

SCHOOL SAFETY INITIATIVE

By



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

SCHOOL DISASTER MANAGEMENT PLAN

Name of School:

Government Senior Secondary School Gurgaon vill., Gurgaon

2015-2016



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

1. School Profile

1.1 School Details

1.	Name of the School	GSSS Gurgaon vill.			
2.	School Code				
3.	Address	VPO Gurgaon GURGAON-122004			
		Telephone			
		Fax			
		Email			
4.	Name of the Principal	Smt. Mohini			
5.	Contact Details of the Principal	Telephone	-		
		Mobile	9968262191		
		Email	ggsssgnville@gmail.com		
6.	Name of the Nodal Officer				
7.	Contact Details of the Nodal Officer	Telephone			
		Mobile			
		Email	-		
8.	Type of School	CO-EDU			
9.	School Timings	08:00 AM- 02:30 PM			
10.	Total Students	Boys:			
		Girls:			
11.	Teaching Staff	Male:	11		
		Female:	18		
12.	Non-Teaching Staff	Male:	05		
		Female:	-		
13.	No. of differently abled persons	Students	Teaching staff	Non teaching staff	
		Male	1	0	0
		Female	1	02	0
		Total	2	02	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,	Disability if any	Standard & Subject they teach	Contact No.
1.	Neelam Rani	B+	55	F	NO	NO	Middle Head	9899012079
2.	Vidya Bhushan	A+	43	M	NO	NO	Phy. Lecturer	9416117867
3.	Rajesh Kumar	B+	55	M	NO	NO	Lecturer Economics	9468137373
4.	Vinod Bala	B+	56	F	NO	NO	Lecturer English	9810924502
5.	Ram Lakhan Yadav	O-	53	M	NO	NO	Lecturer Hindi	9891581431
6.	Sunita Rani	A+	51	F	NO	NO	Lecturer History	9868504167

7.	Sushma Rani	B+	55	F	NO	NO	Lecturer Political Science	9873178957
8.	Ashok Kumar	A+	55	M	NO	NO	Lecturer Commerce	9899926354
9.	Deepak Rai	B	54	M	NO	NO	Lecturer Sanskrit	9999162426
10.	Rajender Kumar	B+	52	M	NO	NO	Lecturer Sanskrit	9312486148
11.	Rajnikant Sharma	A+	51	M	NO	NO	Lecturer Maths	9811273009
12.	Neelam Narang	O+	42	F	NO	NO	Lecturer English	9899455819
13.	Sangeeta	A+	45	F	NO	NO	Master DPE	9654768076
14.	Sonia	B+	37	F	NO	NO	Master Mathematics	9811017207
15.	Naresh Kumar	O+	40	M	NO	NO	Master Mathematics	9971863242
16.	Sunita Devi	A+	46	F	NO	NO	Mistress Home Science	9968534876
17.	Krishna Kumari	B+	47	F	NO	NO	Mistress Science	9810832310
18.	Darshana Devi	A+	33	F	NO	NO	Mistress Science	9958947292
19.	Vinesh Kumari	B+	56	F	NO	Handicap	Mistress Social Science	9350184244
20.	Vanita Kumari	B+	43	F	NO	NO	Mistress Social Science	9891746556
21.	Sunita Yadav	O+	49	F	NO	NO	Mistress Social Science	9810971535
22.	Asha Devi	B+	47	F	NO	NO	Mistress Social Science	9953249078
23.	Santosh Yadav	A+	56	F	NO	NO	C & V Drawing	9711119901
24.	Kamla	A+	49	F	NO	NO	C & V Hindi	8860596903
25.	Pushplata	B+	53	F	NO	NO	C & V Hindi	9990681656
26.	Manish Kumar	B+	39	M	NO	NO	C & V PTI	9999217703
27.	SnehLata	A+	47	F	NO	NO	C & V Sanskrit	9910317802
28.	Kulwant Singh	A-	29	M	NO	NO	Vocational Teacher	9466569587
29.	Akashdeep	B+	33	M	NO	NO	Computer Teacher	9990917042

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.	Mohini	Principal	O+	51	M	No	No	9968262191	07, Gali-05 Ext. 2B, Nangloi
2.	Bilender Singh	Peon	B+	49	M	NO	NO	9837042847	Near DAVHigh School, Gurgaon
3.	Satpal	Sweeper		44	M	No	No	9250047424	V.P.O. Gurgaon vill., Gurgaon
4.	Surender Kumar	Waterman	B+	56	M	No	No	8800324996	107/225 Vishnu Garden, Gurgaon
5.	Jaipal Singh	School information Manager	B-	33	M	No	No	9711026605	1837/4, Sec-4, Gurgaon

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)	1953											
3	Number of buildings in the school compound:	01											
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	18	1	1	-	1	1	1	8	8	1	1
	Total	18	1	1	-	1	1	1	8	8	1	1	2
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	192 X 220 Sq. Mts.											
7	School Maps	<ol style="list-style-type: none"> 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	34	48	1+0		1
2 nd	A	44	42	1+3		4
3 rd	A	56	47			
	B					
	C					
	D					
4 th	A	50	49			
	B					
	C					
	D					
5 th	A	52	40			
	B					
	C					
	D					
6 th	A		57	01	-	01
	B	58	-	01	01	02
	C					
	D					
7 th	A		44			
	B	46				
	C	21	22			
	D					
8 th	A		52	01	-	01
	B	49		01	-	01
	C	17	29			
	D					
9 th	A	19	13			
	B	40	-			
	C	-	39			
	D	18	24			
10 th	A	-	37			
	B	38	-			
	C	16	21			
	D					
11 th	A	36	19			
	B	15	17			
	C					
	D					
12 th	A COMM	19	12			
	B ARTS	11	19			
	C					
	D					

