

# **SCHOOL SAFETY INITIATIVE**

**By**



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

## **SCHOOL DISASTER MANAGEMENT PLAN**

**Name of School: GGSSS BHIWANI**

**2015**

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**CENTRE FOR DISASTER MANAGEMENT  
HARYANA INSTITUTE OF PUBLIC ADMINISTRATION  
GURGAON**

**Sandeep Verma**

**Research Officer (DM)**

**Mob-09466002209**

## INDEX

1. School Profile
  - 1.1. School Details
  - 1.2. School Building Details
  - 1.3. Details of Students
2. Hazard Risk, Vulnerability and Capacity (HRVC) Assessment
  - 2.1. Detailed history of Hazards/Accidents in School
  - 2.2. Risk Analysis
  - 2.3. Identification of Potential Non-Structural Hazards
  - 2.4. Identification of Vulnerable Population
  - 2.5. Capacities
    - 2.5.1. Skilled/Trained Human Resource
    - 2.5.2. Resource Inventory
3. Response Mechanism
  - A. School Disaster Management Committee (SDMC)
  - B. Teams Under SDMC
    - i. Early warning, Communication & Awareness Generation Team
    - ii. Evacuation Team
    - iii. Fire Safety Team
    - iv. Search and Rescue Team
    - v. First Aid Team
    - vi. Water and Sanitation Team
    - vii. Road Safety Team
    - viii. Coordination Team
4. Evacuation Plan with Evacuation Map
5. Mock Drill
6. Assessment check list

## Annexure

- I. Roles and Responsibility of School Disaster Management Committee (SDMC) and Teams

## 1. School Profile

### 1.1 School Details

1.	Name of the School	GGSSS BHIWANI			
2.	School Code	0317			
3.	Address				
		Telephone			
		Fax			
		Email	GGSSSBHIWANI@GMAIL.COM		
4.	Name of the Principal	SH RAMESH BURA			
5.	Contact Details of the Principal	Telephone			
		Mobile	9991456976		
		Email			
6.	Name of the Nodal Officer	SMT. ANITA NATH			
7.	Contact Details of the Nodal Officer	Telephone			
		Mobile	9896517300		
		Email			
8.	Type of School	Girls			
		Hindi			
9.	School Timings	7:00 to 12:30 & 12:30 to 5:45			
10.	Total Students	Boys:	Total: 2710		
		Girls: 2710			
11.	Teaching Staff	Male:11	Total: 78		
		Female:67			
12.	Non-Teaching Staff	Male:4	Total: 8		
		Female:4			
13.	No. of differently abled persons	<b>Students</b>	<b>Teaching staff</b>	<b>Non teaching staff</b>	
		<b>Male</b>	1	Nil	
		<b>Female</b>	3	2	Nil
		<b>Total</b>	3	3	Nil

#### 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	Ramesh Bura[006872]		1/9/1962	Male	-	ENT	Principal	9991456976	
2	Indu Sharma[004237]	A+	5/12/1968	Female	-	-	Biology	9416863089	
3	Meenakshi[008576]		5/11/1963	Female	<b>Hypertensive, Diabetic</b>	-	Biology		
4	Seema Sardana[004490]		11/4/1971	Female	-	-	Chemistry		
5	Nirmala[007544]	B+	10/9/1967	Female	-	-	Chemistry	9416580311	
6	Saroj[008250]	O+	30-04-1973	Female	<b>Thyroid</b>	-	Commerce	9728031264	
7	Santosh Bhaker[007672]	B+	15-04-1966	Female	-	-	Economics	9416212964	HN 107 VI NAGAR
8	Sushila Kumari[008537]	O+	25-04-1966	Female	-		Economics	9466906620	HN73 ADA NAGAR

