

SCHOOL SAFETY INITIATIVE

By



Revenue and Disaster Management Department

Government of Haryana

SCHOOL DISASTER MANAGEMENT PLAN

Name of School: GHS Muzadpur

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 Muzadpur			
2.	School Code	1298			
3.	Address	VPO Muzadpur, The Hansi, DisttHisar (HR)			
		Telephone	--		
		Fax	--		
		Email	ghsmuzadpur@gmail.com		
4.	Name of the Principal	Suman Rani			
5.	Contact Details of the Principal	Telephone	---		
		Mobile	8930235385		
		Email	ghsmuzadpur@gmail.com		
6.	Name of the Nodal Officer	Sh Rattan Singh			
7.	Contact Details of the Nodal Officer	Telephone	--		
		Mobile	9467609902		
		Email	--		
8.	Type of School	Boys / Girls / Co-ed.	Co. ed		
		English / Hindi / Others	Hindi		
9.	School Timings	winter – 0900-0330, Summer – 0800-0230pm			
10.	Total Students	Boys: 94	Total: 202		
		Girls: 108			
11.	Teaching Staff	Male: 5	Total: 07		
		Female: 2			
12.	Non-Teaching Staff	Male: 1	Total: 02		
		Female: 1			
13.	No. of differently abled persons	Students	Teaching staff	Non teaching staff	
		Male	01	NIL	NIL
		Female	01	NIL	NIL
		Total	02	NIL	NIL

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	Suman Rani	A+	F	29	Nil	Nil	Maths	8930235385	VPO Kanwari
2	Tasveer Singh	B+	M	48	Nil	Nil	English	9416779715	VPO SatrodKalan
3	Anita Sharma		F	30	Nil	Nil	Hindi	7357986520	VPO Umra
4	Rattan Singh		M	55	Asthma	Nil	Maths	9467609902	VPIO Umra
5	Sultan Singh	B+	M	41	Nil	Nil	S .Sc	9466089556	VPO Kanwari
6	Surender Singh		M	42	Nil	Nil	PTI	9215710027	VPO Muzadpur
7	Ramesh Kumar		M	53	Nil	Nil	Drawing	9991554397	VPO Muzadpur

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
	Sube Singh	Clerk		53	M	Diabetes	NIL	9992705409	VPO RAMAYA
	Bhateri	weeper		48	F	Nil	Nil		VPO Sltanpur

1.2 School Building Details

1	Number of Storey	Basement	(Yes / No) NO										
		Storey	1 Only Ground										
2	Year of Construction (Give details if constructed in parts)												
3	Number of buildings in the school compound:	3											
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	7	1	1	1	3	NIL	1	1	4	1	1
	Total	7	1	1	1	3	NIL	1	1	4	1	1	2
5	Do you have a kitchen?	Yes/No YSE OPEN FIIRE KITNCHE -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					
2 nd	A					
3 rd	A					

	B					
	C					
	D					
4 th	A					
	B					
	C					
	D					
	A					
	B					
5 th	C					
	D					
	A					
6 th	B					
	C					
	D					
7 th	A	15	29			44
	B					
	C					
8 th	D					
	A	21	20			41
	B					
9 th	C					
	D					
	A	27	25			52
10 th	B					
	C					
	D					
11 th	A	13	17	1	NIL	30
	B					
	C					
12 th	D					
	A	18	17	NIL	NIL	35
	B					
Total	C					
	D					
	A	94	108	1	NIL	202

