

SCHOOL SAFETY INITIATIVE

By

Govt. Sr. Sec. School, Dhukra(2905)



Revenue and Disaster Management Department

Government of Haryana

SCHOOL DISASTER MANAGEMENT PLAN

MODEL TEMPLATE

2015-16



CENTRE FOR DISASTER MANAGEMENT

HARYANA INSTITUTE OF PUBLIC ADMINISTRATION

GURGAON

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1. School Profile

1.1 School Details

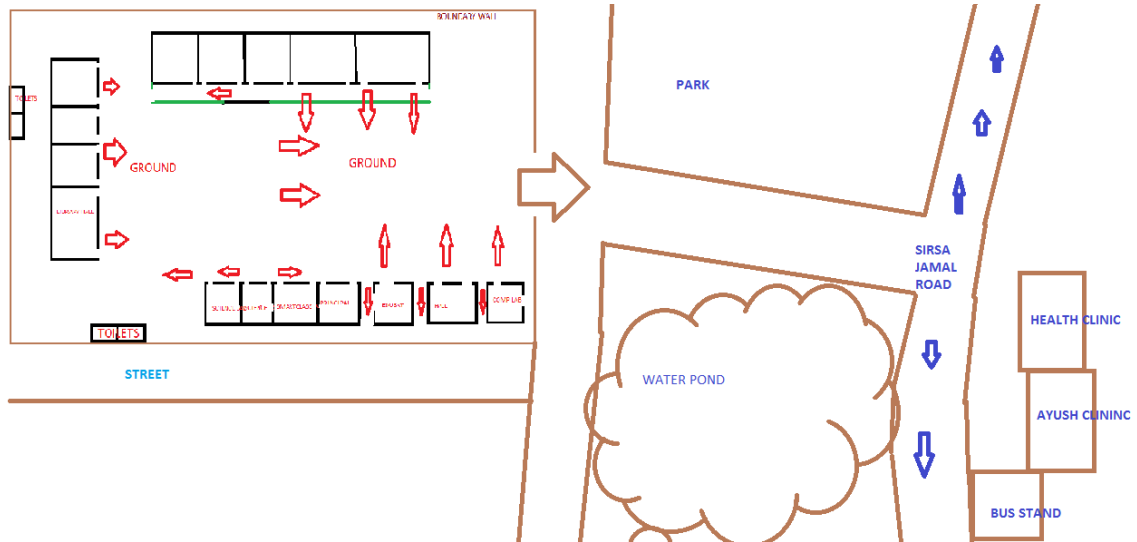
1.	Name of the School		GSSS DHUKRA		
2.	School Code		2905		
3.	Address		DHUKRA		
			PO-JAMAL		
			TEH.& DISTT		
			SIRSA		
		Telephone			
		Fax			
		Email	gsssdhukra@yahoo.com		
4.	Name of the DDO		SH. RAJESH KUMAR		
5.	Contact Details		Telephone		
			Mobile		
			Email	9468313396	
6.	Type of School		Co-ed.		
			Hindi /		
7.	School Timings		8:00 AM to 2:30 PM		
8.	Total Students		Boys:194	Total: 411	
			Girls: 217		
9.	Teaching Staff		Male:16	Total: 19	
			Female:3		
10.	Non-Teaching Staff		Male:4	Total: 5	
			Female:1		
11.	No. of differently abled persons		Students	Teaching staff	Non teaching staff
		Male	1	0	0
		Female	1	0	0
		Total	2	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, BP etc.)	Disability if any	Standard & Subject they teach	Contact No.	Residential Address
1	RITESH		28	M	NO	NO	LECT BIOLOGY	9468052381	Madhosinghana
2	RAJESH KUMAR		47	M	NO	NO	LECT HINDI	9468313396	SIRSA
3	SAROJ DEVI		43	F	NO	NO	LECT HISTORY	9416311119	JODHKAN
4	VINOD KUMAR		32	M	NO	NO	LECT POL.SCI.	9992608044	JAMAL
5	PRIYANKA		35	F	NO	NO	LECT ENGLISH	8813904572	SIRSA
6	RAMESH KUMAR		51	M	NO	NO	ELE MIDD HEAD	9466090524	DHUKRA
7	SUDHIR KAUSHIK		45	M	NO	NO	DPE	9416216286	SIRSA
8	RITU VERMA		29	F	NO	NO	MATH	9354267290	SIRSA
9	JAIDEEP SINGH		42	M	NO	NO	SCI	9416921227	SIRSA
10	BHUP SINGH		46	M	NO	NO	SS	9466315905	JAMAL
11	BHARAT SINGH		49	M	NO	NO	SS	9466614555	JAMAL
12	RADHE SHYAM		50	M	NO	NO	SS	9466668935	JAMAL
13	CHANAN RAM		31	M	NO	NO	DRAWING	9812401503	DHINGTANIA
14	MADAN LAL		40	M	NO	NO	PTI	9466685220	DHINGTANIA
15	SATYA NARAIN		45	M	NO	NO	HINDI	9416146069	SIRSA
16	PARAS RAM		50	M	NO	NO	SANSKRIT	9416388666	SIRSA
17	JAGDISH RAI		49	M	NO	NO	SS	9416124777	KUTIANA

