

# **SCHOOL SAFETY INITIATIVE**

**By**



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

## **SCHOOL DISASTER MANAGEMENT PLAN**

**Name of School:**

GGSSS JHAJJAR and G.P.S JHAJJAR

**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 JHAJJAR and G.P.S JHAJJAR			
2.	School Code	3084			
3.	Address	Ggsss jhajjar			
		Telephone	01251 252114		
		Fax			
		Email	Ggsssjhajjar7178@gmail.com		
4.	Name of the Principal	Dr. Harpal singh dagar			
5.	Contact Details of the Principal	Telephone	01251 2522114		
		Mobile	9416456470		
		Email	<a href="mailto:Harpaldagar58@gmail.com">Harpaldagar58@gmail.com</a>		
6.	Name of the Nodal Officer	Om parkash sharma			
7.	Contact Details of the Nodal Officer	Telephone			
		Mobile	9466037424		
		Email	<a href="mailto:Omparkash64@gmail.com">Omparkash64@gmail.com</a>		
8.	Type of School	Boys / Girls / Co-ed. Girls			
		English / Hindi / Others hindi			
9.	School Timings	8 am to 2 :30 pm			
10.	Total Students	Boys:	Total:		
		Girls:			
11.	Teaching Staff	Male:4	Total: 44		
		Female:40			
12.	Non-Teaching Staff	Male:02	Total: 06		
		Female:04			
13.	No. of differently abled persons	<b>Students</b>	<b>Teaching staff</b>	<b>Non teaching staff</b>	
		<b>Male</b>			
		<b>Female</b>			
		<b>Total</b>			

#### 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	Harpal singh	O+	57	M	nil	nil	12 <sup>th</sup> bio	9416456470	Fatehpuri
2	Om narkash	O+	51	M	nil	nil	12 <sup>th</sup> bio		Jhajjar
3	Satbir singh	O+	55	M	nil	nil	12 <sup>th</sup> acc, busi	9255127237	Jhajjar
4	ravinder	B+	52	M	nil	nil	Eng.	9992105511	Jhajjar
5	Vinod	B+	48	F	nil	nil	Pol sci	8529422936	Jhajjar
6	Sunita	O+	42	F	nil	nil	Economics	9416265221	Vpo, kot
7	Gulab	B+	57	F	nil	nil	Geography	9253861687	Bahadurgarh
8	Indra	O+	51	F	nil	nil	Eng.	9215126279	Jhajjar