1.3.1 Details of Persons With Disability:

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
	AKHIL	15	M	10 TH	IN HAND

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	NIL	NIL	NIL	NIL	NIL

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
1	NIL	NIL	NIL	NIL

2.2 Possible Hazards:

Hazards (in and around the school)	Hazard Probability (High / Med / Low)	Possible causes
Road Accidents	MED	THERE IS NO CLEANNESS IN STREET
Flood	LOW	LAKE OF WATER, drought prone area
Earthquake	Med	Moderate risk zone
Building collapse	LOW	NIL
Epidemic / Contagious disease	MED	BECAUSE OF CLEANNESS
Fire	MED	Open Kitchen for mid day meal
Heat Wave	Med	Very hot summer
Cold Wave	Med	Very cold winter season
Industrial / Chemical hazard	LOW	THERE IS NO CHAMICAL FACTORY
Stampede	LOW	THIS SCHOOL HAS ONLY GROUND FLOUR BEUILDING and open ground
Animal Bite	Med	THERE ARE SAME OUTSIDE ANIMAL
Snake Bite	Med	School is near field
Food Poisoning	Med	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	MDM KITCHEN 1
2.	Other fuel (petrol/diesel/kerosene etc.)	KEROSENE
3.	Chemical bottles	NO
4.	Main Electrical Boards	1
5.	Hanging Electrical Wires	THERE IS NO HANGING ELECTRICAL WIRE
6.	Suspended Ceilings	NO
7.	Unfixed Almirahs/cabinets	FOR ALMIRA FIXED IN OFFICE
8.	Unfixed wall Frames	UNFIXED
9.	Doors/ Windows	
10.	Open drains/ gutter	THERE IS NO OPEN DRAINS
11.	Trees	IN THE SCHOOL PARK
12.	Defected staircases	
13.	Severely cracked walls	BOUNDRY OF THE SCHOOL
14.	Others (specify)	
Outside School		
1	Trees	NEAR THE SCHOOL BOUNDRY
2	Power Lines	NEAR THE SCHOOL BUILDING
3	Towers	NO TOWERS
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	2	2
3.	Students with special medical concerns	NIL	NIL
4.	Teaching/Non-teaching staff with ill health	1	1
5.	Others (specify)	NIL	NIL

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)	NIL	NIL	NIL	NIL	NIL
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.

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	1	RAMESH KUMAR	99916554397
2.	Fire Extinguishers	5	SULTAN SINGH	9466089556
3.	Ladder (Nos. and Length)			
4.	Rope (Nos. and Length)			
5.	Stretchers			
6.	Torches			
7.	Hammers			
8.	Generators / UPS	1	SMT. SUMAN RANI	8930235385
9.	Others			

B. Communication Set up

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

C. Transport Facilities

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

D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post	18	100	HANSI
2	Fire Station	18	101	HISAR
3	Primary Health Centre (PHC)	NIL		NIL
4	Community Health Centre (CHC)	7		NALWA
5	Hospital (Public)	7		NALWA
6	Hospital (Private)	NIL		NIL
7	Ambulance Services	7	102	NALWA
8	District Control Room	30	01662-235041	HISAR
9	Other Schools	7		NALWA
10	Others			

3. Response Mechanism

A. School Disaster Management Committee

Sr. No.	Name	Designation	Designation in SDMC	Contact No	Residential Address
1	SMT.SUMAN RANI	LECT. MATHS	CHAIRPERSON	8930235385	VPO KANWARI
2	SH.TASVEER SINGH	LECT.ENG	VICE CHAIRPERSON	9416779715	VPO SATROD
3	SMT.KAMLESH	SMC	MEMBER	8930652422	VPO MUZADPUR
4	SMT.ANITA SHARMA	LECT.HINDI	MEMBER	7357986520	VPO UMRA
5	SH.RATTAN SINGH	MASTER.MATHS	MEMBER	8930235385	VPO UMRA
6	SMT.RAMPYARI	PANCHYAT	MEMBER		VPO MUZADPUR
7	SMT.SANTOSH	SMC	MAMBER	9671612147	VPO MUZADPUR

8	SH OMPARKASH	SMC	PADEN MAMBER	8930652422	VPO MUZADPUR
9	SH RAMPHAL	SMC	PADEN MAMBER	8930542942	VPO MUZADPUR
10	SH ASHOK MALIK	SMDC POLICE	MAMBER	9813648657	VPO MUZADPUR
11	SH SATBIR	SMDC HELTH	MAMBER	8930730588	VPO MUZADPUR
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.

