

SCHOOL SAFETY INITIATIVE

By



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

SCHOOL DISASTER MANAGEMENT PLAN

Name of School:

2015



**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	G.S.S.S. KOELPUR KHETAWAS			
2.	School Code	3104			
3.	Address				
		Telephone	9812203151		
		Fax			
		Email	gssskeolpur@gmail.com		
4.	Name of the Principal	SURESH KUMAR			
5.	Contact Details of the Principal	Telephone			
		Mobile	9812203151		
		Email			
6.	Name of the Nodal Officer	DR. ANDAJ			
7.	Contact Details of the Nodal Officer	Telephone			
		Mobile			
		Email			
8.	Type of School	Boys / Girls / Co-ed. CO.ED			
		English / Hindi / Others HINDI			
9.	School Timings	7.45 TO 2.45			
10.	Total Students	Boys:187	Total: 365		
		Girls: 178			
11.	Teaching Staff	Male:07	Total: 16		
		Female:09			
12.	Non-Teaching Staff	Male:03	Total: 4		
		Female:01			
13.	No. of differently abled persons	Students	Teaching staff	Non teaching staff	
		Male	1		
		Female	4		
		Total	5		

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	SURESH		33	M			CHEM.	9812203151	VPO DUBAI DHAN
2	RAVITA		28	F			VIO	9896037322	VPO GURGAON
3	ANITA RANI		36	F			HINDI	9466281361	VPO MAROUT
4	SONIA		26	F			HINDI	9671595308	VPO REDUWAS
5	VIJAYPAL		49	M			HINDI	9812446265	VPO NILAHERI
6	RAMDIYA		42	M			MATH	9991066550	VPO KOHANDRAWALI
7	DHYSHANT		50	M			S,S	9812183245	RTK
8	REKHA RANI		32	F			PTI	9050814873	VPO BIRAR

9	SUMAN DEVI		34	F		JBT	9991629587	VPO KHAPARWAS
10	SUMAN		36	F		JBT	9991563613	VPO DHANI
11	RAJESH		35	M		JBT	999117923	VPO KOELPUR
12	PARVEEN		36	M		JBT	8059291292	VPO BERI
13	SUNITA RANI		42	F		POL SC	967159308	VPO MUNDSA
14	NEETI KUMARI		32	F		ENG	8607219029	VPO KOELPUR
15	POONAM DEEP		28	F		DRG.	9416910746	VPO MATANHAIL
16	PADAM SINGH		33	M		S.S	9355652307	VPO TALAO
17								

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	SURENDER	CLERK			M				JHAJJAR
2	MAHESH	PEON			M				VPO MUNDAH
3	TEJBHAN	S/C			M				VPO CHADWA
4	KAVITA	W/C			F				VPO REDLIWA

1.2 School Building Details

1	Number of Storey	Basement	(Yes / No) NO										
		Storey	NO										
2	Year of Construction (Give details if constructed in parts)	1943											
3	Number of buildings in the school compound:	4											
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	15	2	2	1		1	4	3	3	1	1
	Total	15	2	2	1		1	4	3	3	1	1	4
5	Do you have a kitchen?	Yes/No YES -if yes do you have Gas stove or open fire kitchen or use cooking gas connection?											
6	Playground size and open ground	80*100											
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	6	10			16
2 nd	A	14	5			19
3 rd	A	10	9			19
	B					

	C					
	D					
4 th	A	20	13	2		35
	B					
	C					
	D					
5 th	A	20	17	1		38
	B					
	C					
	D					
6 th	A	18	16	1		35
	B					
	C					
	D					
7 th	A	22	14	1		37
	B					
	C					
	D					
8 th	A	21	17			38
	B					
	C					
	D					
9 th	A	22	27			49
	B					
	C					
	D					
10 th	A	18	20			38
	B					
	C					
	D					
11 th	A	5	12			17
	B					
	C					
	D					
12 th	A	9	8			17
	B					
	C					
	D					
Total		185	168	5		358

