

SCHOOL SAFETY INITIATIVE

By



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

SCHOOL DISASTER MANAGEMENT PLAN

Name of School:

GGSSS BADLI

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	GGSSS BADLI			
2.	School Code	3225			
3.	Address	GGSSS BADLI			
		Telephone			
		Fax			
		Email			
4.	Name of the Principal	MS. NEELAM			
5.	Contact Details of the Principal	Telephone			
		Mobile	9812831513		
		Email	peggsssbadli@gmail.com		
6.	Name of the Nodal Officer	MS. NEELAM			
7.	Contact Details of the Nodal Officer	Telephone			
		Mobile	9812831513		
		Email			
8.	Type of School	Boys / Girls / Co-ed. GIRLS			
		English / Hindi / OthersHINDI			
9.	School Timings				
10.	Total Students	Boys:64	Total: 424		
		Girls: 360			
11.	Teaching Staff	Male:	Total: 30		
		Female:30			
12.	Non-Teaching Staff	Male:2	Total: 4		
		Female:2			
13.	No. of differently abled persons	Students	Teaching staff	Non teaching staff	
		Male			
		Female			
		Total			

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	NEELAM		50	F			ENG.	9812831513	DELHI
2	KIRAN BALA		52	F			HINDI	9416229579	B.GARH
3	VINOD		52	F			HIS.	9868751103	DELHI
4	ANUPAM		48	F			ECO	8447071521	DELHI
5	RITU		30	F			ENG	9212257427	DELHI
6	LEENA		28	F			MATHS	7827697775	DEHLI
7	ALKA		35	F			HS.	9815551081	DELHI
8	POOJA		29	F			SC	8221935030	DELHI

9	SEEMA		39	F			HINDI	999009523	B.GARH
10	SARITA		30	F			ENG.	9812033427	DELHI
11	MAMTA		29	F			SKT.	7840060999	JJR
12	KAVITA		32	F			POL.SC.	9992968342	DELHI
13	NIRMALA		52	F			HS.	9896224414	JJR
14	USHA		56	F			SS	9899320278	JJR
15	PREM WATI		57	F			SS	9953115398	
16	PROMILA		41	F				9671158131	DELHI
17	NISHA		32	F			ENG.	9015588113	DELHI
18	KAVITA		32	F			SOS	9896922505	DELHI
19	DARSHANA		48	F			MATHS	9013766263	DELHI
20	MANJU		31	F			PHY	9991982826	DELHI
21	MEENA		47	F			PHY	9910404275	JJR
22	INDIRA		41	F			TEACHER	9466363529	DELHI
23	BIMLA		55	F			TEACHER	9050111973	JJR
24	SUMAN		34	F			TEACHER	9015367210	JJR
25	SANTOSH		34	F			TEACHER	9211393698	DELHI
26	NISHA		23	F			TEACHER	9034696967	DELHI
27	BABITA		31	F			TEACHER	9416691027	RTK
28	NIRMALA		57	F			TEACHER	9210869506	JJR
29	KRISHNA		55	F			TEACHER	9210210445	DELHI
30	RENU		30	F			TEACHER	9050929563	DELHI

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	NAVEEN	CLERK		38	M				
2	SHRI KRISHAN	PEON		59	M				BADLI
3	SAROJ	S/C		46	F				DARIYAPUR
4	BHALIA	W/C		58	F				BADLI

1.2 School Building Details

1	Number of Storey	Basement	(Yes / No) YES										
		Storey	SINGLE										
2	Year of Construction (Give details if constructed in parts)	1947 2003 2012-13											
3	Number of buildings in the school compound:	2											
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											
	Total												
5	Do you have a kitchen?	Yes/No -if yes do you have Gas stove or open fire kitchen or use cooking gas connection?											
6	Playground size and open ground												
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	7	12	-		
2 nd	A	10	11	-		
3 rd	A	13	19	-		
	B			-		

	C			-	-	
	D			-	-	
4 th	A	17	22	-	-	
	B			-	-	
	C			-	-	
	D			--	-	
5 th	A	17	19	-	-	
	B			-	-	
	C			-	-	
	D			-	-	
6 th	A		27	-	--	
	B			-	-	
	C			-	-	
	D			-	-	
7 th	A		38	-	-	
	B			-	-	
	C			-	-	
	D			-	-	
8 th	A		40	-	-	
	B			-	-	
	C			-	-	
	D			-	-	
9 th	A		35	-	-	
	B			-	-	
	C			-	-	
	D			-	-	
10 th	A		55	-	-	
	B			-	-	
	C			-	-	
	D			-	-	
11 th	A		42	-	-	
	B			-	-	
	C			-	-	
	D			-	-	
12 th	A		40	-	-	-
	B			-	-	-
	C			-	-	
	D			-	-	
Total		64	360	-	-	
					-	
					-	
					-	
					-	
					-	

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	LOW	
Earthquake	HIGH	
Building collapse	LOW	
Epidemic / Contagious disease	MED	
Fire	MED	
Heat Wave	MED	
Cold Wave	MED	
Industrial / Chemical hazard	MED	
Stampede	MED	
Animal Bite	MED	
Snake Bite	MED	
Food Poisoning	MED	
Others (specify)	MED	

