

# **SCHOOL SAFETY INITIATIVE**

**By**



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

## **SCHOOL DISASTER MANAGEMENT PLAN GHS UKLANA GAON**

**2015-16**

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**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 UKLANA GAON			
2.	School Code	1340			
3.	Address	VPO UKLANA GAON DISTT HISAR - 125113			
		Telephone	--		
		Fax	--		
		Email	hmghsuklanagaon1340@gmail.com		
4.	Name of the Principal	Ms. Shashi Bala			
5.	Contact Details of the Principal	Telephone	--		
		Mobile	9466578101		
		Email	hmghsuklanagaon1340@gmail.com		
6.	Name of the Nodal Officer	Mr. Bansi Lal			
7.	Contact Details of the Nodal Officer	Telephone	--		
		Mobile	9992395527		
		Email	hmghsuklanagaon1340@gmail.com		
8.	Type of School	Boys / Girls / Co-ed.	Co-ed.		
		English / Hindi / Others	Hindi		
9.	School Timings	7:00 am to 12:00 pm (double shift)			
10.	Total Students	Boys: 329	Total: 650		
		Girls: 321			
11.	Teaching Staff	Male: 12	Total: 17		
		Female: 05			
12.	Non-Teaching Staff	Male: 02	Total: 3		
		Female: 01			
13.	No. of differently abled persons		<b>Students</b>	<b>Teaching staff</b>	<b>Non teaching staff</b>
		<b>Male</b>	0	0	0
		<b>Female</b>	3	0	0
		<b>Total</b>	3	0	0

#### 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	Mr. Ramesh Kumar	O+	39	M	None	None	Lecturer in History	9813414477	VPO Kinala Distt. Hisar
2	Mr. Sumit Kumar	A+	30	M	None	None	Lecturer in Physics	9255592164	V.P.O. SUREWALA Distt. Hisar
3	Mr. Dalbir Singh	A+	39	M	None	None	Lecturer in English	8295517400	V.P.O. Jajanwala Distt. Jind
4	Mr. Bansi Lal	O-	42	M	None	None	Lectuter in Geography	9416929733	V.P.O. Choudhriwas Distt. Hisar

5	Smt. Archana Sharma	AB-	30	F	None	None	Lecturer in Hindi	9467286870	Uklana Mandi Distt.
6	Smt. Poonam	B+	28	F	None	None	Lecturer in Psychology	9017338845	Yadav Colony Hisar
7	Mr. Surender Kumar	B+	45	M	None	None	EHM	9996251451	Uklana Mandi Distt. Hisar
8	Mr. Randhir	B+	45	M	None	None	Sanskrit Teacher	9991660225	VPO Bithmara Distt. Hisar
9	Mr. Ramparkesh	B+	58	M	None	None	Hindi Teacher	9992284018	Shastri Nagar Hisar
10	Mr. Dinesh Kumar	B+	48	M	None	None	S.S. Master	9416041228	Sector – 15, Hisar
11	Mr. Anil Kumar	B+	44	M	None	None	Science Master	9416432458	Uklana Mandi
12	Mr. Rishi	O+	41	M	None	None	Hindi Teacher	9813550900	VPO Parbhawala
13	Mr. Sohan Lal	O+	44	M	None	None	PTI	9466647124	V.P.O. Chamarkhera Distt. Hisar
14	Ms. Preeti	B+	48	F	None	None	Math mistress	9466479083	Uklana Mandi Hisar
15	Smt. Sushila	B+	35	F	None	None	S.S. Mistress	9466114851	V.P.O. Litani Distt. Hisar
16	Smt. Rekha	A+	30	F	None	None	Computer Teacher	9466834205	Uklana Mandi Distt.
17	Mr. Jaikishan	O+	34	M	None	None	Drawing Teacher	9050981658	VPO Litani Distt. Hisar