1.3.1 Details of Persons With Disability:

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

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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	
Flood	LOW	
Earthquake	LOW	
Building collapse	LOW	
Epidemic / Contagious disease	LOW	
Fire	LOW	
Heat Wave	LOW	
Cold Wave	LOW	
Industrial / Chemical hazard	LOW	
Stampede	LOW	
Animal Bite	LOW	
Snake Bite	LOW	
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	2
2.	Other fuel (petrol/diesel/kerosene etc.)	2

3.	Chemical bottles	4
4.	Main Electrical Boards	6
5.	Hanging Electrical Wires	<u>10</u>
6.	Suspended Ceilings	<u>8</u>
7.	Unfixed Almirahs/cabinets	
8.	Unfixed wall Frames	
9.	Doors/ Windows	<u>20</u>
10.	Open drains/ gutter	
11.	Trees	<u>50</u>
12.	Defected staircases	<u>1</u>
13.	Severely cracked walls	<u>2</u>
14.	Others (specify)	
	Outside School	
1	Trees	
2	Power Lines	
3	Towers	
4	Others (specify)	

2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Children below 12 years	<u>88</u>	<u>70</u>
2.	Old age people if any		
3.	Students with special medical concerns	<u>1</u>	<u>4</u>
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	REKHA RANI	SPORTS	PTI	MEDIUM	9050814873
2	RAVITA	FIRST AID	LECT.	DO	9896037322
3	RAMDIYA	SEARCH & RESCUE	TEACHER	DO	999106550
4	RAJESH	SWIMMING	JBT	DO	9992117923

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	RAVITA KUMARI	9896037322
2.	Fire Extinguishers			
3.	Ladder (Nos. and Length)	20FT	TEJBHAN	
4.	Rope (Nos. and Length)	20FT	MAHESH	
5.	Stretchers			

6.	Torches	1	MUKESH	
7.	Hammers			
8.	Generators / UPS		SONIA	9671595308
9.	Others			

B. Communication Set up

Sr. No	Type of System	Total No
1	Wireless sets (if nearby Police Station)	
2	Landline telephone	
3	Internet Facility	
4	Fax	
5	Other	16

C. Transport Facilities

Sr. No	Type of Vehicle	Total No
1	School Bus (with capacity)	
2	4 wheelers (personal)	1
3	2 wheelers (personal)	7
4	Other vehicles	

D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post	8	01251-232123	CHHUCHAKWAS
2	Fire Station	22	257213	JJR
3	Primary Health Centre (PHC)	8	9671629223	MATANHAIL
4	Community Health Centre (CHC)	18	8295936543	JAMALPUR
5	Hospital (Public)	22	269052	JJR
6	Hospital (Private)	8		CHHUCHHAKWAS
7	Ambulance Services	8		MATANHAIL
8	District Control Room	22	8930500677	JJR
9	Other Schools	3		BAMBULIA
10	Others			

3. Response Mechanism

A. School Disaster Management Committee

Sr. No.	Name	Designation	Designation in SDMC	Contact No	Residential Address
1	SURESH KUMAR	SCHOOL HEAD	CHAIR PERSON	9812203151	VPO DUBALDHAN
2	VIJAY PAL	SMC MEMBER	VC	9812446265	VPO NILAHERI
3	REKHA RANI	PTI	MEMBER	9050814873	VPO BIRAR
4	SAJJANI	PTA HEAD	MEMBER		VPO KHATIWAS
5	KRISHAN, AJAY	STUDENT	MEMBER		VPO KHATIWAS
6	VEDPAL	DEEO	MEMBER	9416123607	JJR
7	BIJENDER	INCHARGE	MEMBER	9813840777	JJR
8	PARVEEN	CONSTABLE	MEMBER	9416577350	CHHUCHAKWAS
9	DR. AMIT	OFFICER	MEMBER	9671629223	MATANHAIL
10	RAJESH SINGH	ASI	MEMBER	9991537330	KOELPUR
11	KRISHAN	SARPANCH	MEMBER	8059528622	KHETAWAS
12	ARYA	NGO	MEMBER	8222889109	KOELPUR
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.