2.3 Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
	Inside School	
1.	Gas cylinders	YES
2.	Other fuel (petrol/diesel/kerosene etc.)	----
3.	Chemical bottles	YES
4.	Main Electrical Boards	YES
5.	Hanging Electrical Wires	<u>NO</u>
6.	Suspended Ceilings	<u>NO</u>
7.	Unfixed Almirahs/cabinets	<u>YES</u>
8.	Unfixed wall Frames	=
9.	Doors/ Windows	=
10.	Open drains/ gutter	=
11.	Trees	=
12.	Defected staircases	=
13.	Severely cracked walls	=
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>64</u>	<u>127</u>
2.	Old age people if any	<u>1</u>	<u>10</u>
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)					
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	YES		
2.	Fire Extinguishers	YES		
3.	Ladder (Nos. and Length)	YES		
4.	Rope (Nos. and Length)	YES		
5.	Stretchers	YES		
6.	Torches	YES		
7.	Hammers	YES		
8.	Generators / UPS	YES		
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	

C. Transport Facilities

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

D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post	2		BADLI
2	Fire Station	18	9466233862	B.GARH
3	Primary Health Centre (PHC)			
4	Community Health Centre (CHC)	1	01276240225	BADLI
5	Hospital (Public)			
6	Hospital (Private)			
7	Ambulance Services	1	01276240225	BADLI
8	District Control Room	18		B.GARH
9	Other Schools	½	946643382	BADLI
10	Others			

3. Response Mechanism

A. School Disaster Management Committee

Sr. No.	Name	Designation	Designation in SDMC	Contact No	Residential Address
1	NEELAM	PRINCIPAL	CHAIRPERSON	9812831513	DWARKA
2	KIRAN	LECT.	V/C	9416229579	B.GARH
3	VINOD	LECT	MEMBER	9868751103	DWARKA
4	POOJA	LECT.	MEMBER		B.GARH
5	NISHA	PGT	MEMBER		N/GARH
6	REKHA	SC.	MEMBER		BADLI
7	MONIKA	STUDENT	MEMBER		BADLI
8	NISHA	STUDENT	MEMBER		DARYAPUR
9	POONAM	STUDENT	MEMBER		BADLI
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.
1. Early warning, Communication & Awareness Generation Team				
1	VINOD	F	10+2	9868751103
2	SUMAN	F	PTI	9015367210
3	BIMLA	F	PTI	
4	KIRTI	F		
5	NISHA	F		
2. Evacuation Team				
1	ANUPAM	F	LECT	8447071521
2	KAVITA	F	TEACH.	9868922505
3	MEENA	F	SKT	
4	ANITMA	F		
5	PREETI	F		
3. Fire Safety Team				
1	KIRAN	F	TR.	9416229579
2	POOJA	F	PGT	8221935030
3	LEENA	F	PGT	
4	SHAKEELA	F		
5	JYOTI	F		
4. Search and Rescue Team				
1	KAVITA	F	LECT.	9992996342
2	MANJU	F	DPE	9991982826
3	ALKE	F	PGT	
4	JYOTI	F		
5	ANJALI	F		
5. First Aid Team				
1				

2	SEEMA	F	PGT	9990099523
3	SARITA	F	PGT	9812033427
4	ROTHAS	F		
5	MONIKA	F		

6. Water and Sanitation Team

1	ANUPAM	F	LECT	8447071521
2	KAVITA	F	TEACH.	9868922505
3	MEENA	F	SKT	
4	ANITMA	F		
5	PREETI	F		

7. Road Safety Team

1				
2				
3				
4				
5				

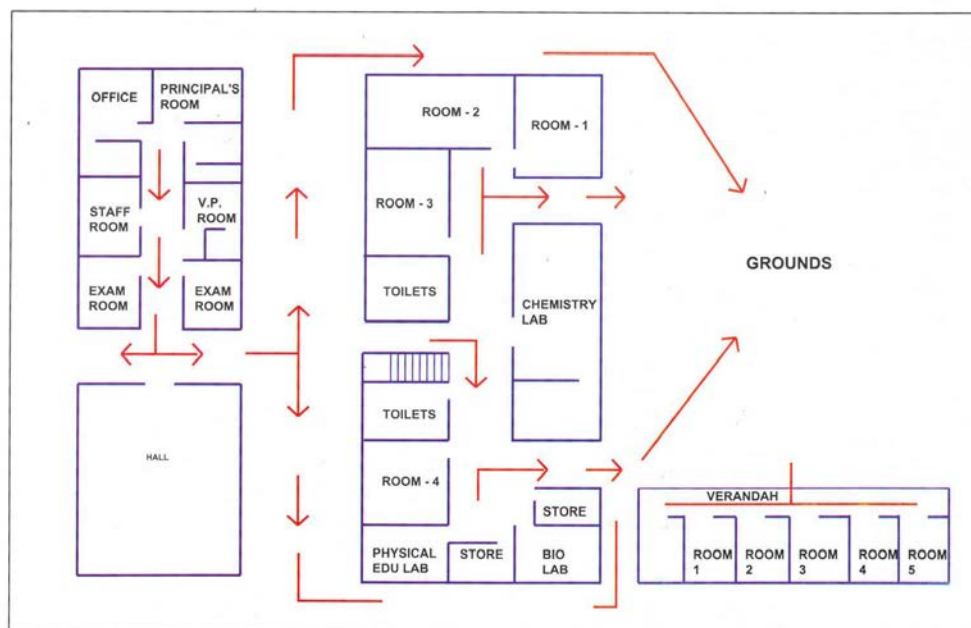
8. Coordination Team

1	VINOD	F	10+2	9868751103
2	SUMAN	F	PTI	9015367210
3	BIMLA	F	PTI	
4	KIRTI	F		
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.