9	Ramesh Malhan[004326]	A+	10/8/1962	Male	CRONIC DSEASE	-	English	9416163665	VPO SUBA JHAJJAR	NA
10	Jaivir Singh[006308]	O+	30-04-1964	Male	-	-	English	9416516887	HN 1256 HUDA	DA
11	Sadhna Parmar[007321]	B+	11/1/1966	Female	B-P	-	English	9671967419	HN 335 JA COLONY	FAT
12	Suman Parbha[007846]	AB+	26-08-1961	Female	High BP	-	English	01664256541	HN 2178 S HUDA	C 13
13	Vandana Mehta[008307]	B-	6/7/1975	Female	-	-	English	9466674337	HN 2506 S	C 13
14	Sunita Yadav[022159]		10/1/1968	Female	-	-	English			
15	Rekha Sharma[033810]		5/2/1964	Female	BP	-	English	8950071917	AZAD NAGAR	AR
16	Ameeta Poonia[079713]	O+	19-04-1968	Female	-	-	English	9991964663	HN 66 VIJ NAGAR	Y
17	Sadhana[037195]		19-06-1971	Female	-	-	Fine Arts			
18	Karan Singh[004256]	A+	20-01-1961	Male	BP	-	Geography	9416521065	VPO BADI BHIWANI	AI
19	Anand Prakash[005999]	B+	15-08-1963	Male	-	-	Hindi	9416690206	HN 819 AN MARG CO ROAD	AND IRT
20	Sneh Lata[008143]	A+	2/10/1969	Female	-	-	Hindi	94677574107	HN 11 BHA NAGAR	RAT
21	Raj Rani[008984]	A+	10/10/1967	Female	-	-	Hindi	9034401978	HN 641 SE	E 23
22	Pooja[068810]		5/5/1973	Female	Sugar	-	Hindi	9416397285	2151/101 V NAGAR	DYA
23	Sumitra Devi[007951]		28-09-1960	Female	BP	-	History	9896353076	1505 SEC	B
24	Sunita Devi[079233]	O+	29-01-1980	Female	-	-	History	9812425695	VPO MITTATHAL	L
25	Kusum[008598]		17-02-1973	Female	-	-	Home Science			
26	Usha Verma[008493]	B+	1/5/1966	Female	-	-	Mathematics	9468262727	428 VIKAS NAGAR	
27	Asha[019931]	B+	8/6/1973	Female	-	-	Mathematics	9896491837	2167 SEC	B
28	Pushpa Joshi[004489]	O+	13-10-1971	Female	-	-	Physics			
29	Seema Kumari[008282]	O+	4/12/1970	Female	-	-	Physics	9215992002	1629 SEC	B
30	Manju Bala[056935]		23-12-1969	Female	-	-	Physics			
31	Meena Kumari[006085]		17-12-1962	Female	-	-	Political Science			
32	Reema[007975]	B+	30-11-1969	Female	-	-	Political Science	981200888	152 VIKAS NAGAR	
33	Anita[008603]	B+	1/1/1971	Female	-	-	Political Science	9896517300	VIDYA NA GAR	GAR
34	Sushila[061768]	A+	10/7/1970	Female	-	-	Political Science	9255557053	434 VIKAS NAGAR	
35	Shashi Bala[008045]	B+	27-05-1966	Female	Allergy	-	Sanskrit	8901351322	1465 SEC	B
36	Lila Ram[008218]		1/3/1964	Male	-	-	Sanskrit	9728549535	VIDYA NA GAR	GAR
37	Madhu Sharma[008231]		9/10/1960	Female	--	-	Sanskrit	9729027115	BALA RAJ GATE NEV BAZAR	V
38	Anita Sharma[079268]		4/4/1973	Female	-	-	Sanskrit	9728705821	N2 NEAR GYAYTRI SCHOOL	
39	Mahesh Chander[005804]	B+	26-09-1961	Male	-	-	Sociology	9466427495	24 jagat colony	ony
40	Sanyogita[082701]	A+	18-10-1962	Female	-	-	English	9812556567	HN1831 SE	C 13
41	Sneh Lata[082612]	O+	25-02-1959	Female	BP	-	Hindi	8295958580	299/8 KRIS COLONY	HNA
42	Neelam Rani (Banking)[082843]	O+	12/4/1974	Female	-	-	Accountancy & Auditing	9354863998	1190 SEC	B

