

SCHOOL SAFETY INITIATIVE

By



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

SCHOOL DISASTER MANAGEMENT PLAN

Name of School: 0879

Government Girls Senior Secondary School Manesar, 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	GGSSS Manesar			
2.	School Code	0879			
3.	Address	Near Bus Stand, Manesar			
		Telephone			
		Fax			
		Email	ggsssmanesar@gmail.com		
4.	Name of the Principal	Smt. Suman Kumari			
5.	Contact Details of the Principal	Telephone			
		Mobile	9990002320		
		Email	1965suman@gmail.com		
6.	Name of the Nodal Officer	Smt. Jyoti Yadav			
7.	Contact Details of the Nodal Officer	Telephone			
		Mobile	8826626598		
		Email			
8.	Type of School	Girls Senior Secondary School			
9.	School Timings	07:45 AM – 02:45 PM			
10.	Total Students	Boys:	0		
		Girls:	761		
11.	Teaching Staff	Male:	0		
		Female:	34		
12.	Non-Teaching Staff	Male:	01		
		Female:	06		
13.	No. of differently abled persons	Students	Teaching staff	Non teaching staff	
		Male	0	0	0
		Female	7	2	0
		Total	7	2	0

1.1.1 Details of Teaching Staff –permanent and contractual (add additional sheet if needed):

Sr. No.	Name	Blood Group	Age	Sex	Medical Concerns like Asthma, Diabetes, BP etc.)	Disability if any	Standard & Subject they teach	Contact No.
1.	Neelam Mukhija	B+	57	F	Arthritis		Economics	9810931458
2.	Shashi	B+	34	F	Asthma		Political Science	8860270707
3.	Seema Rahi	B+	36	F	BP		Chemistry	9891700230
4.	Jyoti	B+	31	F			Physics	9716011232
5.	Sushma	B+	32	F		PH(OH)	Biology	9899922734

6.	Renu Devi	B+	32	F		PH(OH)	English	9540532631
7.	Sonu Rani	O+	32	F			English	9468180038
8.	Sonia	B+	26	F			Maths	9953183033
9.	Bharti Shaukeen	A+	44	F			History	9911880220
10.	Anita Khatri	B+	40	F	BP		Political Science	9717849684
11.	Jyoti Batheja	O+	34	F	Anaemic		Home Science	9999517790
12.	Sonika Sindhu	B+	29	F			Accounts	9999056988
13.	Usha Devi	A+	44	F			Hindi	9896368145
14.	Anupam	O+	36	F			Hindi	9953655801
15.	Nisha	B+	30	F			Sanskrit	9466894066
16.	Manju Yadav		26	F			Geography	9718064177
17.	Veena Yadav	B+	48	F	Thyroid		Music	9911668942
18.	Rajesh Sejwal	O+	49	F	Gastritis, Iretis, Ulser		Science	9899367882
19.	Babita Rani	A+	51	F	Hepatitis 'B'		Science	9599011762
20.	Anamika	O+	31	F			Science	9999913975
21.	Trisha Pahuja			F			English, Social Studies	
22.	Meena Kumari	B+	45	F			English, Social Studies	9911190564
23.	Laxmi Rani	B+	46	F	Thyroid, Asthma, Knee		English, Social Studies	9911710078
24.	Renu	O-	46	F				9654205285
25.	Geeta Rani	B+	43	F			SKT	9971341273
26.	Jyoti Yadav	O+	38	F			DPE P.Ed	8826626598
27.	Bablesh Kumari	B+	45	F	Skin Allergy		PTI	9891259555
28.	Babita Devi	B+	41	F	Disk Problem, Thyroid		PTI	8506040009
29.	Santa Bai	O+	38	F	BP		Art & Craft	9990406409
30.	Mithlesh Kumari	B+	54	F			H.T.	7503309240
31.	Anita	O+	32	F			All Subjects	9953813930
32.	Reena	AB+	31	F			All Subjects	8059423464
33.	Jyoti	A+	42	F			All Subjects	9466897022
34.	Parveen	O-	32	F			All Subjects	99990877914