9	Gayetri	O+	52	F	nil	nil	Skt.	9255127257	Jhajjar
10	Seema	A+	31	F	nil	nil	Eng.	9466548100	Rohtak
11	Subash deswal	B+	44	F	nil	nil	Acc, audit	7206832354	Jhajjar
12	Jaswanti	B+	52	F	nil	nil	DP	8929337344	Jhajjar
13	Suresh kumara	AB+	50	F	nil	nil	Math	9467114095	Jhajjar
14	Usha	AB-	54	F	nil	nil	Skt	9416527941	Jhajjar
15	rajbala	A-	36	F	nil	nil	Geo	9896670572	Jhajjar
16	Ishwanti	B+	50	F	nil	nil	Hindi	9467819544	Jhajjar
17	Dayavanti	O-	44	F	nil	nil	Sec, math	9541254391	Jhajjar
18	Sunita	O+	38	F	nil	nil	Sec math	9466073058	Vpo. Surha
19	Bela rani	B+	58	F	nil	nil	Ss	9416858240	Jhajjar
20	Sudesh rani	O+	45	F	nil	nil	Sec, home sci	9728257418	Jhajjar
21	Swati	O+	34	F	nil	nil	Sec skt	9728062500	Kanina
22	Vedwati	B+	58	F	nil	nil	Sec skt	9992788060	Jhajjar
23	Neelam	B+	49	F	nil	nil	Sec hindi	9991283799	Jhajjar
24	Krishna	B+	57	F	nil	nil	Sec hindi	9416533710	Jhajjar
25	Sarita	O-	44	F	nil	nil	Sec draw	9466545900	Jhajjar
26	Pushpa rani	B+	58	F	nil	nil	Sec, cutting	9991120701	Jhajjar
27	Shakuntla	O+	53	F	nil	nil	Eng	9255480704	Jhajjar
28	Rashmi	B+	37	F	nil	nil	Hindi	9416163520	Jhajjar
29	Nitika	B+	39	F	nil	nil	History	9466526637	Jhajjar
30	Shakuntala	AB+	31	F	nil	nil	History	9896078018	Jhajjar
31	Monika	AB+	32	F	nil	nil	Ss	9050005354	Jhajjar
32	Krishna	B+	41	F	nil	nil	Primary	9813862200	Jhajjar
33	Raj bala	O+	54	F	nil	nil	jbt	9466708934	Jhajjar
34	Sumeri	B+	55	F	nil	nil	jbt	9255479849	Jhajjar
35	Santosh	B+	55	F	nil	nil	jbt	9416961428	Jhajjar
36	Suresh kumara	B+	50	F	nil	nil	jbt	9255644484	Jhajjar
37	Poonam	B+	36	F	nil	nil	jbt	8901386947	Soldha, bahadurgarh
38	Sunita	O+	45	F	nil	nil	jbt	9992309077	Jhajjar
39	Kalapati	B+	58	F	nil	nil	jbt	9991607532	Jhajjar
40	Nirmala devi	AB+	55	F	nil	nil	jbt	9728669609	Jhajjar
41	Nirmala devi	A+	43	F	nil	nil	jbt	9466626260	Jhajjar
42	Navita	A+	47	F	nil	nil	jbt	9255470073	Jhajjar

<b>43</b>	<b>Sabina</b>	<b>O+</b>	<b>34</b>	<b>F</b>	<b>nil</b>	<b>nil</b>	<b>jbt</b>	<b>9813451700</b>	<b>Jhajjar</b>
<b>44</b>	<b>Bimla</b>		<b>58</b>	<b>F</b>	<b>nil</b>	<b>nil</b>	<b>jbt</b>	<b>9416661748</b>	<b>Jhajjar</b>

### 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	Babita	Clerk	B+	35	F			8607435	jhajjar
2	Rajender singh	L.A	A+	57	M	B.P		9812376 625	jhajjar
3	Shanti devi	Peon	B+	57	F			8607444 868	Vpo. Dawla
4	Hukam chand	Chokidar	O+		M				
5	Pushpa devi	Sweeper	B+	49	F	Asthma , BP			jhajjar
6	Ram prema	Water carrier	B+	57	F				

### 1.2 School Building Details

1	Number of Storey	Basement	(Yes / No) no										
		Storey	9 room double storey, remaining single										
2	Year of Construction (Give details if constructed in parts)	2010 ten rooms 2008 eight rooms 1998 twelve rooms											
3	Number of buildings in the school compound:	04											
4	Class Rooms	<b>Number of:</b>											
		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	2	3	2		2	2	4
	<b>Total</b>												
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	No play 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 <sup>st</sup>	A	23	26	1		49
2 <sup>nd</sup>	A	42	45	2		87
3 <sup>rd</sup>	A	31	47	3		78
	B					

	C					
	D					
4 <sup>th</sup>	A	24	32			56
	B					
	C					
	D					
5 <sup>th</sup>	A	32	44			76
	B					
	C					
	D					
6 <sup>th</sup>	A		27			27
	B		27			27
	C					
	D					
7 <sup>th</sup>	A		39			39
	B		37			37
	C					
	D					
8 <sup>th</sup>	A		36			36
	B		33			33
	C					
	D					
9 <sup>th</sup>	A		39			39
	B		39			39
	C					
	D					
10 <sup>th</sup>	A		37			37
	B		44			44
	C					
	D					
11 <sup>th</sup>	A		05			05
	B		29			29
	C		31			31
	D		30			30
12 <sup>th</sup>	A		12			12
	B		56			56
	C		43			43
	D		37			37
Total			17			17