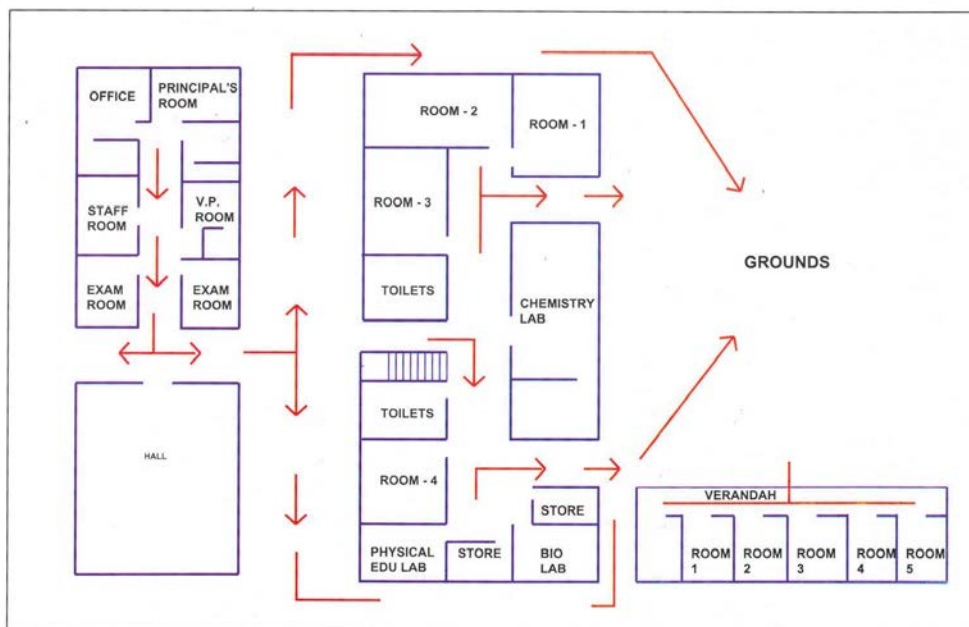
Sr. No.	Name	Sex	Standard	Contact No.
1. Early warning, Communication & Awareness Generation Team				
1	SURESH KUMAR	M		9812203151
2	VIJAYPAL	M		9812446265
3	PADAM SINGH	M		9355655230
4	SONIA RANI	F		9671595308
5				
2. Evacuation Team				
1	REKHA RANI	F		9050814873
2	SUNITA RANI	F		9466491421
3	ANITA RANI	F		9466281361
4	NEETI DEVI	F		8607219029
5				
3. Fire Safety Team				
1	RAVITA KUMARI	F		9896037322
2	KAVITA	F		9671270681
3	POONAM DEEP	F		9416910746
4	SUMAN DEVI	F		9466527355
5				
4. Search and Rescue Team				
1	RAMDIYA	M		9991066550
2	DHYSHAT	M		9812183245
3	RAJESH KUMAR	M		9992117923
4	TEJBHAN	M		
5				
5. First Aid Team				
1	RAVITA KUMARI	F		9896037322
2	MAHESH KUMAR	M		8813072850
3	SUMAN	F		9991629587
4	PADAM SINGH	M		9355652307

5				
6. Water and Sanitation Team				
1	TEJBHAN	M		9992451039
2	MAHESH KUMAR	M		8813072850
3	DHYSHANT	M		9812183245
4	RAMDIYA	M		9991066550
5				
7. Road Safety Team				
1	REKHA RANI	F		9050814873
2	SUNITA RANI	F		9992117923
3	RAJESH KUMAR	F		
4	NEDI KUMARI	F		
5				
8. Coordination Team				
1	POONAM DEEP	F		9416910746
2	SUMAN YADAV	F		9991629587
3	SUMAN DEVI	F		9991563613
4	MAHESH KUMAR	M		
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.