**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	Mr. satywan	L.A.	A+	40	M	None	None	8059341098	V.P.O. Shankarpu
2	Mr. Satbir singh	mali	A+	52	M	None	None		VPO Daulatpur
3	Mr. Savarno	sweeper	B-	58	F	None	None		VPO uklana

**1.2 School Building Details**

1	Number of Storey	Basement	(Yes / No) No
		Storey	0
2	Year of Construction (Give details if constructed in parts)	1st Part 1955, 2 <sup>nd</sup> Part 1982,2005-06 3 <sup>rd</sup> Part 2006-07, 4 <sup>th</sup> Part 2011-12 & 5 <sup>th</sup> 2012-13	
3	Number of buildings in the school compound:	1	
4	0 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	18	1	1	0	3	1	1	2	2	1	1	1
	1 <sup>st</sup> Floor	0	0	0	0	0	1	0	0	0	0	0	0
	2 <sup>nd</sup> Floor												
	3 <sup>rd</sup> Floor												
	4 <sup>th</sup> Floor												
	<b>Total</b>	29	1	2	1	1	5	3	5	4	2	3	4
5	Do you have a kitchen?	Yes/No    yes (Open Fire) -if yes do you have Gas stove or open fire kitchen or use cooking gas connection?											
6	Playground size and open ground	Open ground with boundary wall											
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					
	D					
4 <sup>th</sup>	A					
	B					
	C					
	D					
5 <sup>th</sup>	A					
	B					
	C					
	D					
6 <sup>th</sup>	A	-	68	-	-	68
	B	53	-	-	-	53

	C	37	25	-	-	62
	D					
7 <sup>th</sup>	A	-	45	2	-	47
	B	49	-	-	-	49
	C	21	21	-	-	42
	D					
8 <sup>th</sup>	A	-	52	0	0	52
	B	42	-	-	-	42
	C	18	27	-	-	45
	D					
9 <sup>th</sup>	A	-	39	0	0	39
	B	55	-	-	-	55
	C					
	D					
10 <sup>th</sup>	A	-	41	1	-	42
	B	54	-	-	-	54
	C					
	D					
Total		329	321	1	0	650

### 1.3.1 Details of Persons With Disability:

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
1	Chalti	20	F	10 <sup>th</sup> A	OH
2	Geeta	12	F	7 <sup>th</sup> A	OH
3	Mausam	12	F	7 <sup>th</sup> A	OH

### 1.3.2 Details of person with medical concern (like Asthma, Diabetes, Cardiac Diseases etc): Nil

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 (Nil)

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	LOW	Vehicle Collision

Flood	LOW	Heavy Rain
Earthquake	LOW	Building Collapse
Building collapse	LOW	Building Collapse
Epidemic / Contagious disease	LOW	Infected Person
Fire	High	LPG/Open Fire
Heat Wave	High	High Temp In Summer
Cold Wave	High	Low Temp In Winter
Industrial / Chemical hazard	Med	Science Lab
Stampede	Med	Earth Quake Zonation
Animal Bite	Med	Dog and Monkey in the city and around the campus of school
Snake Bite	Med	School is near to 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
	<b>Inside School</b>	
1.	Gas cylinders	No
2.	Other fuel (petrol/diesel/kerosene etc.)	Wood
3.	Chemical bottles	Science Lab
4.	Main Electrical Boards	Office & Computer Lab
5.	Hanging Electrical Wires	None
6.	Suspended Ceilings	None
7.	Unfixed Almirahs/cabinets	Office ,staff room, clerk room, Science lab
8.	Unfixed wall Frames	<u>None</u>
9.	Doors/ Windows	<u>None</u>
10.	Open drains/ gutter	<u>None</u>
11.	Trees	<u>Park And ground</u>
12.	Defected staircases	<u>None</u>
13.	Severely cracked walls	<u>None</u>
14.	Others (specify)	<u>None</u>
	<b>Outside School</b>	
1	Trees	<u>On Main gate of school</u>
2	Power Lines	<u>Along boundary wall of school</u>
3	Towers	<u>None</u>
4	Others (specify)	