43	Sunil Kumar[082776]		1/1/1975	Male	-	-	Computer Technique				
44	Indira Wati[082603]	A+	10/3/1979	Female	-	-	OSS English	9466580713	HN 1246A 13	EC	
45	Anita Kumari[082517]	A-	17-08-1970	Female	-	-	OSS Hindi	99911047528	46 VIDYA NAGAR		
46	Ram Singh[007269]		8/12/1961	Male	-	-					
47	Sunita Sardana[006149]	O+	23-10-1963	Female	-	-	Home Science	9812021222	1959 SECI		
48	Rajesh Chauhan[006588]	B+	5/5/1958	Female	-	-	Home Science	9315681263	VIDYA SA	PAN	
49	Swati Devi[080986]	A+	9/8/1974	Female	-	-	Home Science	7027126616	VPO CHAI	AR	
50	Kamlesh Devi[004447]	AB+	7/12/1964	Female	-	-	Mathematics	9050026523	ADARSH NAGAR		
51	Saroj Bala[007457]	O+	1/1/1972	Female	-	-	Mathematics	7206078050	Education board-bhiw	ani	
52	Sumitra Devi[008127]	B+	20-11-1973	Female	-		Mathematics	9467069855	2099 sec 13	huda	
53	Suman Lata[041921]	O-	10/10/1969	Female	-		Mathematics	9466241286	1540 sec 13	huda	
54	Sarika[062063]	B+	13-01-1976	Female	-		Mathematics	9416491870	820old hou board	ing	
55	Kanchan Lata[006663]	B+	14-08-1967	Female	-		Science	9467716028	24 jagat col ony	ny	
56	Manju Sharma[008152]	B+	23-12-1972	Female	-		Science	9812539317	2502 sec13		
57	Santosh[065132]	B+	11/12/1968	Female	-		Science	9416864557	2145 sec 13		
58	Sushma Rani[006175]	B+	28-02-1967	Female	-		Social Studies	9255251952	61/135 gam nagar	hi	
59	Raj Rani[007028]	O+	26-09-1963	Female	-		Social Studies	999191004	254 vikas n gar	gar	
60	Rajni Bala[007605]		2/8/1967	Female	-		Social Studies	9467402677	92 ram nag r	r	
61	Sarita[007715]	B+	25-08-1968	Female	-		Social Studies	9466709733	338 krishn colony		
62	Sangita Rani[008299]	A+	17-09-1971	Female	-		Social Studies	9466582095	2504 sec 13		
63	Babita Rani[019814]	O+	3/6/1971	Female	-		Social Studies	9466909021	47 jagat col ony	ny	
64	Kamlesh Devi[061696]		22-03-1967	Female	-		Social Studies				
65	Asha Rani[065133]	A+	1/11/1970	Female	-		Social Studies	9254716754	61/133 nea dinod gate		
66	Rajwanti[004316]	B+	15-01-1958	Female	-		Cutting & Tailoring	9416211214	Hn 122 par colony		
67	Sushila Devi[005598]	B+	1/2/1960	Female	-	PH	Drawing	7206103960	1-95 sarogi dhani	yan	
68	Kasturi Devi[007993]	O-	15-05-1958	Female	-	PH	Drawing	9416080779	Rudra colo ny	y	
69	Ritu[061991]	O+	7/7/1976	Female	-		Drawing	9416494576	48 new bas maham roa	l	
70	Madhu bala	B+	40	Female	-		Hindi	8930234563	Vpo pur ba khera	wani	
71	Neelam[008911]	O+	17-02-1978	Female	-		Hindi	9416510786	Mc colony		
72	Sudesh Bala[071831]	B+	11/11/1970	Female	-		Hindi	9416126485	175 jagat c ony	ony	
73	Shakuntla[006771]	B+	5/12/1958	Female	-		Sanskrit	9416995843	1984 sec 13		
74	Anita Kumari[007776]		19-10-1968	Female	-		Sanskrit				
75	Kamlesh Kumari[061726]	B+	10/3/1973	Female	-		Sanskrit	9728683542	Bank colon y	y	

