08	01662-264852	VPO, Dhansu
4	Community Health Centre (CHC)	18	01693-242071	CHC, Barwala
5	Hospital (Public)	18	01693-242071	CHC, Barwala
6	Hospital (Private)	55	231914	Hisar
7	Ambulance Services	18	70278449102	CHC, Barwala
8	District Control Room	55--	232692	Hisar
9	Other Schools	02	--	GHS
10	Others	--	--	

3. Response Mechanism

A. School Disaster Management Committee

Sr. No.	Name	Designation	Designation in SDMC	Contact No	Residential Address
1	Sh. Sushil Kumar	Head Master	Chairperson	9416928021	247,Dogra Mohla Hsr
2	Sh. Ramphal	EHM	Vice Chairperson	9416088232	VPO Shikarpur
3	Sh. Ramniwas	SMC Member	Member	9991168232	VPO Bugana
4	Madhu Bala	Teacher	Member	9253044487	VPO Kheri Barki
5	Geeta	PTA, Head	Member	8930311297	VPO Bugana
6	Dalbir Singh	From Fire Deppt.	Member	9416590061	Mkt. Committee Barwala
7	Kuldeep Singh	SHO, Police	Member	8814011312	SHO, Barwala
8	Surender	MPHW	Member	9416076376	VPO Bugana
9	Chanchal	ANM	Member	8930120774	VPO Bugana
10	Deepak Sura	Sarpanch	Member	9812900022	VPO Bugana
11	Balwan	Yuva Club Head	Member	9466611743	VPO Bugana

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.

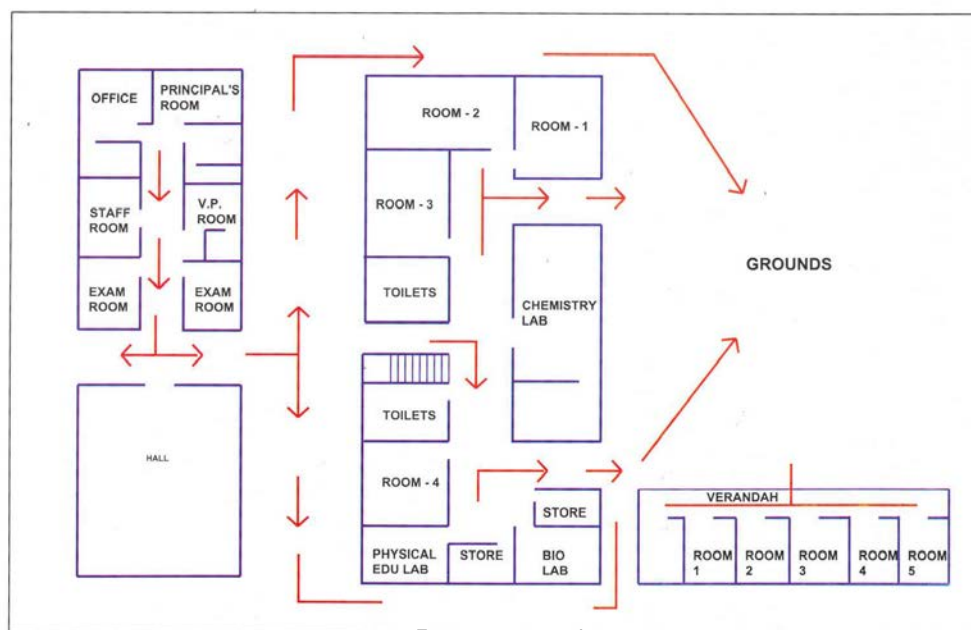
Sr. No.	Name	Sex	Standard	Contact No.
1. Early warning, Communication & Awareness Generation Team				
1	Sh. Rajkumar	M	Teacher S.S	9991481665
2	Smt. Madhu Bal	F	Teacher	9253044487
3	Smt. Geeta			
4	Surender			
5	Smt Sumana	F	Teacher	8901039954
2. Evacuation Team				
1	Smt. Madhu Bal	F	Teacher	9253044487
2	Sh. Rajkumar	M	Teacher	9991481665
3	Sh. Parveen	M	Teacher	9896941002
4	Smt. Kavita	F	Teacher	9728664040
5	Smt Sumana	F	Teacher	8901039954
3. Fire Safety Team				
1	Sh. Parveen	M	Teacher	9896941002
2	Shantlal	M	Teacher	9253061568
3	Sh. Bhagat Singh	M	Peon	9992377930
4	Sh. Balram	M	Yuva Club	95466611743
5	Bashir Khan	M	Student	--
4. Search and Rescue Team				
1	Shantlal	M	Teacher	9253061568
2	Sh. Parveen	M	Teacher	9896941002
3	Sh. Dalbir	M	AFSO	9416590061
4	Sh. Ramniwas	M	Parent	9991168427
5	Pardeep	M	Student	--
5. First Aid Team				
1	Sh. Surender	M	MPHW	9416076376
2	Smt Chanachal	F	ANM	8930120774
3	Sh. Parveen	M	Teacher	9896941002
4	Smt Geeta	F	Parent	8930311297
5	Usha	F	Student	--
6. Water and Sanitation Team				
1	Sh. Parveen	M	Teacher	9896941002
2	Chetan	M	Student	

3	Surendr	M	Student	--
4	Sh. Mahabir	M	Peon	8816935738
5	Sh. Bhagat Singh	M	Peon	992377930
7. Road Safety Team				
1	Shantlal	M	PTI	9253061568
2	Swedeeep	M	Teacher	9466558919
3	Rampahal	M	EHM	9416088232
4	Jagdish	M	Teacher	9466336459
5	Narender			
8. Coordination Team				
1	Sh. Parveen	M	Teacher	9896941002
2	Jagdish	M	Teacher	9466336459
3	Ajay	M	Student	--
4	Surender	M	Student	--
5	Paras	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?
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 lives 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.