### 2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Children below 12 years	<u>141</u>	<u>116</u>
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)	0	0	0	0	0
NSS (Yes/No)	0	0	0	0	0

Scout & Guide(Yes/No)	0	0	0	0	0
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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	Mr. Sumit Kumar	First Aid	Teacher	Lect	9255592164

## 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	0	Nil	Nil
2.	Fire Extinguishers	1	Nil	Nil
3.	Ladder (Nos. and Length)	0	Nil	Nil
4.	Rope (Nos. and Length)	0	Nil	Nil
5.	Stretchers	0	Nil	Nil
6.	Torches	0	Nil	Nil
7.	Hammers	0	Nil	Nil
8.	Generators / UPS	2	Ms. Satywan	8059341098
9.	Others	0	Nil	Nil

### B. Communication Set up

Sr. No	Type of System	Total No
1	Wireless sets (if nearby Police Station)	0
2	Landline telephone	0
3	Internet Facility	0
4	Fax	0
5	Other	0

### 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)	4
4	Other vehicles	2

### D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post	1	01693233010	Thana Uklana
2	Fire Station	1	100	Anaj Mandi Uklana
3	Primary Health Centre (PHC)	1	102	Uklana gaon
4	Community Health Centre (CHC)	1	102	CHC Uklana Mandi
5	Hospital (Public)	0	--	
6	Hospital (Private)	4	233077	Sangwan Hospital Uklana Mandi
7	Ambulance Services	2	233077	Sangwan Hospital Uklana Mandi
8	District Control Room	50	01662-235041	Hisar
9	Other Schools	1		Oxford Public School



10	Others			
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### 3. Response Mechanism

#### A. School Disaster Management Committee

Sr. No.	Name	Designation	Designation in SDMC	Contact No	Residential Address
1	Mrs. Shashi Bala	Principal	Chairperson	9466578101	Hisar
2	Mr. Dalbir Singh	Lect	Vice- Chairmen	8295517400	JAJANWALA (Jind)
3	Mr. Devender Kumar	SMC President	Member	9416401739	Uklana Gaon Distt. Hisar
4	Mr. Ramesh Kumar	Lect	Member	9813414477	KINALA DISTT HISAR
5	Mr. Jiya Lal	Meter Reader DHBVN	Member	9812198874	Uklana Mandi
6	Mr. Rishi	Hindi Teacher	Member	9813550900	Uklana gaon
7	Ms. Archana	Lect	Member	9467286870	Uklana Gaon
8	Pinki	Student	Member	--	Mugalpura
9	Ashok	Student	Member	--	Uklana Gaon
10	Mr. Sumit Kumar	Lect	Member	9255592164	Hisar
11	Mr. Bansil Lal	Lect	Member	9416929733	

#### 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	Mr. Surender Kumar	M	EHM	9996251451
2	Ms. Pooja	F	Student	
3	Mr. Mahesh	M	Student	
4	Mr. Ravi	M	Student	
5	Mr. Abhishek	M	Student	
<b>2. Evacuation Team</b>				
1	Mr. Dinesh kumar	M	SSM	9416041228
2	Mr. satywan	M	LA	8059341028
3	Ms. Kavita	F	Student	