**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	Mukesh[009038]	O+	30-08-1974	Female	-	-	-	9466074074	1609 SEC 13
2	Krishna Devi[008811]		2/3/1970	Female	-	-	-		
3	Satyawati[067121]		4/3/1969	Female	-	-	-	8901021666	382 VPO BIRAN
4	Uday Bhan[005976]	AB+	3/1/1961	Male	-	-	-	9813210569	VPO MUDHAL KHURD
5	Rohtash Singh[018522]	O+	2/12/1967	Male	-	-	-	9416892640	VPO MUDHAL KHURD
6	Ashok Kumar[006511]		5/5/1965	Male	-	-	Blind		
7	Rajbala[008502]	O+	15-03-1974	Female	-	-	-	9728164310	SHANTI NAGAR
8	Subhash		41	Male	-	-	-	9991462193	DHIRANA KLAN
9	Vidhya Devi[097561]	Ab-	20-07-1959	Female	-	-	-	9050738548	11 HATTA LOHAR BAZAR
10	Pawan Kumar[097562]	O+	5/2/1977	Male	-	-	-		
11	Lali Devi[097563]	O+	30-06-1972	Female	-	-	-	9416858315	PALUWAS

**1.2 School Building Details-**

1	Number of Storey	Basement	no										
		Storey yes double	yes										
2	Year of Construction (Give details if constructed in parts)	1950 yes											
3	Number of buildings in the school compound:	6											
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	20	1	1	0	12	8	8	0	20	3	4
	<b>Total</b>	20	1	1	0	12	8	8	0	20	3	4	23
5	Do you have a kitchen?	Yes -if yes do you have Gas stove or open fire kitchen or use cooking gas connection?											
6	Playground size and open ground	Nill											

7	School Maps	<ol style="list-style-type: none"> <li>1. Attach School Location Map (showing major landmarks)</li> <li>2. Attach School Building Map (showing school campus and building layout)</li> <li>3. Attach School Floor Maps (showing floor wise layout)</li> </ol>
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**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		40			
	B		42			
	C		40			
	D		40			
7 <sup>th</sup>	A		52			
	B		50			
	C		54			
	D		47			
8 <sup>th</sup>	A		65			
	B		60			
	C		58			
	D		62			
9 <sup>th</sup>	A		55			
	B		64			
	C		60			
	D		53			
	E		61			
10 <sup>th</sup>	A		58			
	B		61			
	C		54			
	D		47			
	E		59			
	F		52			
	G		43			
	H		54			
11 <sup>th</sup>	A		47			
	B		51			
	C		48			

	D		39			
	E		62			
	F		61			
	G		56			
	H		-			
	I		43			
	J		52			
	K		53			
	L		-			
	M		40			
	N		53			
	O		43			
12 <sup>th</sup>	A		73			
	B		53			
	C		55			
	D		46			
	E		63			
	F		61			
	G		-			
	H		66			
	I		34			
	J		46			
	K		40			
	M		44			
	N		40			
	O		49			
Total			2649			

**1.3.1 Details of Persons With Disability:**

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

**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
	NILL				




## 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
	<b>NILL</b>			

### 2.2 Possible Hazards:

Hazards (in and around the school)	Hazard Probability (High / Med / Low)	Possible causes
Road Accidents	Low	Low road accident
Flood	Low	Nil
Earthquake	Low	Nil
Building collapse	Low	Nil
Epidemic / Contagious disease	Low	Nil
Fire	Low	Nil
Heat Wave	Low	Nil
Cold Wave	Low	Nil
Industrial / Chemical hazard	Low	Nil
Stampede	Low	Nil
Animal Bite	Low	Nil
Snake Bite	Low	Nil
Food Poisoning	Low	Nil
Others (specify)	Low	Nil

### 2.3 Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
	<b>Inside School</b>	
1.	Gas cylinders	Yes
2.	Other fuel (petrol/diesel/kerosene etc.)	Yes
3.	Chemical bottles	Yes
4.	Main Electrical Boards	Yes

5.	Hanging Electrical Wires	No
6.	Suspended Ceilings	No
7.	Unfixed Almirahs/cabinets	No
8.	Unfixed wall Frames	No
9.	Doors/ Windows	Yes
10.	Open drains/ gutter	No
11.	Trees	Yes
12.	Defected staircases	No
13.	Severely cracked walls	No
14.	Others (specify)	---
<b>Outside School</b>		
1	Trees	Yes
2	Power Lines	Yes
3	Towers	Yes
4	Others (specify)	---

#### 2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Children below 12 years		--
2.	Old age people if any		--
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)	-	75	75	Smt Sumitra yadav	9896353076
NSS (Yes/No)	--	50+50	100	Vandna Mehta/Seema Sardana	9416255300/946674337
Scout & Guide(Yes/No)	--	32	32	Smt Rajwanti	9416211214