Total						
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1.3.1 Details of Persons With Disability:

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
1	Vinesh Kumari	56	F	Left Foot	60% handicapped

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
1.	Smt. Neelam	54	F	Cardiac disease, Diabetes and BP	Treated by Fortis Hospital , Shalimar Bagh, New Delhi

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	Rash Driving
Flood	LOW	Natural Disaster
Earthquake	LOW	Act of God
Building collapse	LOW	Low Quality of Material Used
Epidemic / Contagious disease	LOW	
Fire	Medium	
Heat Wave	Medium	
Cold Wave	Medium	
Industrial / Chemical hazard	Medium	
Stampede	LOW	
Animal Bite	LOW	
Snake Bite	LOW	
Food Poisoning	LOW	
Others (specify)	NO	NO

2.3 Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
	Inside School	
1.	Gas cylinders	02
2.	Other fuel (petrol/diesel/kerosene etc.)	NO
3.	Chemical bottles	NO
4.	Main Electrical Boards	01
5.	Hanging Electrical Wires	NO
6.	Suspended Ceilings	NO
7.	Unfixed Almirahs/cabinets	15
8.	Unfixed wall Frames	NO
9.	Doors/ Windows	288
10.	Open drains/ gutter	NO
11.	Trees	50
12.	Defected staircases	NO
13.	Severely cracked walls	NO
14.	Others (specify)	NO
	Outside School	NO
1	Trees	NO

2	Power Lines	NO
3	Towers	NO
4	Others (specify)	NO

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	02	01
4.	Teaching/Non-teaching staff with ill health	-	02
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)	No				
NSS (Yes/No)	No				
Scout & Guide(Yes/No)	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.	Yogesh	Swimming			9958510497
2.	Desh Bhushan	Swimming			8800216657
3.	Ankit	Swimming			9711656730
4.	Suraj	Sports			8802421575
5.	Dheeraj	English			

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	01	Manish Kumar	9999217703
2.	Fire Extinguishers	02	Manish Kumar	9999217703
3.	Ladder (Nos. and Length)	01	Satpal	
4.	Rope (Nos. and Length)	05	Sangeeta	
5.	Stretchers	01	Sangeeta	
6.	Torches	01	Satpal	
7.	Hammers	01	Satpal	
8.	Generators / UPS	01/01	Satpal	
9.	Others	-	Satpal	

B. Communication Set up

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

C. Transport Facilities

Sr. No	Type of Vehicle	Total No
1	School Bus (with capacity)	NO
2	4 wheelers (personal)	5
3	2 wheelers (personal)	12
4	Other vehicles	150

D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post	2	-	Sector -4
2	Fire Station	6	-	Bheem Nagar
3	Primary Health Centre (PHC)	1	-	Sector-10
4	Community Health Centre (CHC)	1	-	Sector- 9/10
5	Hospital (Public)	1.5 KM	-	Sector-10
6	Hospital (Private)	1.5 KM	-	Sector-9/10, Gurgaon vill.
7	Ambulance Services	0.1	-	Gurgaon vill.
8	District Control Room	6	-	GGN City
9	Other Schools	0.5	-	GPS Gurgaon vill. Village
10	Others	0.2	-	Gurgaon vill.

3. Response Mechanism

A. School Disaster Management Committee

Sr. No.	Name	Designation	Designation in SDMC	Contact No	Residential Address
1	Mohini	Principal	Chairperson	9968262191	GSSS Gurgaon vill.
2	Ashok Tiwari	Lecturer Commerce	Vice Chairperson	9899926354	Laxman Vihar
3	Ram Singh	-	Member		Gurgaon vill.
4	Neelam Chadna	Sr. Lady Teacher	Member	9899012079	Sector-7
5	Sneha lata	PTA incharge	Member		Madanpuri
6					
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.
1. Early warning, Communication & Awareness Generation Team				
1	Prashant	M	VII	
2	Deepak	M	VII	
3	Sandeep	M	VII	
4	Roshan	M	VII	
5	Maharana	M	VII	
2. Evacuation Team				
1	Raja	M	VI	
2	Abhishek	M	VI	
3	Gaurav	M	VI	
4	Guddu	M	VI	
5				
3. Fire Safety Team				
1	Neeraj	M	IX-D	
2	Sameer	M	IX-D	
3	Rajat	M	IX-D	

4	Sumit	M	IX-D	
5	Harish	M	IX-D	
4. Search and Rescue Team				
1	Lakshay	M	XI- Non Medical	
2	Archana	F	XI- Non Medical	
3	Mahima	F	XI-Arts	
4	Hunny	F	XI-Arts	
5	Akash Yadav	M	XI-Arts	
5. First Aid Team				
1	Sarita	F	XI-Arts	
2	Neelam	F	XI-Arts	
3	Yashwant	M	XI-Arts	
4	Kundan	M	XI- Non Medical	
5				
6. Water and Sanitation Team				
1	Shivam	M	IX-B	
2	Abhay	M	IX-B	
3	Ritesh	M	IX-B	
4	Sujeet	M	IX-B	
7. Road Safety Team				
8. Coordination Team				

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

C. Non Structural Safety assessment

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

D. Structural Safety assessment

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

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.