

# **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	GHS Sainipura, Hisar			
2.	School Code	01316			
3.	Address	VPO Sainipura, PO, Hansi, Distt. Hisar.			
		Telephone			
		Fax			
		Email	<a href="mailto:ghssainipura@gmail.com">ghssainipura@gmail.com</a>		
4.	Name of the Principal	Tara Chand			
5.	Contact Details of the Principal	Telephone			
		Mobile	9416139804		
		Email			
6.	Name of the Nodal Officer	Rajesh Singh			
7.	Contact Details of the Nodal Officer	Telephone			
		Mobile	9416528176		
		Email			
8.	Type of School	Boys / Girls / Co-ed.	Co. Ed		
		English / Hindi / Others	Hindi		
9.	School Timings	8.00Am. To 2.30 PM			
10.	Total Students	Boys: 221	Total: 453		
		Girls: 232			
11.	Teaching Staff	Male: 10	Total: 18		
		Female:8			
12.	Non-Teaching Staff	Male: 2	Total: 3		
		Female:1			
13.	No. of differently abled persons		<b>Students</b>	<b>Teaching staff</b>	<b>Non teaching staff</b>
		<b>Male</b>	221	10	2
		<b>Female</b>	232	8	1
		<b>Total</b>	453	18	3

#### 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 teacher	Contact No.	Residential Address
1	Tara Chand	A+	47	M	--	--	Maths	9416139804	Housing Board Colony, Hansi
2	Kapoor Singh	B+	53	M	--	--	S.S. Eng.	9812935065	VPO Depal Tehsil Hansi, Hisar
3	Satbir Singh	B+	56	M	--	--	S.S. Eng	9466217586	SCF 4 Modal Town, Hansi
4	Kartar Singh	B+	51	M	--	--	Maths	9992198419	VPO Barsi Tehsil Banwani khera
5	Ravinder Kumar		56	M	--	--	Sanskrit	9992595351	New Vijay Nagar, Near Saraswati Model School, Rohtak
6	Bhupender Singh	AB+	49	M	--	--	English	9812961998	H. No. 1110 Sector, 13 P Hisar
7	Mahabir Singh	O+	56	M	--	--	Drawing	9416509355	Vill Dhani Kumbharan, PO Dhani Peranwali, Distt. Hisar

8	Ramesh Kumar	B+	52	M	--	--	Hindi	9416266421	VPO Singhwa Khass Tehsil Hansil, Distt. hisar
9	Harkesh Kumari	O+	52	F	--	--	Hindi	9728003031	189/2 Dhaula Kuan Hansi, Hisar
10	Manju Bala	B+	48	F	--	--	Science	9255477626	471/17 Maharaja Agarsain Mkt. Busstand Road, hansil
11	Sarla Rani	B+	48	F	--	--	Maths	9812181327	Multani Chowk Rampura Mohalla, hansil
12	Pooja Arora	B+	37	F	--	--	Chemistry	9896088856	240 Model Town Hansi, Hisar
13	Kavita	O+	34	F	--	--	Math	9416545043	Lal Sarak, Near Rampura School, Hansi
14	Meenakshi	B+	32	F	--	--	Geography	9034736002	947/13 Jagdish Colony, Hansi
15	Sonia		34	F	--	--	English	9468394009	369/11 Jagdish Colony, Hansi
16	Mansi		28	F	--	--	Psychology	9812851955	Vidya Nagar, Bhiwani
17	Rajesh Singh	O+	41	M	--	--	Histor4y	9416528176	VPOO Jakhula Distt. Jhajjar
18	Satbir Singh	O+	40	M	--	--	Phy. Edu	9812151515	Jagdish Colony, Hansi

### 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
1	Karambir	W/C		45	M	--	--		9728282283
2	Lakhmi	Peon		50	M	--	--		9992684256
3	Shakuntla	Sweeper	B+	54	F	--	--		

### 1.2 School Building Details

1	Number of Storey	Basement	(Yes / No) No										
		Storey	Ground Floor										
2	Year of Construction (Give details if constructed in parts)	1962											
3	Number of buildings in the school compound:	2 Building in 2 compound											
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	9	1	0	0	1	0	1	2	6	1	1
	<b>Total</b>	9	1	0	0	1	0	1	2	6	1	1	2
5	Do you have a kitchen?	Yes/No <b>Yes, Open Fire</b> -if yes do you have Gas stove or open fire kitchen or use cooking gas connection?											
6	Playground size and open ground	No											
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 <sup>st</sup>	A					
	B					
	C					
2 <sup>nd</sup>	A					
	B					
	C					
3 <sup>rd</sup>	A					
	B					
	C					
4 <sup>th</sup>	A					
	B					
	C					
5 <sup>th</sup>	A					
	B					
	C					
6 <sup>th</sup>	A	0	44	0	0	44
	B	30	0	0	0	30
	C					
	D					
7 <sup>th</sup>	A	0	42	0	0	42
	B	33	0	0	0	33
	C					
	D	0	63	0	0	63
8 <sup>th</sup>	A					
	B	59	0	0	0	59
	C					
	D					
9 <sup>th</sup>	A					
	B					
	C					
	D					
10 <sup>th</sup>	A	0	42	0	0	42
	B	26	0	0	0	26
	C					
	D					
11 <sup>th</sup>	A					
	B					
	C					
	D					
12 <sup>th</sup>	A					
	B					
	C					
	D					
Total						