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.
	Smt Mukesh	Sports	DPE	Sr. Sec.	9466074074
	Smt Krishna	Sports	PTI	Middle	

##### 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	Minakshi	9315415400
2.	Fire Extinguishers	3	Minakshi	9315415400
3.	Ladder (Nos. and Length)	1	Pawan Chaukidar	
4.	Rope (Nos. and Length)	-		
5.	Stretchers	3	Minakshi	9315415400
6.	Torches	1	Pawan Chaukidar	
7.	Hammers	2	Pawan Chaukidar	

8.	Generators / UPS	2	Pushpa Joshi	
9.	Others	2	Pushpa Joshi	

### B. Communication Set up

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

### C. Transport Facilities

Sr. No	Type of Vehicle	Total No
1	School Bus (with capacity)	Nil
2	4 wheelers (personal)	Nil
3	2 wheelers (personal)	42
4	Other vehicles	Nil

### D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post	2	100	-
2	Fire Station	2	101	Near panchayat bhavn
3	Primary Health Centre (PHC)	Nil	-	-
4	Community Health Centre (CHC)	Nil	-	-
5	Hospital (Public)	200 m	-	Ghanta ghar railway road
6	Hospital (Private)	2km	-	-
7	Ambulance Services	200 m	102	Ghanta ghar railway road
8	District Control Room	1 km	100	Mini secreate
9	Other Schools	1 km	-	Park colony bhiwani
10	Others	nil	-	-

## 3. Response Mechanism

### A. School Disaster Management Committee

Sr. No.	Name	Designation	Designation in SDMC	Contact No	Residential Address
1	Sh Ramesh Boora	Principal	Chairman	9991456976	Prem nagar bhiwani
2	Smt Santosh Bhakar/Anita Nath	Senior Lect./Pol. Sc. Lect.	Vice Chair Persons	9416212964/9896517300	Vijay nagar bhiwani/Vidya nagar Bhiwani
3	Smt Suman	Sr Teacher	Member		
4	Smt Sangeeta	SMC	Member		
5	Sh Diwan Chand	PTM Head	Member	9416160106	Housing board bhiwani
6	Yogita/Rashmi/shilpa/Monika	NSS/NCC	Member	-	-
7	Sh Gordhan Steno SDM	Administration	Member	8683050888	-
8	-	As Nominated by Fire officer	Member	101	-

9	Smt Suman ASI	Police dept	Member	08816091091	-
10	Dr Vandna Bansal	Health Dept	Member	-	-
11	Smt Sunita SHO	Civil Dept	Member	08816011409	-
12	Sh Raj Singh	Panchayat	Member	9416864656	-
13	Smt Neha Siwach	NGOs	Member	08814011409	-

