

SCHOOL SAFETY INITIATIVE

By

Govt. Girl's High School, Jamal, Block : N. Chopta (Sirsa)(2909)



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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✓ **School Profile**

.1 School Details

1.	Name of the School		Govt. Girl's High School, Jamal		
2.	School Code		2909		
3.	Address		Govt. Girl's High School, V.P.O. Jamal, Distt. Sirsa		
			Telephone	01666259020	
			Fax	-	
			Email	hmgghsjamal@yahoo.com	
4.	Name of the Principal		Sh. Ranjit singh		
5.	Contact Details		Telephone	-	
			Mobile	9466827513	
			Email	hmgghsjamal@yahoo.com	
6.	Type of School		Girl's		
			Hindi		
7.	School Timings		8.00 a.m to 2.30 p.m		
8.	Total Students		Boys:0	Total: 319	
			Girls: 319		
9.	Teaching Staff		Male:2	Total: 13	
			Female:11		
10.	Non-Teaching Staff		Male:2	Total: 3	
			Female:1		
11.	No. of differently abled persons		Students	Teaching staff	Non teaching staff
		Male	0	0	0
		Female	0	0	0
		Total	0	0	0

✓ 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	Sh. Krishan kumar	O+	50	M	-	-	Skt. Tr.	9416593023	DO
2	Smt.Madhu	A+	32	F	-	-	PGT Chemistry	0	DO
3	Smt.Geeta	B+	29	F	-	-	PGT Hindi	9671576351	DO
4	Smt.Jyoti	AB+	34	F	-	-	Science	9996400939	DO
5	Smt. Radha Devi	O+	50	F	-	-	P.T/I	9468356122	Do
6	Smt. Sunita	O+	41	F	-	-	Drg.Tr.	8059336000	Do
7	Smt.Kiran	A+	31	F			S.S.M	9466614333	do
8	Smt. Pridhi	B+	31	F			Math M	9466535585	do
9	Smt. Saroj	O+	45	F			S.S.M	9468096487	do
10	Smt. Pushpa	A+	32	F			S.S.M	9354599774	do
11	Smt. Veena	B+	42	F			Math M	9468311250	do
12	Miss Pooja	B+	22	F			Comp. Tr.	9034449882	do

✓ Details of Non-teaching Staff –permanent and contractual (add additional sheet if needed):

✓ **School Building Details**

1	Number of Storey	Basement	No											
		Storey	Ground Floor											
2	Year of Construction (Give details if constructed in parts)	2 Classroom in 1972 9 Classroom in 1978 1 Classroom in 1995 1 Classroom in 2003 1 Classroom in 2005 5 Classroom in 2012												
2	Number of buildings in the school compound:	5												
3	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	11	1	1	1	5	0	1	0	4	1	1	4
		Total	11	1	1	1	5	0	1	0	4	1	1	4
4	Do you have a kitchen?	Yes -if yes do you have Gas stove or open fire kitchen or use cooking gas connection? Open fire kitchen												
5	open ground	46226 Sq. Feet												
6	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)												

✓ **Details of Students:**

Class	Section	Boys	Girls	Persons With Disability	Person with medical concern	Total
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		32	0	0	32
	B		27	0	0	27
	C					
	D					
7 th	A		33	0	0	33
	B		34	0	0	34
	C					
	D					
8 th	A		30	0	0	30
	B		27	0	0	27
	C					
	D					
9 th	A		35	0	0	35
	B		30	0	0	30
	C					
	D					

✓ **Hazard, Risk, Vulnerability and Capacity (HRVC) Analysis**

.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

✓ **Possible Hazards:**

Hazards (in and around the school)	Hazard Probability (High / Med / Low)	Possible causes
Road Accidents	Med	Road crosses nearby School Gate
Flood	Low	No river and barrage
Earthquake	Low	-
Building collapse	Low	-
Epidemic / Contagious disease	Low	-
☒ Fire	Low	-
Heat Wave	Med	Near Rajsthan
Cold Wave	Med	Seasonal
Industrial / Chemical hazard	Low	No hazardous industry in area
Stampede	Low	-
Animal Bite	Med	Stray dog are there in plenty
☒ Snake Bite	Med	Due to sandy soil
Food Poisoning	Low	Mid Day Meal
Others (specify)	No	-