#### 1.3.1 Details of Persons With Disability:

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
1					
2					

**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	Med	Road is near the school
Flood	Low	
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)	Low	

### 2.3 Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
	<b>Inside School</b>	
1.	Gas cylinders	Only in One Room
2.	Other fuel (petrol/diesel/kerosene etc.)	Petrol in Vehicles
3.	Chemical bottles	Laboratory
4.	Main Electrical Boards	-
5.	Hanging Electrical Wires	No
6.	Suspended Ceilings	No
7.	Unfixed Almirahs/cabinets	In room
8.	Unfixed wall Frames	<b>No</b>
9.	Doors/ Windows	Rooms
10.	Open drains/ gutter	Outside Boundry Wall
11.	Trees	No
12.	Defected staircases	No
13.	Severely cracked walls	No
14.	Others (specify)	
	<b>Outside School</b>	
1	Trees	No
2	Power Lines	No
3	Towers	No
4	Others (specify)	<b>No</b>

### 2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Children below 12 years	-	-
2.	Old age people if any	-	-
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)	-	-	-		
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					

#### 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	Kartar Singh	9992195419
2.	Fire Extinguishers	3	Mahavir Singh	9728816192

3.	Ladder (Nos. and Length)	1 12"	Karambir	9728282285
4.	Rope (Nos. and Length)	0		
5.	Stretchers	0		
6.	Torches	1	Lakhmi	9992684256
7.	Hammers	1		
8.	Generators / UPS	1	Rajesh Kumar	9991753033
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	

### C. Transport Facilities

Sr. No	Type of Vehicle	Total No
1	School Bus (with capacity)	Nil
2	4 wheelers (personal)	2
3	2 wheelers (personal)	9
4	Other vehicles	Nil

### D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post	2	100	Sisai Pool Hansi
2	Fire Station	4	101	Near Police Station
3	Primary Health Centre (PHC)	8	102	Sisai
4	Community Health Centre (CHC)	3	102	Sisai
5	Hospital (Public)	4	102	Vivil Hospital Hansi
6	Hospital (Private)	2	102	Sisai Pool Hansi
7	Ambulance Services	4	102	Civil Hospital hansi
8	District Control Room	29	01662-232692	Hisar
9	Other Schools	2		Dayal Singh Colony, Hisar
10	Others			

## 3. Response Mechanism

### A. School Disaster Management Committee

Sr. No.	Name	Designation	Designation in SDMC	Contact No	Residential Address
1	Tara chand	Head Master	Chairman		Sainipura
2	Kavita	Math	Vice Chairman		Sainipura
3	Meenakshi	Geog	Member	9034736002	Sainipura
4	Pooja Arora	Chem	Member	98960588856	Sainipura
5	Sonia	Eng.	Member	9668394009	Sainipura
6	Maansi	Phyeology	Member	9812851955	Sainipura
7	Rajesh Siungh	History	Member	9416528176	Sainipura
8	Kapoor Singh	S. S. Master	Member	982935065	Sainipura
9	Ravinder Kumar	Skt. Tr.	Member	9992595351	Sainipura
10	Bhupendra Singh	SS Master	Member	9812961998	Sainipura
11	Ramesh kumar	Hindi bTr	Member	9416266421	Sainipura



12	Katrar Singh	Math Master	Member		
13	Satbir Singh	SS Master	Member		

### 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.
<b>1. Early warning, Communication &amp; Awareness Generation Team</b>				
1	Meenakshi	F	PGT Geog	9034736002
2	Kavita	F	Math	
3	Pooja Arora	F	Chem	98960588856
4				
5				
<b>2. Evacuation Team</b>				
1	Satbir Singh	M	S.S. Master	9466217586
2	Sonia	F	Psychology	9668394009
3	Kavita	F	Math	
4	Pooja Arora	F	Chem	98960588856
5				
<b>3. Fire Safety Team</b>				
1	Mahabir Singh	M	Drg Tr	9728816192
2	Mansi Sharma	F	PGT Psyecology	9812851955
3	Manju bala	F	SC Mistress	9255477626
4	Harkesh Kumar	F	Hindi Tr	9728063031
5				
<b>4. Search and Rescue Team</b>				
1	Kapoor Singh	M	SS Master	982935065
2	Sarla Rani	F	Math Mistress	
3	Kavita	F	Math	
4	Pooja Arora	F	Chem	98960588856
5				
<b>5. First Aid Team</b>				
1	Karmbir Singh	M	Math Master	99921699541
2	Ravinder Kumar	M	Skt. Tr	9992595351
3	Kavita	F	Math	
4	Pooja Arora	F	Chem	98960588856
5				
<b>6. Water and Sanitation Team</b>				
1	Rajesh Singh	M	PGT History	9416528176
2	Bhupender	M	SS Master	9812961998
3	Kavita	F	Math	
4	Pooja Arora	F	Chem	98960588856
5				
<b>7. Road Safety Team</b>				

