

# **SCHOOL SAFETY INITIATIVE**

**By**



**Revenue and Disaster Management Department**

**Government of Haryana**

## **SCHOOL DISASTER MANAGEMENT PLAN**

**Name of School: Govt. Girls Senior Secondary School, ArjunNagar,  
Gurgaon**

**2015-16**

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**CENTRE FOR DISASTER MANAGEMENT**

**HARYANA INSTITUTE OF PUBLIC ADMINISTRATION**

**GURGAON**

## 1. School Profile

### 1.1 School Details

1.	Name of the School	GGSSS, Arjunnagar, Gurgaon			
2.	School Code	0862			
3.	Address	GGSSS, Arjunnagar, Gurgaon			
		Telephone	0124-300715		
		Fax	-		
		Email	Ggsss.ggn862@gmail.com		
4.	Name of the Principal	Kavita Gupta			
5.	Contact Details of the Principal	Telephone	09911055999		
		Mobile	-		
		Email	kavitagupta1603@gmail.com		
6.	Name of the Nodal Officer	Sh. R.S. Yadav			
7.	Contact Details of the Nodal Officer	Telephone			
		Mobile	09910414720		
		Email			
8.	Type of School	Girls School			
9.	School Timings	07:00 AM -12:00 Noon 12:40 PM – 06:15 PM			
10.	Total Students	Boys:			
		Girls:			
11.	Teaching Staff	Male: 01			
		Female: 27			
12.	Non-Teaching Staff	Male: 01			
		Female: 02			
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>	0	0	0
		<b>Total</b>	0	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.
1.	Smt. Kavita Gupta	B+	55	F	NIL	NIL	XII	9911055999
2.	Smt. Pushpa Rani	B+	56	F	NIL	NIL	X-XII	9582446084
3.	Sh. Rajinder Singh	B+	55	M	NIL	NIL	XI-XII	9910414720
4.	Smt. Seema Rani	B+	50	F	NIL	NIL	IX-XII	9212449974
5.	Smt. Pushplata	O+	53	F	NIL	NIL	IX-XII	9899499381
6.	Smt. Sunita	O+	39	F	NIL	NIL	XI-XII	8750282599
7.	Smt. Sunita Sapra	O+	51	F	NIL	NIL	XI-XII	9999740787

8.	Smt. Suman Lata	AB+	42	F	NIL	NIL	IX-X	8010645887
9.	Smt. Santosh Radhee		47	F	NIL	NIL		9891515630
10.	Smt. Veena Rani	B+	56	F	NIL	NIL	VI-X	9210033459
11.	Smt. Rukmani Devi	B-	50	F	NIL	NIL	VI-X	8467072290
12.	Smt. Pushpa	B+	49	F	NIL	NIL	VI-X	9717731680
13.	Smt. Sarita	O+	55	F	NIL	NIL	VI-X	9899441989
14.	Smt. Anita Sethi	B+	54	F	Diabetes & Cancer	NIL	VI-XI	9650912577
15.	Smt. Anuradha	B+	51	F	NIL	NIL	VI-X	9873008292
16.	Smt. Dropti	O+	44	F	NIL	NIL	VII-X	9811841019
17.	Smt. Sonia	O+	34	F	NIL	NIL	VI-XII	9812236316
18.	Smt. Saraswati	B-	48	F	NIL	NIL	VI-IX	9810892432
19.	Smt. Shalini Mehta	O+	47	F	NIL	NIL	VI-VIII	8800565675
20.	Smt. Seema Yadav	B+	47	F	NIL	NIL	VI-X	9968154952
21.	Smt. Ramrati Yadav	O+	45	F	NIL	NIL	VI-X	9416959024
22.	Smt. Usha Rani	B+	52	F	NIL	NIL	VIII-XII	9717844144
23.	Smt. Abha Rani	B+	49	F	NIL	NIL	VI-X	9999563848
24.	Smt. Renu Bala	A+	48	F	NIL	NIL	VI-X	9718441678
25.	Smt. Meenakshi	A+	43	F	NIL	NIL	VI-XII	8506050260
26.	Smt. Hemlata	AB+	43	F	NIL	NIL	VI-VIII	9013229355
27.	Smt. Sangmitra	B+	54	F	NIL	NIL	VI-X	9911873548
28.	Smt. Sarita Rani	B+	51	F	NIL	NIL	VI-X	9911490806

**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.
1.	Smt. Mamta	Clerk	O+	39	F	NIL	NIL	9868455687
2.	Smt. Santra	Peon			F	NIL	NIL	-
3.	Shri Zile Singh	Sweeper-cum-Chowkidaar		59	M	NIL	NIL	-