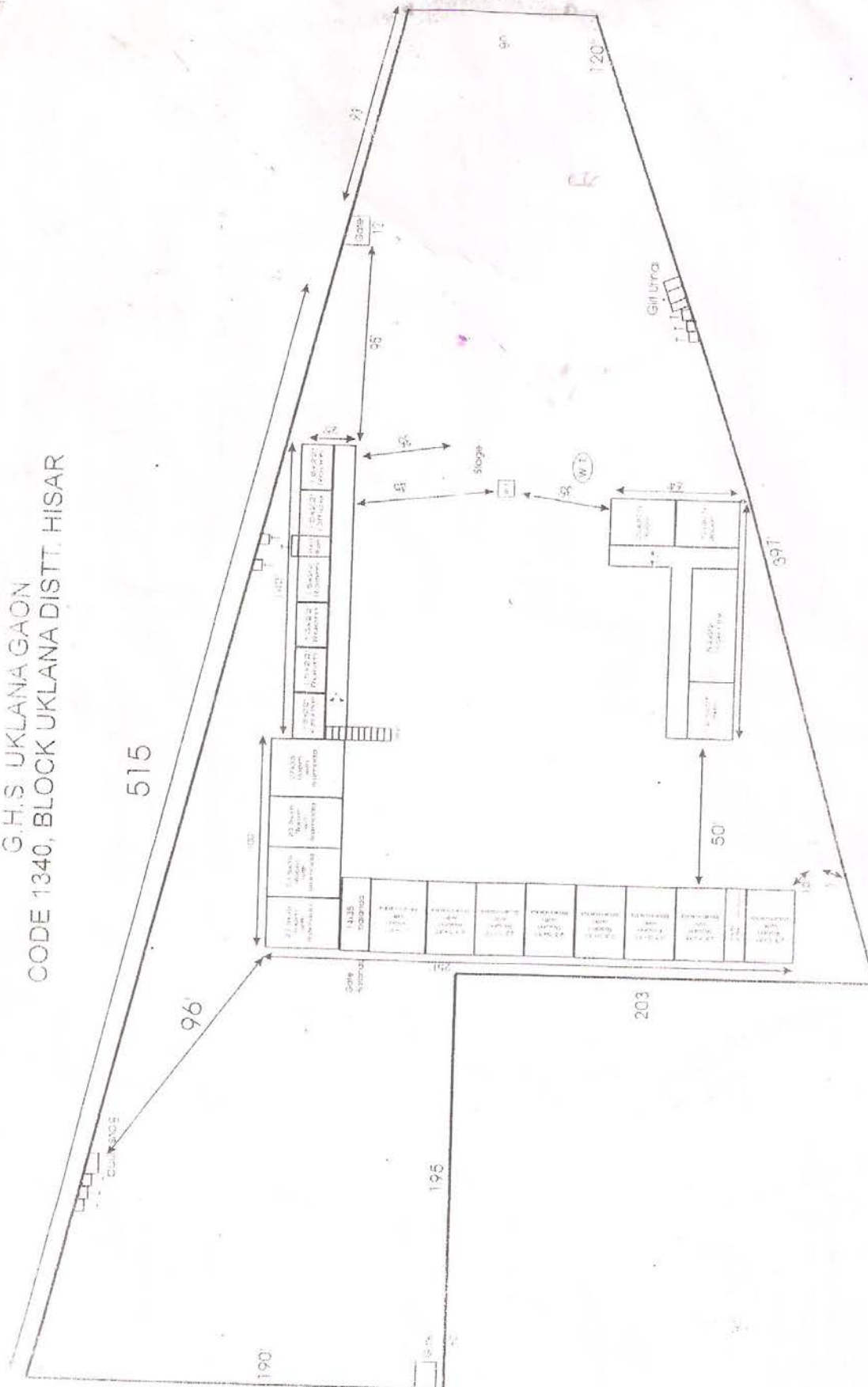
4	Mr. Ashok	M	Student	
5	Shanker	M	Student	
<b>3. Fire Safety Team</b>				
1	Mr. Bansi Lal	M	Lect	9416929733
2	Mr. Anil kumar	M	Science master	9416432458
3	Satywan	M	LA	8059341028
4	sunil	M	Student	
5	mahesh	M	Student	
<b>4. Search and Rescue Team</b>				
1	Mr. Bansi Lal	M	Lect	9416929733
2	Mr. Randhir	M	Sanskrit teacher	-
3	Ravi	M	Student	
4	Asha	F	Student	
5	Neelam	F	Student	
<b>5. First Aid Team</b>				
1	Mr. Sumit Kumar	M	Lect	9255592164
2	Mr. Dalbir Singh	M	Lect.	8295517400
3	Mr. Rinku	M	Student	9896240046
4	Ms. Pinki	F	Student	
5	Ms. Kavita	F	Student	
<b>6. Water and Sanitation Team</b>				
1	Mr. Rishi	M	Hindi Teacher	9813550900
2	Ms. Archana	F	Lect	9467286870
3	Mr. Kartik	M	Student	
4	Ms. Pooja`	F	Student	
5	Poonam	F	Student	
<b>7. Road Safety Team</b>				
1	Mr. Sohan Lal	M	PTI	9466647124
2	Ms. Sushila	F	S.S. Mistress	9466114851
3	Mr. Dinesh Kumar	M	S.S.M.	9416041228
4	Mr. Jaikishan	M	Drawing Teacher	9050981658
5	Mr. Bansi Lal	M	Lect.	9416929733
<b>8. Coordination Team</b>				
1	Ms. Archana	F	Lect	9467286870
2	Mr. Sumit Kumar	M	Lect	9255592164
3	Ms. Preeti	M	Math Mistress	9466479084
4	Ramesh	M	Student	
5	Rinku	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*