1	Ramesh Kumar	M	Hindi Tr	9416266421
2	Satbir Singh	M	PTI	9812151515
3	Manju bala	F	SC Mistress	9255477626
4	Harkesh Kumar	F	Hindi Tr	9728063031
5				

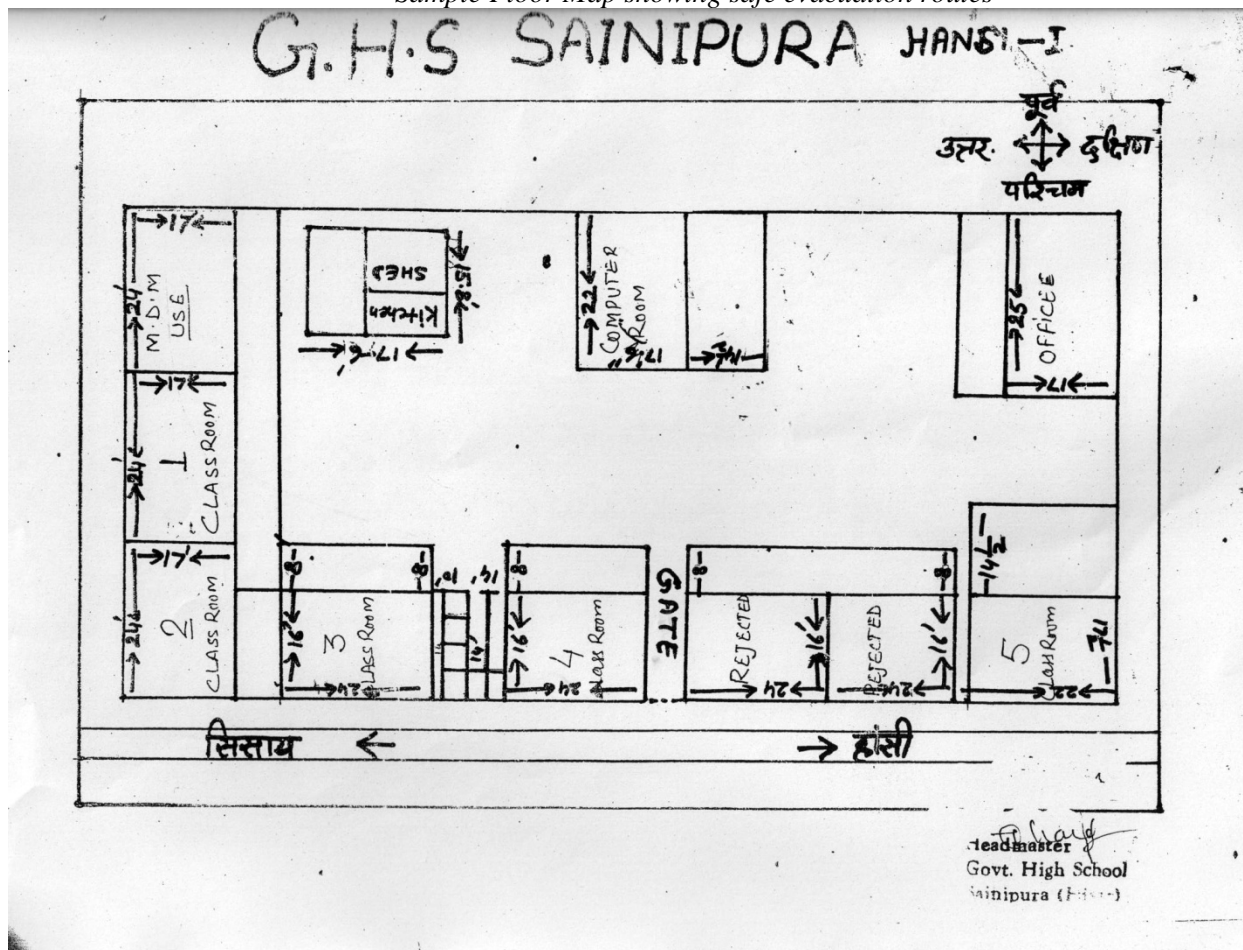
#### 8. Coordination Team

1	Manju bala	F	SC Mistress	9255477626
2	Harkesh Kumar	F	Hindi Tr	9728063031
3	Ramesh Kumar	M	Hindi Tr	9416266421
4	Satbir Singh	M	PTI	9812151515
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.