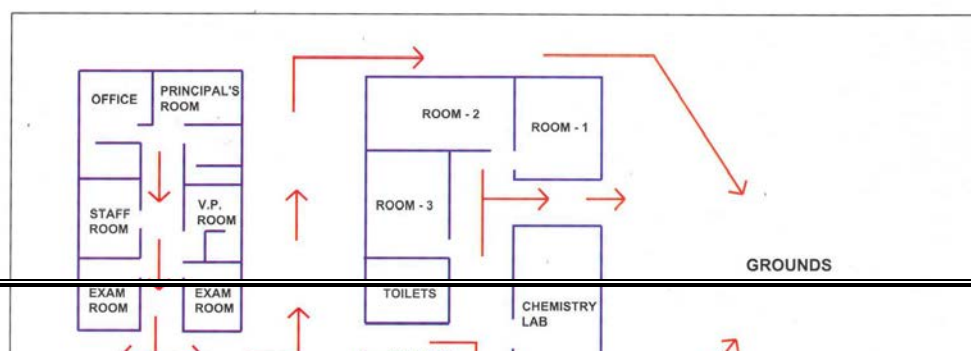
Sr. No.	Name	Sex	Standard	Contact No.
1. Early warning, Communication & Awareness Generation Team				
1	SMT.SANTOSH	F	SMC	9671612147
2	SH OMPARKASH	M	SMC	8930652422
3	SH RAMPHAL	M	SMC	8930542942
4	SH ASHOK MALIK	M	SMDC POLICE	9813648657
5	SH SATBIR	M	SMDC HELTH	8930730588
2. Evacuation Team				
1	SMT.SANTOSH	F	SMC	9671612147
2	SH OMPARKASH	M	SMC	8930652422
3	SH RAMPHAL	M	SMC	8930542942
4				
5				
3. Fire Safety Team				
1	SH ASHOK MALIK	M	SMDC POLICE	9813648657
2	SH SATBIR	M	SMDC HELTH	8930730588
3	SH OMPARKASH	M	SMC	8930652422
4				
5				
4. Search and Rescue Team				
1	SH.TASVEER SINGH	M	LECT.ENG	9416779715

2	SMT.KAMLESH	F	SMC	
3	SH ASHOK MALIK	M	SMDC POLICE	9813648657
4	SH SATBIR	M	SMDC HELTH	8930730588
5	SH OMPARKASH	M	SMC	8930652422
5. First Aid Team				
1	SMT.SANTOSH	F	SMC	9671612147
2	SH OMPARKASH	M	SMC	8930652422
3	SMT.SUMAN RANI	F	LECT. MATHS	8930235385
4	SH.TASVEER SINGH	M	LECT.ENG	9416779715
5	SMT.KAMLESH	F	SMC	
6. Water and Sanitation Team				
1	SMT.SUMAN RANI	F	LECT. MATHS	8930235385
2	SH.TASVEER SINGH	M	LECT.ENG	9416779715
3	SMT.KAMLESH	F	SMC	
4	SMT.ANITA SHARMA	F	LECT.HINDI	7357986520
5				
7. Road Safety Team				
1	SMT.SUMAN RANI	F	LECT. MATHS	8930235385
2	SH.TASVEER SINGH	M	LECT.ENG	9416779715
3	SMT.KAMLESH	F	SMC	
4	SMT.ANITA SHARMA	F	LECT.HINDI	7357986520
5				
8. Coordination Team				
1	SMT.SUMAN RANI	F	LECT. MATHS	8930235385
2	SH.TASVEER SINGH	M	LECT.ENG	9416779715
3	SMT.KAMLESH	F	SMC	
4	SMT.ANITA SHARMA	F	LECT.HINDI	7357986520
5				

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.