G.H.S UKLANA GAON  
 CODE 1340, BLOCK UKLANA DISTT. HISAR



## 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? Yes
2. Are they in working condition? Yes
3. Are students and teachers trained to use fire extinguishers? No
4. Are they located at appropriate positions (hazardous locations)? Yes
5. Are they placed at appropriate height (accessible height)? Yes
6. Are instructions indicated on extinguishers? Yes
7. Is the language of instructions understood by students and teachers? Yes
8. Is hydrant point in the school?
9. Are there Sand Buckets in the school? (specify in Numbers) No
10. Are there Water Buckets in the school? (specify in Number) No

11. Is emergency fire fighting training and SOP disseminated to the students & teachers? No
12. Are do's and don'ts displayed at appropriate locations? No
13. Are emergency contact numbers displayed at appropriate locations? No
14. Are school maps and escape routes displayed at appropriate locations in the school? Yes
15. Is the emergency exit door present in the school? Yes
16. Do you dispose flammable scrap at proper sight regularly? Yes
17. Are the Fire Safety Norms followed in the school? Yes
18. Is fire safety audit conducted annually? No  
(Attach fire safety audit report)

#### **B. Electrical Safety Assessment**

1. Is the central shutdown system in place? No
2. Has the MCB system been installed? No
3. Are the wires coated with insulating material? Yes
4. Are receptacles installed to cover live wires? No
5. Are electrical equipments and wires checked and replaced (if required) at every six months? No
6. Are those equipments which get heated, installed at least 1 meter away from any kind of combustible material? Yes
7. Is the earthing properly done in the school? Yes
8. Is any defective electrical equipment in use in the school? No  
Specify:
9. Are there any lives wires lying or tangled in open? No
10. Is any plug point used for multiple loads? No  
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? Yes
2. Are cabinets/*almirahs* properly fixed to the wall? No
3. Are these cabinets/*almirahs* empty on the top? Yes
4. Are desk placed with proper distance between them for easy movement? Yes
5. Are evacuation routes, passages and stairways clear from obstacles (like flower pots, cupboards, bookshelves, big dustbins etc.) for evacuation? Yes
6. Are fans and lights secured with ceiling? Yes
7. Are bottles used for storing the chemicals in laboratories secured and protected against shattering? Yes

#### **D. Structural Safety assessment**

1. How old is school building? 64 years
2. Is building structure earthquake resistant? No
3. Is there any portion in the building which shows sign of cracks? Yes  
If yes, specify the locations Computer Lab(Core)
4. Are the Building Safety Norms followed in the school? No
5. Has the building safety audit conducted by the structural engineer? No  
(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.