### 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.

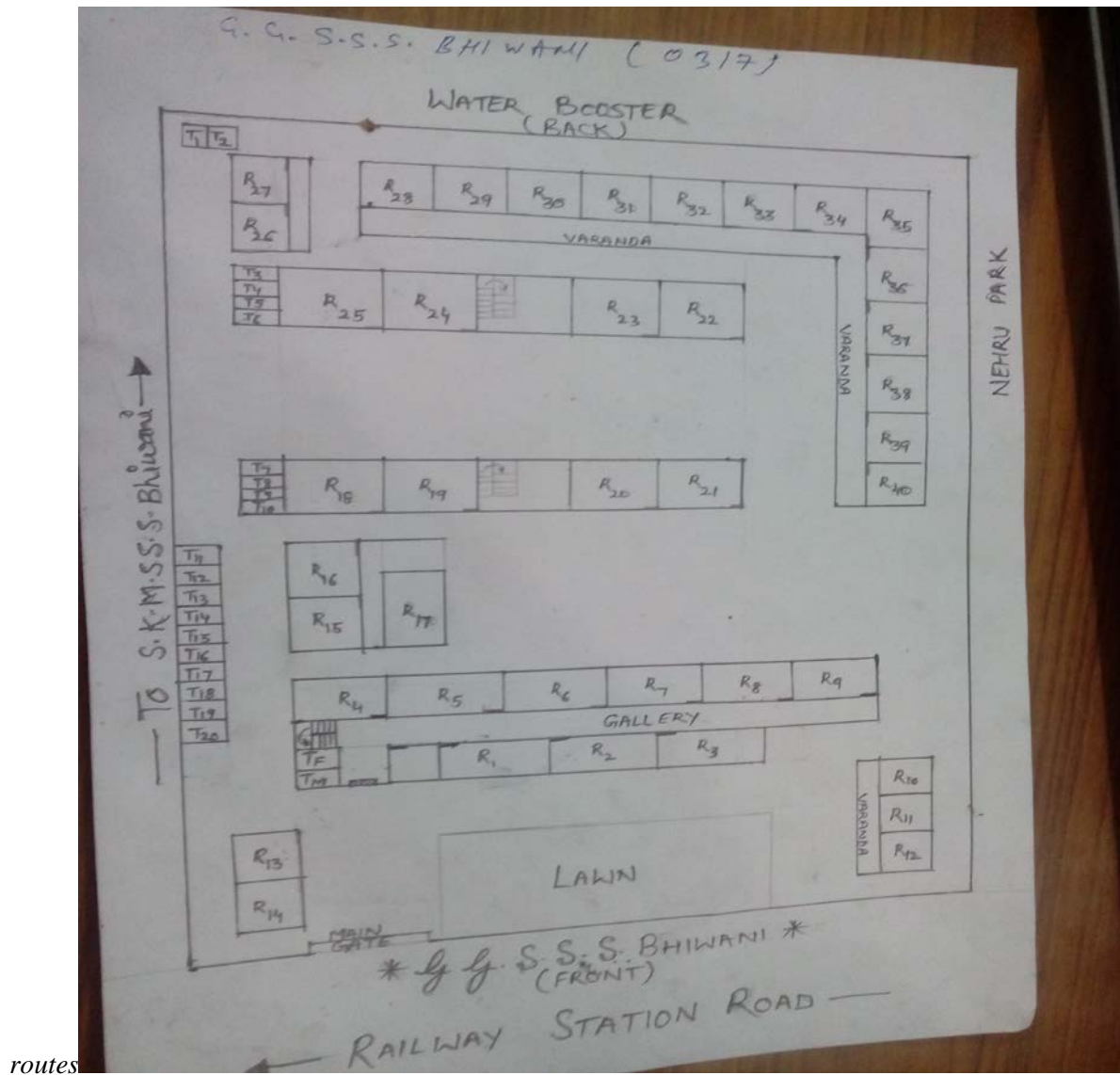
Sr. No.	Name	Sex	Standard	Contact No.
<b>1. Early warning, Communication &amp; Awareness Generation Team</b>				
1	Karan Singh	M	Sr. Sec	
2	Ritu	F	Middle	
3	-			
4	Narender Sharma	M	Media	
5	Sheetal	F	10+2	
<b>2. Evacuation Team</b>				
1	Sarika	F	Middle	9416491870
2	Saroj	F	Middle	7206078050
3	Saroj Siwach	F	Sr Sec	
4	Manju /Balbir	F	10+2	
5	Yogita	F	10+2	
<b>3. Fire Safety Team</b>				
1	Sh Jaivir Singh	M	Sr sec	
2	Sh Karan Singh	M	Sr sec	
3	Smt Sumitra Yadav	F	Sr sec	
4	Sh Tejvir	M	SI	
5				
<b>4. Search and Rescue Team</b>				
1	Smt Mukesh	F	DPE	

2	Smt Sumitra	F	Sr Lec/NCC	
3			Nominated by fire officer	101
4	Sh Balbir Singh	M	Civil Defense	9466476331
5	Shilpa/Monika	F	NCC	
<b>5. First Aid Team</b>				
1			Nominated by CMO	
2			Nominated by CMO	
3	Sneh Sheoran	F	Sr Lect	
4	Dr Vinod Anchal	M	Doctor	
5	Ankita/Bhavna	F	Students Red Cross	
<b>6. Water and Sanitation Team</b>				
1	Pushpa Joshi/Kanchan	F	Lect Science	
2	Shilpa /Monika/Rashmi /Yogita	F	Students NCC/NSS	
3				
4				
5				
<b>7. Road Safety Team</b>				
1				
2				
3				
4				
5				
<b>8. Coordination Team</b>				
1				
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. **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 lives 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.