

SCHOOL SAFETY INITIATIVE

By



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

SCHOOL DISASTER MANAGEMENT PLAN GHS KISHANGARH

2015-16



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

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- School Profile**

- School Details**

•	Name of the School	GHS KISHANGARH			
•	School Code	01238			
•	Address	GHS KISHANGARH, BLOCK ADAMPUR, DISTT HISAR			
		Telephone			
		Fax			
		Email	hmghskishangarh@gmail.com		
•	Name of the Principal	Sh. Rajesh Kumar			
•	Contact Details of the Principal	Telephone			
		Mobile	9896181415		
		Email			
•	Name of the Nodal Officer	Sh. Balvir Singh			
•	Contact Details of the Nodal Officer	Telephone			
		Mobile	9416167379		
		Email			
•	Type of School	Boys			
		Hindi Medium School			
•	School Timings	8:00 AM to 2:30 PM			
•	Total Students	Boys: 184	Total: 184		
		Girls: Nil			
•	Teaching Staff	Male: 6	Total: 6		
		Female:0			
•	Non-Teaching Staff	Male:2	Total: 4		
		Female:2			
•	No. of differently abled persons		Students	Teaching staff	Non teaching staff
		Male	4	Nil	Nil
		Female			
		Total	4	Nil	Nil
•					

- 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	Rajesh Kumar	B-	36	M	No	No.	Hindi	9896181415	VPO Mandi Adampur
2	Surender Kumar	A+	34	M	No	No	Science	8950346455	Mandi Adampur

3	Uma Shankar	B+	52	M	Yes	No.	Eng+SS	9416617687	Mandi Adampur
4	Balvir Singh	O+	44	M	No.	No	Eng+SS	9416167379	Mandi Adampur
5	Bajrang	B+	36	M	No	No	Skt	9416008151	Mandi Adampur
6	Dinesh	B+	36	M	No	No	Drawing	9416576366	Mandi Adampur

• **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	Sandeep Kumar	Clerk	B+	30	M	No	No	9729379003	Vpo Kishangarh
2	Om Parkash	Peon/Chowkidar		50	M	No	No	9068040068	Vpo Khara Barwala
3	Krishana	Sweeper	-	45	F	No	No		Adampur
4	Saroj	Water Carrier		40	F	No	No		

• **School Building Details**

•	Number of Storey	Basement	(No)									
•	Year of Construction (Give details if constructed in parts)	Storey	Single									
•	Year of Construction (Give details if constructed in parts)	Primary 1950, Secondary 1982										
•	Number of buildings in the school compound:	Two										
•	Class Rooms	Number of:										
		C l a s s R o o m s	O f f i c e	T e a c h i n g S t a f f R o m	N o n - t e a c h i n g S t a f R o m	C o r r i d o r	S t a i r c a s e	S t o r e	T o i l e t (B o y s)	T o i l e t (G i r l s)	C o m p u t e r L a b .	L a b o r t L o r i e s

													r p o i n t s
	Ground Floor	5	1	1	1	2	1	1	2	1	1	1	2
	1 st Floor												
	2 nd Floor												
	3 rd Floor												
	4 th Floor												
	Total	5	1	1	1	2	1	1	2	1	1	1	2
•	Do you have a kitchen?	Yes -if yes do you have Gas stove or open fire kitchen or use cooking gas connection? Open Fire Kitchen											
•	Playground size and open ground	7169 M ²											
•	School Maps	<ul style="list-style-type: none"> • Attach School Location Map (showing major landmarks) • Attach School Building Map (showing school campus and building layout) • Attach School Floor Maps(showing floor wise layout) 											

• **Details of Students:**

Class	Section	Boys	Girls	Persons With Disability	Person with medical concern	Total
1 st	A					
	B					
	C					
2 nd	A					
	B					
	C					
3 rd	A					
	B					
	C					
	D					
4 th	A					
	B					
	C					
5 th	D					
	A					

	B					
	C					
	D					
6 th	A	25	0	0	0	25
	B					
	C					
	D					
7 th	A	35	0	0	1	35
	B					
	C					
	D					
8 th	A	52	0	1	0	52
	B					
	C					
	D					
9 th	A	38	0	1	0	38
	B					
	C					
	D					
10 th	A	34	0	1	0	34
	B					
	C					
	D					
Total		184		3	1	184