1.1.2 Details of Non-teaching Staff –permanent and contractual (add additional sheet if needed):

Sr. No.	Name	Duty they perform	Blood Group	Age	Sex	Medical Concerns like Asthma, Diabetes, BP	Disability if any	Contact No.	Address
1.	Suman Kumari	Principal	B+	49	F	NIL	NO	9990002320	23 Part-III , Sec-5, GGN
2.	Rachna Devi	Clerk	-	40	F	NIL	NO	9818446546	2/47 Shivajinagar, GGN
3.	Guddi Devi	Water Carrier	-	46	F	NIL	NO	8377032536	VPO Shikhopur, GGN
4.	Prakash Singh	S.C.C.	B+	56	M	NIL	NO	9313378722	GGSSS Manesar, GGN
5.	Naveen Kumari	SIM	B+	26	F	NIL	NO	8744952580	90B Hans Enclave, GGN
6.	Manisha	Lab Asst.	B+	-	F	NIL	NO	9717445743	VPO Nainwal, GGN
7.	Shilpa Yadav	Comp. Lab Asst.	B+	33	F	NIL	NO	9810011932	169 sec-1 IMT Manesar, GGN

1.2 School Building Details

1	Number of Storey	Basement	(Yes / No) NO										
		Storey	Single										
2	Year of Construction (Give details if constructed in parts)	1958											
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	15	1	1	1	3	0	1	0	6	2	1
	Total	15	1	1	1	3	0	1	0	6	2	1	3

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	NA
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		26			
2 nd	A		36			
3 rd	A		52	01		01
	B					
	C					
	D					
4 th	A		52	02		02
	B					
	C					
	D					
5 th	A		53			
	B					
	C					
	D					
6 th	A		28			
	B		30			
	C					
	D					
7 th	A		33			
	B		33			
	C					
	D			02		02
8 th	A		33			
	B		32			
	C					
	D			01		01
9 th	A		58	01		01
	B		60			
	C					
	D					
10 th	A		39			
	B		46			

	C					
	D					
11 th	A		42			
	B		22			
	C		26			
	D					
12 th	A COMM		27			
	B ARTS		21			
	C		12			
	D					
Total	234		761	07		07

1.3.1 Details of Persons With Disability:

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
1.	NEHA	15	F	VIII	AH
2.	Pooja Kumari	14	F	VIII	AH
3.	Priya	15	F	IX	PH
4.	Kavita	17	F	IX	PH
5.	Mehak	9	F	IV	OH
6.	Laxmi	10	F	IV	OH
7.	Akansha	8	F	III	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	High	NEAR BY LINK ROAD
Flood	Medium	NO
Earthquake	Medium	
Building collapse	Low	
Epidemic / Contagious disease	Low	
Fire	Low	
Heat Wave	Low	
Cold Wave	Low	
Industrial / Chemical hazard	Medium	
Stampede	NO	
Animal Bite	Medium	
Snake Bite	Medium	
Food Poisoning	LOW	READY MADE MIDMAL SUPLIED
Others (specify)	NO	

2.3 Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
	Inside School	
1.	Gas cylinders	HSCI Room
2.	Other fuel (petrol/diesel/kerosene etc.)	NO
3.	Chemical bottles	Science Lab
4.	Main Electrical Boards	Near Principal Office
5.	Hanging Electrical Wires	Near Office
6.	Suspended Ceilings	NO
7.	Unfixed Almirahs/cabinets	STAFF ROOM & Science ROOM
8.	Unfixed wall Frames	NO
9.	Doors/ Windows	All Room
10.	Open drains/ gutter	NO

11.	Trees	SCHOOL Ground
12.	Defected staircases	NO
13.	Severely cracked walls	NO
14.	Others (specify)	NO
	Outside School	NO
1	Trees	NO
2	Power Lines	Outside the school
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	0	295
2.	Old age people if any	-	-
3.	Students with special medical concerns	-	-
4.	Teaching/Non-teaching staff with ill health	-	-
5.	Others (specify)	-	7

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)	0	0	0	0	0
NSS (Yes/No)	0	0	0	0	0
Scout & Guide(Yes/No)	0	0	0	0	0