1.2 School Building Details

1	Number of Storey	Basement	(NO)										
		Storey	NO										
2	Year of Construction (Give details if constructed in parts)	1976,2013											
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	8	1	1	0	1	0	0	1	2	1	1	1
	1 st Floor	0	0	0	0	0	0	0	0	0	0	0	0
	2 nd Floor	0	0	0	0	0	0	0	0	0	0	0	0
	3 rd Floor	0	0	0	0	0	0	0	0	0	0	0	0
	4 th Floor	0	0	0	0	0	0	0	0	0	0	0	0
	Total	8	1	1		1			1	2	1	1	1
5	Do you have a kitchen?	NO, ONLY SHED											
6	Playground size and open ground	25*10 METER											
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) 											



1.3 Details of Students:

Class	Section	Boys	Girls	Total	Person with medical concern	PERSON WITH DIASABILITY
1 st	A					
	B					
	C					
	D					
2 nd	A					
	B					
	C					
	D					
3 rd	A					
	B					
	C					
	D					
4 th	A					
	B					
	C					
	D					
5 th	A					
	B					
	C					
	D					
6 th	A	17	18	35		1
	B	21	20	41		
	C					

7 th	A	23	21	44		1
	B	21	19	40		
	C					
	D					
8 th	A	20	17	37		
	B	21	22	43		
	C					
	D					
9 th	A	11	15	26		
	B	10	15	25		
	C					
	D					
10 th	A	19	23	42		
	B					
	C					
	D					
11 th	A	21	21	42		
	B	10	26	36		
	C					
	D					
12 th	A	10	26	36		
	B					
	C					
	D					

1.3.1 Details of Persons With Disability:

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
1	VIKRAM	12	M	7 A	PHYSICALLY HANICAPPED
2	SUNITA	13	F	7 A	DEAF DUMB

2.2 Possible Hazards:

Hazards (in and around the school)	Hazard Probability (High / Med / Low)	Possible causes
Road Accidents	Med	STUDENT CROSSES ROAD
Flood	Med	
Earthquake	Med	
Building collapse	High	Dilapidated
Epidemic / Contagious disease	Low	
Fire	Low	
Heat Wave	Low	
Cold Wave	Low	
Industrial / Chemical hazard	Low	
Stampede	Low	
Animal Bite	Med	
Snake Bite	Low	GRASS AREA NEAR SCHOOL
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	STAFF ROOM
2.	Other fuel (petrol/diesel/kerosene etc.)	NA
3.	Chemical bottles	LAB
4.	Main Electrical Boards	STAFF ROOM
5.	Hanging Electrical Wires	<u>NA</u>
6.	Suspended Ceilings	<u>NA</u>
7.	Unfixed Almirahs/cabinets	<u>STAFF ROOM LAB</u>
8.	Unfixed wall Frames	<u>STAFF ROOM</u>
9.	Doors/ Windows	<u>ROOMS</u>

10.	Open drains/ gutter	<u>NA</u>
11.	Trees	<u>IN PLAYGROUND/CAMPUS</u>
12.	Defected staircases	<u>NA</u>
13.	Severely cracked walls	<u>IN DILAPIDATED ROOMS</u>
14.	Others (specify)	<u>NA</u>
	Outside School	
1	Trees	<u>NA</u>
2	Power Lines	<u>NA</u>
3	Towers	<u>NA</u>
4	Others (specify)	<u>POND,VILLAGE ROAD</u>

2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Children below 12 years	<u>60</u>	<u>57</u>
2.	Old age people if any	<u>NA</u>	
3.	Students with special medical concerns	<u>NA</u>	
4.	Teaching/Non-teaching staff with ill health	<u>NA</u>	
5.	Others (specify)	<u>NA</u>	

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.