- **Details of Persons With Disability:**

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
1	Kuldeep	16	M	8 th	MR
2	Monu Kumar	18	M	9 th	All Type
3	Manoj	15	M	10 th	Orthopedically

- **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	Dinesh	13	M	7 th	Eyes Defect

- **Hazard, Risk, Vulnerability and Capacity (HRVC) Analysis**

- **Detailed History of Disaster/Accidents in School**

Sr. No.	Disaster/Accidents	Date & Time of	Total No. of people affected (injured &
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	occurrence	dead)	
		Dead	Injured
<h1>NIL</h1>			

• **Possible Hazards:**

Hazards (in and around the school)	Hazard Probability (High / Med / Low)	Possible causes
Road Accidents	Med	Due to rural area
Flood	Low	Drought Prone Area
Earthquake	Low	Zonation
Building collapse	Med	2 Buildings
Epidemic / Contagious disease	Low	Hygienic condition
Fire	High	Due to Open Space
Heat Wave	Med	Due to environment
Cold Wave	Med	Due to environment
Industrial / Chemical hazard	Med	Due to industry are away from population
Stampede	Low	Due to Open Ground
Animal Bite	Med	Awareness of People
Snake Bite	Med	Awareness of people
Food Poisoning	Low	Awareness of people
Others(specify)	Nil	

• **Identification of Potential Structural/Non Structural Hazards**

Sr. No.	Structural/Non Structural Hazards Areas	Location
	Inside School	
•	Gas cylinders	Not available
•	Other fuel (petrol/diesel/kerosene etc.)	In Vehicle Only
•	Chemical bottles	In Science Lab
•	Main Electrical Boards	Office, Computer Lab
•	Hanging Electrical Wires	No
•	Suspended Ceilings	No
•	Unfixed Almirahs/cabinets	In Office, Store, Library, Lab
•	Unfixed wall Frames	In Office
•	Doors/ Windows	In every rooms of school
•	Open drains/ gutter	Nil
•	Trees	In front ground of rooms
•	Defected staircases	Nil
•	Severely cracked walls	Nil
•	Others (specify)	Nil
	Outside School	
1	Trees	Back Side and Front Side
2	Power Lines	Back Side

3	Towers	Nil
4	Others (specify)	Nil

- Identification of Vulnerable Population**

Sr. No.	Category	Total No.	
		Male	Female
•	Children below 12 years	30	Nil
•	Old age people if any	Nil	Nil
•	Students with special medical concerns	4	Nil
•	Teaching/Non-teaching staff with ill health	2	Nil
•	Others (specify)	-	Nil

- Capacities**

- Skilled/Trained Human Resource**

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

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.
Nil	Nil	Nil	Nil	Nil	Nil
Nil	Nil	Nil	Nil	Nil	Nil
Nil	Nil	Nil	Nil	Nil	Nil

- Resource Inventory**

- Equipments within school and also nearby school:**

Sr. No.	List of Items	Details of the item	Person Incharge	Contact No. of the person incharge
•	First Aid Kits	1	Surender Kumar	8950346455
•	Fire Extinguishers	2	Rajesh Kumar	9896181415
•	Ladder (Nos. and Length)	-	-	-
•	Rope (Nos. and Length)	-	-	-
• -	Stretchers	-	-	-
•	Torches	1	Om Parkash	9068040068
•	Hammers	-	-	-
•	Generators / UPS	1	Balvir Singh	9416167379
•	Others	-	-	-

- Communication Set up**

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

- Transport Facilities**

Sr. No	Type of Vehicle	Total No
1	School Bus (with capacity)	Nil
2	4 wheelers (personal)	Nil
3	2 wheelers (personal)	5
4	Other vehicles	Nil