### 1.3.1 Details of Persons With Disability:

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
1	Shivam	6	m	1 <sup>st</sup>	OH
2	Sanjay	6	M	2 <sup>nd</sup>	OH
3	Gaurav	13	M	3 <sup>rd</sup>	HI
4	Komal	9	F	3 <sup>rd</sup>	MR
5	Abiraj	8	M	3 <sup>rd</sup>	OH

6	Lata	15	F	6th	HI
7	Dayawanti	11	F	6 <sup>th</sup>	MR
8	Poonam	17	F	6 <sup>th</sup>	MR
9	Rekha	15	F	8 <sup>th</sup>	MR
10	Isha	15	F	10 <sup>th</sup>	VI
11	Vanni	19	F	10 <sup>th</sup>	MR
12	Priya	15	F	11 <sup>th</sup>	OH
13	Kajal	17	F	11 <sup>th</sup>	OH
14	Nikita	17	F	12 <sup>th</sup>	OH

**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		
Flood		
Earthquake		
Building collapse		
Epidemic / Contagious disease		
Fire		
Heat Wave		
Cold Wave		
Industrial / Chemical hazard		
Stampede		
Animal Bite		
Snake Bite		



Food Poisoning		
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.)	
3.	Chemical bottles	
4.	Main Electrical Boards	East gate
5.	Hanging Electrical Wires	<u>East to west</u>
6.	Suspended Ceilings	
7.	Unfixed Almirahs/cabinets	
8.	Unfixed wall Frames	
9.	Doors/ Windows	<u>In rooms</u>
10.	Open drains/ gutter	
11.	Trees	<u>West side</u>
12.	Defected staircases	
13.	Severely cracked walls	
14.	Others (specify)	
	<b>Outside School</b>	
1	Trees	<u>South hall</u>
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		
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)					
NSS (Yes/No)		100	100	Vinod kumari	8529422936
Scout & Guide(Yes/No)		32	32	Vinod kumari	8529422936

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	Sunita	Fire safety	Kavita	12 <sup>th</sup>	9416265221
2	Jaswanti	Sports	Jyoti	12 <sup>th</sup>	8929337394
3	Ved vati	First aid		6-12th	9992788060

## 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	Cotton , bandage,	vedwati	9992788060
2.	Fire Extinguishers	2 medium size	sunita	9416265221
3.	Ladder (Nos. and Length)	2, 20feet each		
4.	Rope (Nos. and Length)			
5.	Stretchers			
6.	Torches			
7.	Hammers	1	Jaswanti	8929337344
8.	Generators / UPS	2	Pinki	
9.	Others			

### B. Communication Set up

Sr. No	Type of System	Total No
1	Wireless sets (if nearby Police Station)	
2	Landline telephone	01251 252114
3	Internet Facility	Yes
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	Cycle

### D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Ad policrdress
1	Police Station/Police Post	.5		Sadar police jhajjar
2	Fire Station	1		
3	Primary Health Centre (PHC)			
4	Community Health Centre (CHC)			
5	Hospital (Public)	1.5		
6	Hospital (Private)			
7	Ambulance Services	1.5		
8	District Control Room			
9	Other Schools	Gsss jhajjar		Jhajjar
10	Others			

## 3. Response Mechanism

### A. School Disaster Management Committee

Sr. No.	Name	Designation	Designation in SDMC	Contact No	Residential Address
1	Harpal singh	Principal	President	9416456470	Vpo. Fatehpuri
2	Om parkash	Lecturer		9466037424	Jhajjar
3	Rakesh	Member S.M.C		9728765322	Jhajjar
4	Vinod kumara	Lecturer		8529422936	Jhajjar
5	Indra	Lecturer		9215126279	Jhajjar
6	Menu,manoj,rakhi	Students			Jhajjar

7	Bhumita Sharma	R.O		8930656745	Jhajjar
8	Jitender kumar	F.O			Jhajjar
9	Charan singh	Police man			Jhajjar
10	Reena	A.N.M		9050556478	Jhajjar
11	virender	Member M.C		9812135738	Jhajjar
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.