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	KIT AVAILABLE	BHUP SINGH	
2.	Fire Extinguishers	YES 1 CYLINDER	JAIDEEP	9416921227
3.	Ladder (Nos. and Length)	0		
4.	Rope (Nos. and Length)	0		
5.	Stretchers	0		
6.	Torches	0		
7.	Hammers	0		
8.	Generators / UPS	YES NEAR COMP LAB	RAVI (SIM)	8059700596
9.	Others			

B. Communication Set up

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

C. Transport Facilities

Sr. No	Type of Vehicle	Total No
1	School Bus (with capacity)	<u>NA</u>
2	4 wheelers (personal)	3
3	2 wheelers (personal)	3
4	Other vehicles	<u>NA</u>

D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post	5		JAMAL
2	Fire Station	25		SIRSA
3	Primary Health Centre (PHC)	0.200		DHUKRA
4	Community Health Centre (CHC)	20		N CHOPPTA
5	Hospital (Public)	20		N CHOPTA
6	Hospital (Private)	20		N CHOPTA
7	Ambulance Services	20		N CHOPTA
8	District Control Room	25		SIRSA
9	Other Schools	3		GUUDIAKHERA
10	Others			

3. Response Mechanism

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

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

School Disaster Management Committee

Sr. No.	Name	Designation	Designation in SDMC	Contact No	Residential Address
1	RAJESH KUMAR	Head of the school (Compulsory)	Chairperson	9468313396	SIRSA
2	VINOD KUMAR	Lecturer/Teacher (Compulsory)	Vice Chairperson	9416588044	SIRSA
3	SURENDER	Member from SMC (Compulsory)	Member		DHUKRA
4	SAROJ	Senior Lady teacher (Compulsory)	Member	9416311119	SIRSA
5	PARAS RAM	Parent Teacher Association	Member	9416388666	SIRSA

		Head (Compulsory)			
6					
7					
8					
9					
10					
11					
12					
13					

B. Teams Under SDMC

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.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	CHANAN RAM	M	HIGH=10		DHINGTANIA
2	SATISH KUMAR	M	HIGH=10		SIRSA
3					

4					
5					

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.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	BHUP SINGH	M	10		SIRSA
2	RADHESHYAM	M	10		SIRSA
3	CHANAN RAM	M	10		DHINGTANIA
4	RAMESH KUMAR	M	10		DHUKRA
5	MADAN LAL	M	12		DHINGTANIA

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.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	RITESH KUMAR	M	12 TH	9468052381	SIRSA
2	JAIDEEP	M	10 TH	9416921227	SIRSA
3					
4					
5					

4. Search and Rescue Team

Composition

- Sports/PT teacher
- NCC/NSS/Scouts & Guides Teacher.
- Fire Services representative
- CD 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.

Sr.	Name	Sex	Standard	Contact No.	Residential Address
-----	------	-----	----------	-------------	---------------------

No					
1	SUDHIR KAUSHIK	M	12 TH		SIRSA
2	MADAN LAL	M	10 TH		DHINGTANIA
3					
4					
5					

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.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1					
2					
3					
4					
5					

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.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1					
2					
3					
4					
5					

7. Water and Sanitation Team

Composition

- Science Teacher
- NCC/NSS/Scouts & Guides students.

Roles and responsibilities:

- To ensure safe drinking water to everybody.
- Proper maintenance of the available water resources.
- Cleanliness of the school and surrounding campus.
- Use of mosquito repellent chemicals.
- Ensure hygienic toilets

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	JAIDEEP SINGH	M	10 TH	9416921227	SIRSA
2	RITESH KUMAR	M	12 TH	9468052381	SIRSA

3					
4					
5					

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:

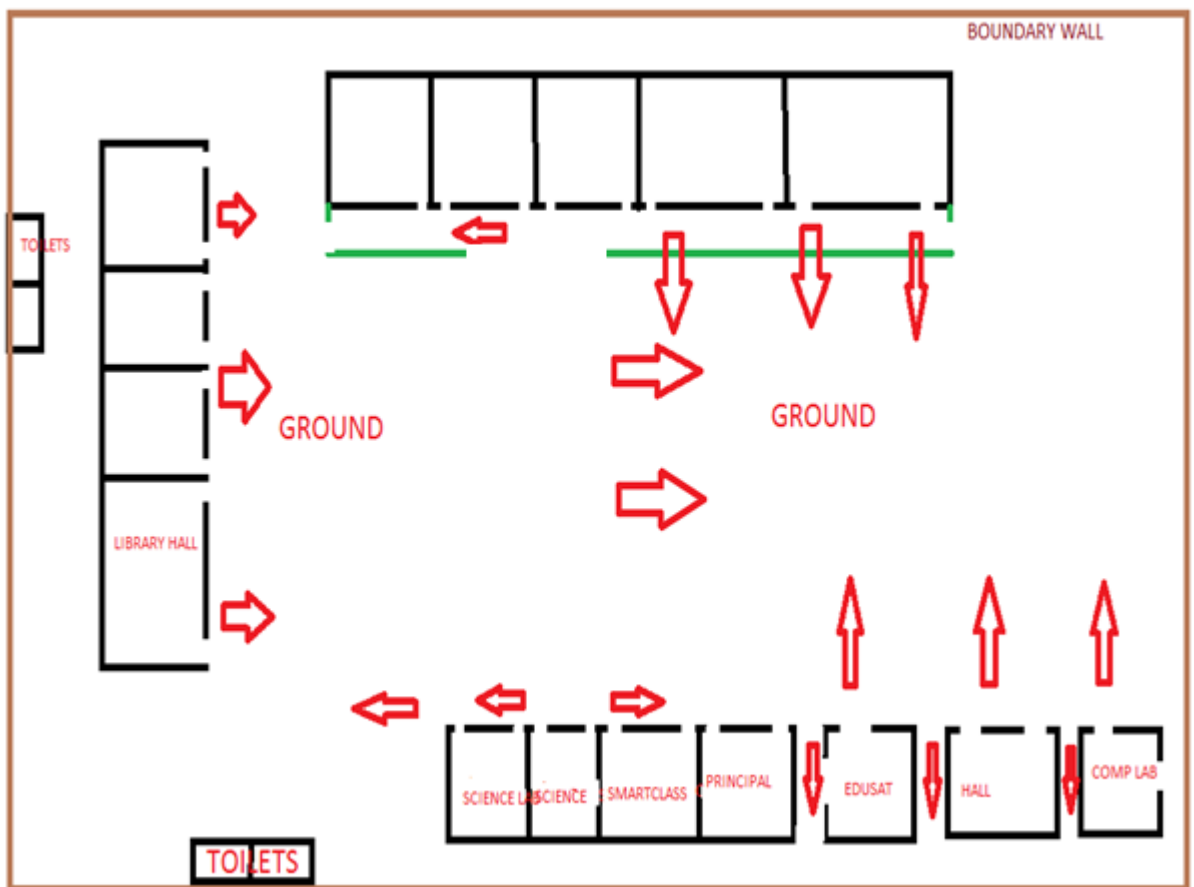
- Pull over to side of road, if possible in open.
- Instruct passengers to crouch down between seats and in aisle until shaking stops, move out and stay till contact with DM department/school authorities.
- Ensure special need students are assisted.
- Assist giving first aid to injured students.
- Establish communication with school Control Room.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	NO SUCH CASE				
2					
3					
4					
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.

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. Practice drop, cover and hold.
2. Once evacuation starts, evacuate classroom in less than 1 minute without pushing and falling.
3. Evacuate school in less than 4 minutes using different exits.
4. Look out for friends.
5. Stay away from weak areas / structures.
6. Perform head counts when reach at assembly area.
7. Help those who need assistance

Fire Drill:

1. Evacuate from classroom.
2. Practice Stop, Drop and Roll in case your clothes catch fire.
3. Cut off electricity from main switch and remove or close down gas connections.
4. Evacuate classroom in less than 1 minute without pushing and falling.
5. In case of heavy smoke, crawl out safely from the classroom.
6. Evacuate school in less than 4 minutes using different exits/fire exits.
7. Look out for friends.
8. Perform head counts when reach at assembly area.

9. Help those who need assistance.

MOCK DRILL WAS HELD IN 2015-16 SESION FOR EARTHQUAKE AND FIRE

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? TEACHER
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)
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?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? NOT ANNUALLY
(Attach fire safety audit report)

B. Electrical Safety Assessment

1. Is the central shutdown system in place? YES
2. Has the MCB system been installed? YES
3. Are the wires coated with insulating material? YES
4. Are receptacles installed to cover live wires? YES
5. Are electrical equipments and wires checked and replaced (if required) at every six months? YES
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?

Specify:NO

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? YES
3. Are these cabinets/*almirahs* empty on the top?NO
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? 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?APPROX 40YRS, 1BUILDING IN 2013
2. Is building structure earthquake resistant?HALF YES AND HALF NO
3. Is there any portion in the building which shows sign of cracks? YES
If yes, specify the locations 2ROOM ON LEFT SIDE AND 3 ON RIGHT SIDE

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)