• **Nearest Resources**

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post	4 Km	100	Mandi Adampur
2	Fire Station	3 Km	101	Mandi Adampur
3	Primary Health Centre (PHC)	1 Km	102	Kishangarh
4	Community Health Centre (CHC)	-	-	-
5	Hospital (Public)	3 Km	102	Mandi Adampur
6	Hospital (Private)	3 Km	-	Mandi Adampur
7	Ambulance Services	3 Km	102	Mandi Adampur
8	District Control Room	45	235041	Hisar
9	Other Schools	0.5 Km	-	Khara Barwala
10	Others	-	-	-

• **Response Mechanism**

• **School Disaster Management Committee**

Sr. No.	Name	Designation	Designation in SDMC	Contact No	Residential Address
1	Rajesh Kumar	Lect. Hindi	Chairperson	9896181415	Mandi Adampur
2	Balvir Singh	SSM	Vice Chairperson	9416167379	Mandi Adampur
3	Krishan Yadav	SMC	Member	9992152614	Kishangarh
4	Uma Shankar	SSM	Member	9416617687	Mandi Adampur
5	Mukesh	Student 10 th	Member	-	Mandi Adampur
6	Ramesh Kumar	Student 10 th	Member	-	Kishangarh
7					

Suggested list for School Disaster Management Committee

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

• **Teams Under SDMC**

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

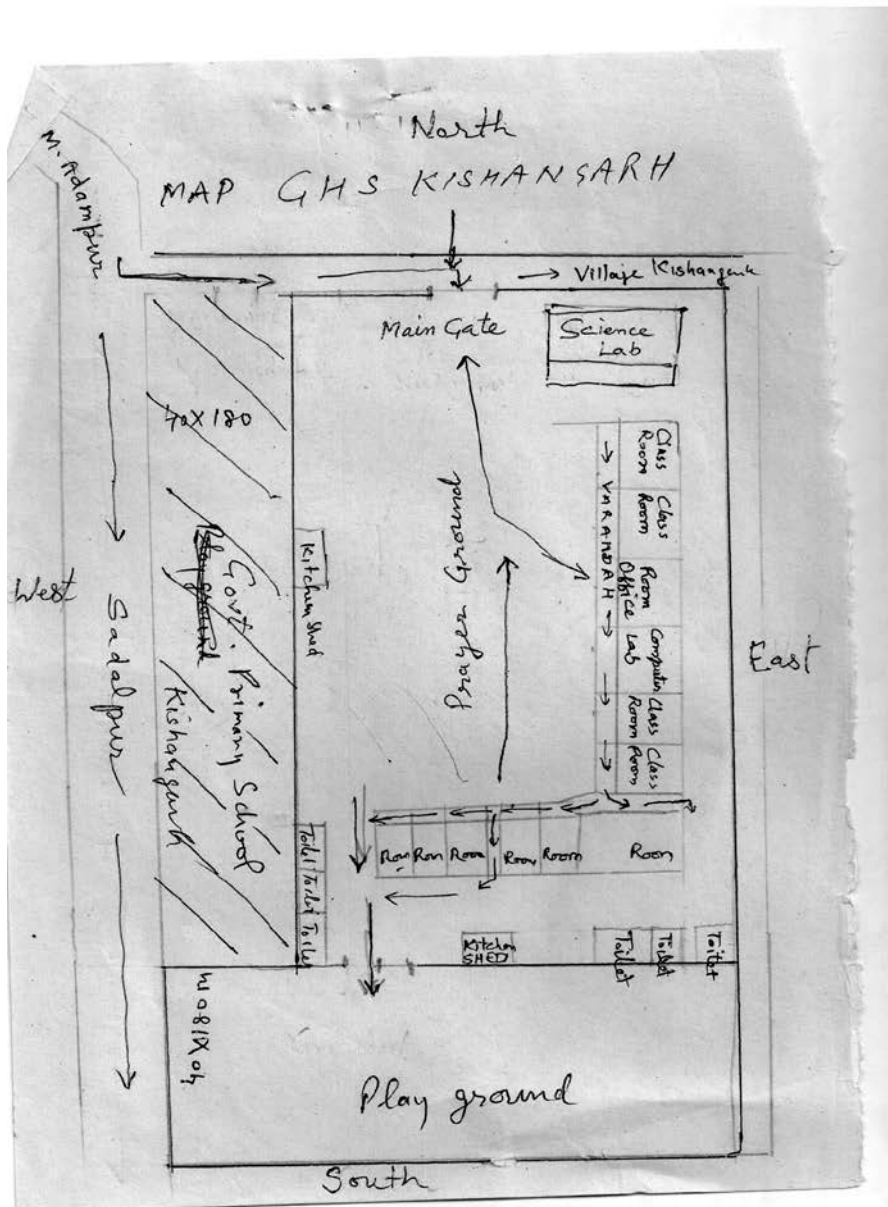
Sr. No.	Name	Sex	Standard	Contact No.
• Early warning, Communication & Awareness Generation Team				
1	Rajesh Kumar	M	Lect. Hindi	9896181415
2	Surender Kumar	M	Science Master	8950346455
3	Dinesh Kumar	M	Drawing teacher	9466576366
4	Krishan	M	Student 10 th	-
5				
• Evacuation Team				
1	Bajrang	M	Skt. Teacher	9466008151
2	Rajesh Kumar	M	Hindi Lect.	9896181415
3	Surender Kumar	M	Science Master	8950346455
4	Balvir Singh	M	SS Master	9416167379
5	Uma Shankar	M	SS Master	9416617687
• Fire Safety Team				
1	Dinesh Kumar	M	Drg. Master	9466576366
2	Kuldeep	M	Student 9 th Class	-
3	Krishan Khyalia	M	Ex- President	9812273982
4	Pardeep	M	Student 10 th	-
5				
• Search and Rescue Team				
1	Balvir Singh	M	SS Master	9416167379
2	Uma Shankar	M	SS Master	9416617687
3	Sandeep Kumar	M	Clerk	9729379003
4	Kuldeep	M	Student 9 th	-
5	Dheeraj	M	Student 10 th	-
• First Aid Team				
1	Surender Kumar	M	Science Master	8950346455
2	Sudesh Kumari	F	ANM	-
3	Balvir Singh	M	SS Master	9416167379
4	Ramesh	M	10 th Student	-
5				
• Water and Sanitation Team				
1	Krishan Khyalia	M	SMC	9812273982
2	Subhash	M	President SMC	9813684750
3	Parveen	M	Student 10 th	-
4	Akshay	M	9 th Class	-
5	Dinesh Kumar	M	Drg. Master	9466576366
• Road Safety Team				
1	Balvir Singh	M	SS Master	9416167379
2	Bajrang	M	Skt. Master	9466008151
3				
4				