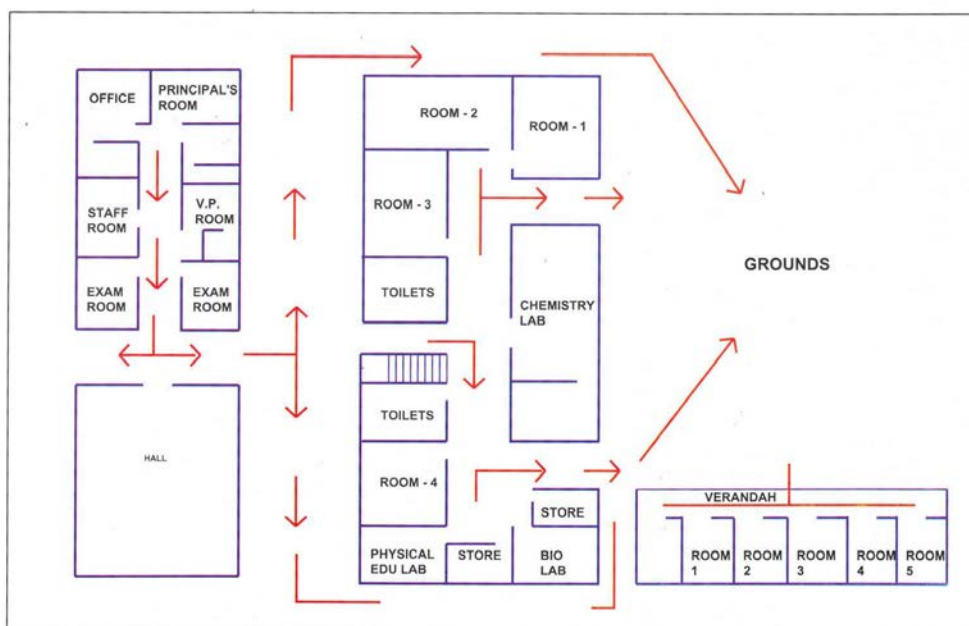
Sr. No.	Name	Sex	Standard	Contact No.
<b>1. Early warning, Communication &amp; Awareness Generation Team</b>				
1	Gulab rani	F	12	9253861687
2	Pushpa rani	F	10	999112079
3	Swati	F	10	9728062500
4				
5				
<b>2. Evacuation Team</b>				
1	Gulab rani	F	12	9253861687
2	Seema	F	12	9466548100
3	Sunita	F	12	9416265221
4	Swati	F	10	9728062500
5	Rajbala	F	12	
<b>3. Fire Safety Team</b>				
1	Sunita devi	F	12	9416265221
2	Seema	F	12	9466548100
3	Rakesh kumar	M	Shopkeeper	
4	Megha	F	11	
5				
<b>4. Search and Rescue Team</b>				
1	Jaswanti	F	12	8929337344
2	Vinod kumar	M	12	8529422936
3	Jitender kumar	M	F.O	

4	Pooja	F	12	
5				
<b>5. First Aid Team</b>				
1	Ved vati	F	10	9992788060
2	Shakuntla	F	10	9255480704
3	Reena	F	ANM	9050536478
4	Jyoti	F	10	
5				
<b>6. Water and Sanitation Team</b>				
1	Satbir singh	M	12	9255127237
2	Omparkash	M	12	9466037424
3	Ravinder	M	12	9992105511
4	Rajender	M	12	
5	Indra	F	12	9215126279
<b>7. Road Safety Team</b>				
1	Vinod	F	12	8529422936
2	Suresh	F	12	9467114095
3	Usha	F	12	9416527941
4	Sudesh rani	F	10	9728257418
5	Sunita	F	10	9466073058
<b>8. Coordination Team</b>				
1	Gauri	F	12	9255127237
2	Krishna	F	10	9416533710
3	Jaswanti	F	12	8929337344
4	Ishwanti	F	12	9467819544
5	usha	F		9416527941

#### 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 desk 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.



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