**1.2 School Building Details**

1	Number of Storey	Basement	(Yes / No) NO											
		Storey												
2	Year of Construction (Give details if constructed in parts)	1960/1979/1986/1992/2007/2009/2015												
3	Number of buildings in the school compound:	01												
4	<b>Class Rooms</b>	<b>Number of:</b>												
		<b>Class Rooms</b>	<b>Office</b>	<b>Teaching Staff Room</b>	<b>Non-teaching Staff Room</b>	<b>Corridor</b>	<b>Staircase</b>	<b>Store</b>	<b>Toilet (Boys)</b>	<b>Toilet (Girls)</b>	<b>Computer Lab.</b>	<b>Laboratories</b>	<b>Drinking water points</b>	
		Ground Floor	14	1	1	-	5	1	1	1	7	1	2	4
		<b>Total</b>	14	1	1	-	5	1	1	1	7	1	2	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? GAS STOVE												
6	Playground size and open ground	YES												
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					
2 <sup>nd</sup>	A					
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		54			54
	B		53			53
	C					
	D					
7 <sup>th</sup>	A		44			44
	B		45			45
	C					
	D					
8 <sup>th</sup>	A		44			44
	B		41		01	41
	C					
	D					
9 <sup>th</sup>	A		52			52
	B		50			50
	C					
	D					
10 <sup>th</sup>	A		36			36
	B		36			36
	C		35			35
	D					
11 <sup>th</sup>	A		14			14
	B		11			11
	C					
	D					
12 <sup>th</sup>	A		30			30
	B		32			32
	C					
	D					
Total						

**1.3.1 Details of Persons With Disability:**

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

**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	Low	
Flood	Medium	
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
	<b>Inside School</b>	
1.	Gas cylinders	In Kitchen
2.	Other fuel (petrol/diesel/kerosene etc.)	NIL
3.	Chemical bottles	YES (In Lab)
4.	Main Electrical Boards	YES (In Staff-Room)
5.	Hanging Electrical Wires	-
6.	Suspended Ceilings	-
7.	Unfixed Almirahs/cabinets	Yes in Classroom
8.	Unfixed wall Frames	Yes in Classroom
9.	Doors/ Windows	Yes in Classroom
10.	Open drains/ gutter	Nil
11.	Trees	Yes
12.	Defected staircases	Nil
13.	Severely cracked walls	-
14.	Others (specify)	-
	<b>Outside School</b>	-
1	Trees	Yes
2	Power Lines	-
3	Towers	Nil
4	Others (specify)	-

### 2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Children below 12 years	0	0
2.	Old age people if any	0	0
3.	Students with special medical concerns	0	0
4.	Teaching/Non-teaching staff with ill health	0	0
5.	Others (specify)	0	0

### 2.5 Capacities

#### 2.5.1 Skilled/Trained Human Resource

Trained Volunteers	Boys	Girls	Total	Name of the	Contact No. of the
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				<b>coordinator</b>	<b>coordinator</b>
NCC (Yes/No)	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
NSS (Yes/No)	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Scout & Guide(Yes/No)	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Expertise: Search & Rescue, Fire Safety, First Aid, Swimming, Sports, Foreign Languages (other than English) etc.

<b>Sr. No</b>	<b>Name of Person</b>	<b>Expertise in</b>	<b>Teacher/ Student</b>	<b>Standard</b>	<b>Contact No.</b>

### 2.5.2 Resource Inventory

#### A. Equipments within school and also nearby school:

<b>Sr. No.</b>	<b>List of Items</b>	<b>Details of the item</b>	<b>Person Incharge</b>	<b>Contact No. of the person incharge</b>
1.	First Aid Kits			
2.	Fire Extinguishers	02	Smt. Rekha	
3.	Ladder (Nos. and Length)	01		
4.	Rope (Nos. and Length)	NIL		
5.	Stretchers	NIL		
6.	Torches	01	Sh. Zile Singh	
7.	Hammers	NIL	NIL	
8.	Generators / UPS	01	Smt. Sunita Sopra	
9.	Others	-		

#### B. Communication Set up

<b>Sr. No</b>	<b>Type of System</b>	<b>Total No</b>
1	Wireless sets (if nearby Police Station)	
2	Landline telephone	0124-2300715
3	Internet Facility	NIL
4	Fax	NIL
5	Other	NIL

#### C. Transport Facilities

<b>Sr. No</b>	<b>Type of Vehicle</b>	<b>Total No</b>
1	School Bus (with capacity)	-
2	4 wheelers (personal)	03
3	2 wheelers (personal)	10
4	Other vehicles	-



#### D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post	0.5		Arjun Nagar Police Station, Gurgaon
2	Fire Station	01		
3	Primary Health Centre (PHC)	0.5		
4	Community Health Centre (CHC)	-		
5	Hospital (Public)	1.5		
6	Hospital (Private)	0.5		
7	Ambulance Services	0.5		
8	District Control Room	1		
9	Other Schools	0.2		
10	Others	-		