.2 Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
	Inside School	
1.	Gas cylinders	No Gas cylinder in the kitchen
2.	Other fuel (petrol/diesel/kerosene etc.)	No
3.	Chemical bottles	In Lab
4.	Main Electrical Boards	In Computer Lab
5.	Hanging Electrical Wires	<u>No</u>
6.	Suspended Ceilings	<u>Ceilings Fans Only</u>
7.	Unfixed Almirahs/cabinets	<u>In Office, Science Room, MDM room</u>
8.	Unfixed wall Frames	<u>No</u>
9.	Doors/ Windows	<u>Each Room</u>
10.	Open drains/ gutter	<u>No</u>
11.	Trees	<u>Inside School Open ground</u>
12.	Defected staircases	<u>No</u>
13.	Severely cracked walls	<u>No</u>
14.	Others (specify)	<u>None</u>
	Outside School	
1	Trees	<u>Near School Boundry</u>
2	Power Lines	<u>Near School</u>
3	Towers	<u>100 feet away from school</u>
4	Others (specify)	<u>None</u>

.3 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Children below 12 years	<u>Nil</u>	
2.	Old age people if any	<u>Nil</u>	
3.	Students with special medical concerns	<u>Nil</u>	
4.	Teaching/Non-teaching staff with ill health	<u>Nil</u>	
5.	Others (specify)	<u>None</u>	

.4 Capacities: Nil

✓ Skilled/Trained Human Resource

Trained Volunteers	Boys	Girls	Total	Name of the coordinator	Contact No. of the coordinator
NCC (No)					
NSS (No)					
Scout & Guide(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	Smt Radha Devi	Sports	Teacher	C.P.Ed	9468356122

✓ 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	Yes	Smt. Jyoti	9996400939
2.	Fire Extinguishers	Yes, 4cylinder	Smt. Madhu	9992700050
3.	Ladder (Nos. and Length)	Nil		
4.	Rope (Nos. and Length)	Nil		
5.	Stretchers	Nil		
6.	Torches	Yes,1		
7.	Hammers	Nil		
8.	Generators / UPS	yes		

9.	Others	None		
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B. Communication Set up

Sr. No	Type of System	Total No
1	Wireless sets (if nearby Police Station)	Nil
2	Landline telephone	01666259020
3	Internet Facility	Yes
4	Fax	No
5	Other	Mobile phones of Staff

C. Transport Facilities

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

✓ Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post	1/2	8814011656	Jamal
2	Fire Station	25	101	Sirsa
3	Primary Health Centre (PHC)	18	01666256201	Darba
4	Community Health Centre (CHC)	15	0166625693	N.Chopta
5	Hospital (Public)	18	01666256201	Darba
6	Hospital (Private)	15	-	N.Chopta
7	Ambulance Services	25	102	Sirsa
8	District Control Room	25	-	Sirsa
9	Other Schools	1	01666259155	GSSS jamal
10	Others	No	-	-

✓ **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	Sh. Ranjit Singh	H.M	Chairperson	9466827513	Jamal
2	Smt. Madhu	PGT Chemistry	V. C	9992700050	Do
3	Sh. Pratap Singh	President S.M.C	Member	8059345306	Do
4	Smt. Radha Devi	P.T.I	Member	9468356122	Do
5	Sh. Govind Ram	P.T.A Member	Member	7876733454	Do
6	Sh. Pratap Singh	PanchyatMember	Member	-	Do
7	Sh. Makhan Singh	Police Post Incharge	Member	8814011656	Do
8	Sh. Madhukar	Civil Defence	Member	9416413902	Do
9	Sh, Mahender	Local Doctor	Member	9466536544	Do
10					
11					

B. Teams Under SDMC

✓ 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	Smt. Pushpa Rani	F	S.S.M	9354599774	Jamal
2	Smt. Sunita Devi	F	Drg. Tr.	8059336000	Do
3	Sh. Rattan Kumar	M	Parent	9315153888	Do
4	Miss Monika	F	Student	-	do
5	Miss Pepsi	F	Student	9315153888	do

✓ **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	All Teaching Staff				
2					
3					
4					
5					

✓ **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	Smt. Kiran	F	S.S.M	9466614333	Jamal
2	Smt. Veena	F	Math. M	9468311250	Do
3	Sh. Satpal	M		9466757986	do
4					
5					