5				
• Coordination Team				
1	Dinesh Kumar	M	Drg. Master	9466576366
2	Surender Kumar	M	Science master	8950346455
3	Balvir Singh	M	SS Master	9416167379
4	Hitesh	M	Student 7 th Class	-
5	Sudama	M	Student 10 th Class	-

• 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.**

Floor Map showing safe evacuation routes



- **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:

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

Fire Drill:

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

- **Assessment check list**

- **Fire Safety Assessment**

- Are fire extinguishers installed in the school?
- Are they in working condition?
- Are students and teachers trained to use fire extinguishers?
- Are they located at appropriate positions (hazardous locations)?
- Are they placed at appropriate height (accessible height)?
- Are instructions indicated on extinguishers?
- Is the language of instructions understood by students and teachers?

- Is hydrant point in the school?
- Are there Sand Buckets in the school? (specify in Numbers)
- Are there Water Buckets in the school? (specify in Number)
- Is emergency fire fighting training and SOP disseminated to the students & teachers?
- Are do's and don'ts displayed at appropriate locations?
- Are emergency contact numbers displayed at appropriate locations?
- Are school maps and escape routes displayed at appropriate locations in the school?
- Is the emergency exit door present in the school?
- Do you dispose flammable scrap at proper sight regularly?
- Are the Fire Safety Norms followed in the school?
- Is fire safety audit conducted annually?

(Attach fire safety audit report)

- **Electrical Safety Assessment**

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

Specify:

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

Specify at how many points:

(Attach electric safety audit report)

- **Non Structural Safety assessment**

- Are the cabinets/*almirahs* placed away from exit doors?
- Are cabinets/*almirahs* properly fixed to the wall?

-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.

- **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.

- **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.

- **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.

- **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.

- **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.

- **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

- **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.