### 3. Response Mechanism

#### A. School Disaster Management Committee

Sr. No.	Name	Designation	Designation in SDMC	Contact No	Residential Address
1	Smt. Kavita Gupta	Principal	Chairperson	9911055999	
2	Smt. Pushpa Rani	Lecturer Sanskrit	Vice-Chairperson	9582446084	
3	Anju	SMC Member	Member	9891043847	
4	Smt. Dropti	Maths Teacher	Member	9817841019	
5	Smt. Geeta	P.T.A. Head	Member		
6	Meenakshi	Head Girl	Member		
7					
8					
9					
10					
11					
12					
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.
<b>1. Early warning, Communication &amp; Awareness Generation Team</b>				
1	Smt. Pushpa Rani	Female	Lecturer Sanskrit	9582446084
2	Km. Kajal	Female	X	
3	Km. Poonam	Female	X	
4				
5				
<b>2. Evacuation Team</b>				
1	Smt. Seema Rani	Female	Lecturer English	9212449974
2	Km. Kumkum	Female	VIII	
3	Km. Rupal	Female	IX	
4				
5				
<b>3. Fire Safety Team</b>				
1	Smt. Sunita Devi	Female	Lecturer History	8750282599
2	Km. Bhawana	Female	IX	
3	Km.	Female	IX	
4	Muskaan			
5				
<b>4. Search and Rescue Team</b>				
1	Smt. Pushplata	Female	Lecturer English	9899499381
2	Km. Prerna	Female	IX	
3	Km. Vandana	Female	VII	
4				
5				
<b>5. First Aid Team</b>				
1	Smt. Suman Lata	Female	Lecturer Biology	8010645887
2	Km. Mansi	Female	VII-B	
3	Km. Hina	Female	VII-B	
4				
5				
<b>6. Water and Sanitation Team</b>				
1	Smt. Sunita Sopra	Female	Lecturer	9999740787

			Economics	
2	Km. Vanshika	Female	VII-A	
3	Km. Kiran	Female	VII-B	
4				
5				
<b>7. Road Safety Team</b>				
1	Smt. Veena Rani	Female	S.S.Mistress	9210033459
2	Km. Manisha	Female	X-A	
3	Km. Sonali	Female	VIII-B	
4				
5				
<b>8. Coordination Team</b>				
1	Smt. Anita Sethi	Female	S.S.Mistress	9650912577
2	Meenakshi	Female	IX-B	
3	Meenakshi	Female	X	
4				
5				

#### 4. 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 updating 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*).

#### 5. Assessment check list

##### A. Fire Safety Assessment

Sr. No.	Fire Assessment	Status
1.	Are fire extinguishers installed in the school?	NO
2.	Are they in working condition?	NO
3.	Are students and teachers trained to use fire extinguishers?	Yes
4.	Are they located at appropriate positions (hazardous locations)?	NO

5.	Are they placed at appropriate height (accessible height)?	NO
6.	Are instructions indicated on extinguishers?	NO
7.	Is the language of instructions understood by students and teachers?	NO
8.	Is hydrant point in the school?	NO
9.	Are there Sand Buckets in the school? (specify in Numbers)	YES /8
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?	NO
15.	Is the emergency exit door present in the school?	NO
16.	Do you dispose flammable scrap at proper sight regularly?	NO
17.	Are the Fire Safety Norms followed in the school?	NO
18.	Is fire safety audit conducted annually?	NO

### B. Electrical Safety Assessment

Sr. No.	Electrical Safety Assessment	Status
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?	NO
6.	Are those equipments which get heated, installed at least 1 meter away from any kind of combustible material?	NO
7.	Is the earthing properly done in the school?	YES
8.	Is any defective electrical equipment in use in the school?  Specify:	NO

<b>9.</b>	Are there any lives wires lying or tangled in open?	<b>NO</b>
<b>10.</b>	Is any plug point used for multiple loads? Specify at how many points:	<b>YES</b>

### **C. Non Structural Safety assessment**

<b>Sr. No.</b>	<b>Non Structural Safety assessment</b>	<b>Status</b>
<b>1.</b>	Are the cabinets/ <i>almirahs</i> placed away from exit doors?	<b>YES</b>
<b>2.</b>	Are cabinets/ <i>almirahs</i> properly fixed to the wall?	<b>NO</b>
<b>3.</b>	Are these cabinets/ <i>almirahs</i> empty on the top?	<b>YES</b>
<b>4.</b>	Are desk placed with proper distance between them for easy movement?	<b>YES</b>
<b>5.</b>	Are evacuation routes, passages and stairways clear from obstacles (like flower pots, cupboards, bookshelves, big dustbins etc.) for evacuation?	<b>YES</b>
<b>6.</b>	Are fans and lights secured with ceiling?	<b>YES</b>
<b>7.</b>	Are bottles used for storing the chemicals in laboratories secured and protected against shattering?	<b>NO</b>

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

<b>Sr. No.</b>	<b>Structural Safety assessment</b>	<b>Status</b>
<b>1.</b>	How old is school building?	<b>Approx 60 years old</b>
<b>2.</b>	Is building structure earthquake resistant?	<b>NO</b>
<b>3.</b>	Is there any portion in the building which shows sign of cracks? If yes, specify the locations	<b>NO</b>
<b>4.</b>	Are the Building Safety Norms followed in the school?	<b>NO</b>
<b>5.</b>	Has the building safety audit conducted by the structural engineer?(Attach building safety audit report)	<b>NO</b>

## 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.