✓ **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. No	Name	Sex	Standard	Contact No.	Residential Address
1	Smt. Radha Devi	F	P.T.I	9468356122	Jamal
2	Sh. Mukhtayar	M	Parent	9813536865	Do
3	Miss priyanka	F	Student	9728733915	Do
4	Miss Pooja	F	Student	9416442817	do
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	Smt Nutan	F	A.N.M	8295921809	Do
2	Smt. Asha	F	Anganwadi Worker	9466759410	Do
3					
4					
5					

✓ **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	Sh. Krishan Kumar	M	Skt. Tr.	9416593023	Jamal
2	Sh. Pratap singh	M	Member	-	Do
3	Miss Pooja	F	Student	-	Do
4	Miss Promilla	F	Monitor	-	Do
5					

✓ **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	Sh. Ranjit Singh	M	H.M. Math Master	9466827513	Jamal
2	Smt Madhu	F	PGT chemistry	9813711204	Do
3					
4					
5					

✓ **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:

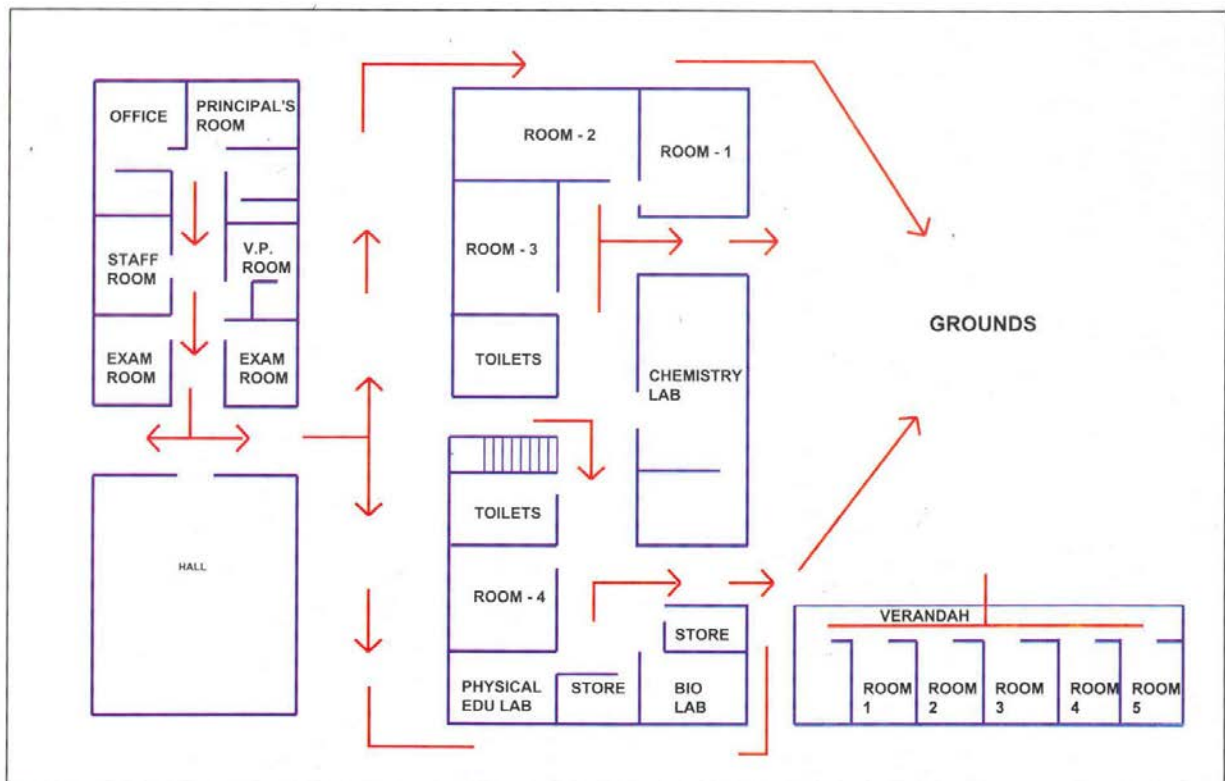
- Pull over to side of road, if possible in open.
- Instruct passengers to crouch down between seats and in aisle until shaking stops, move out and stay till contact with DM department/school authorities.
- Ensure special need students are assisted.
- Assist giving first aid to injured students.
- Establish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

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

✓ 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



✓ **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.

✓ **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)

Attach a soft copy of map of your school building and campus area