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.	Jyoti Yadav	Sports	Teacher	D.P.E	8826626598
2.	Mun Mun	First Aid	Student	X	
3.	Anjali	Fire Safety	Student	IX	
4.	Nisha	Search & Rescue	Student	IX	
5.	Parul	Fire Safety	Student	XI	
6.	Shweta	First Aid	Student	XI	

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
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1.	First Aid Kits	1	Bablesh Kumari	9891259555
2.	Fire Extinguishers	2	Manisha	9717445743
3.	Ladder (Nos. and Length)	0	-	
4.	Rope (Nos. and Length)	1	Prakash	9313378722
5.	Stretchers	0	-	
6.	Torches	1	Prakash	9313378722
7.	Hammers	1	Prakash	9313378722
8.	Generators / UPS	1	Manisha	9717445743
9.	Others	0		

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)	-
2	4 wheelers (personal)	2
3	2 wheelers (personal)	1
4	Other vehicles	-

D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post	2	2290100/100	IMT Manesar
2	Fire Station	2	101	IMT Manesar
3	Primary Health Centre (PHC)	-	-	
4	Community Health Centre (CHC)	-	-	
5	Hospital (Public)	0.5	-	
6	Hospital (Private)	1.5	0124-4755555	Rockland Hospital, Manesar
7	Ambulance Services	-		
8	District Control Room	2	9899385182	Laxman Singh D.S.O
9	Other Schools	-	-	
10	Others	-	-	

3. Response Mechanism

A. School Disaster Management Committee

Sr.	Name	Designation	Designation in	Contact No	Residential
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No.			SDMC		Address
1	Suman Kumari	Principal	Chairperson	9990002320	
2	Neelam Mukhja	Senior Lecturer EO	Vice- Chairperson	9810931458	
3	Veena Yadav	M. Head	Member	9911668942	
4	Jyoti Yadav	DIPE	Member		
5	Kamala	SMC Member	Member	8750775934	Near Kalanath Hospital, Manesar, GGN
6	Varsha	Student	Member		V.P.O. Manesar, GGN
7	Nisha	Student	Member		V.P.O. Manesar, GGN
8	Kavita	Student	Member		V.P.O. Manesar, GGN
9	Manita	Student	Member		V.P.O. Manesar, GGN
10	Satbir Singh	Member Panchayat	Member	8607275030	IMT Manesar, sec-I, GGN
11	Neelam	PTA Member	Member	9818048281	V.P.O. Manesar, GGN
12	Meena Kumari	SST Mistress	Member	9911190564	594/5 Patel Nagar, GGN
13	Manju Yadav	Geo. Lecturer	Member		

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	Manju Yadav	F	Geography Lecturer	9718064177

2	Madhu	F	XI-A	
3	Kavita	F	IX-A	
4	Ritu	F	IX-A	
5	Renu	F	VIII-A	
2. Evacuation Team				
1	Veena Yadav	F	Middle Head	9911668942
2	Lalita	F	XI-A	
3	Bhawna	F	XI-A	
4	Raveena	F	IX-A	
5	Sana	F	XI-A	
3. Fire Safety Team				
1	Seema Rani	F		9891700230
2	Anjali	F	IX-A	
3	Monika	F	IX-A	
4	Parul	F	XI-B	
5	Shivani	F	VIII-B	
4. Search and Rescue Team				
1	Jyoti Yadav	F	D.P.E.	8826626598
2	Varsha	F	XI	
3	Priya	F	IX-B	
4	Nisha	F	IX-B	
5	Komal	F	VIII-A	
5. First Aid Team				
1	Bablesh Kumari	F	PTI	9891259555
2	Priyanka	F	IX-B	
3	MunMun	F	X-A	
4	Neha	F	IX-A	
5	Shweta	F	XI-C	
6. Water and Sanitation Team				
1	Jyoti Batheja	F	HSCI Lecturer	9999517790
2	Anjali	F	VIII-B	
3	Pooja	F	XI-C	
4	Nidhi	F	VIII-B	
5	Riya	F	VIII-A	
7. Road Safety Team				
1	Sonia	F	Maths Lecturer	9953183033
2	Kavita	F	IX-B	

3	Chandini	F	VII-B	
4	Nisha	F	XI-B	
5	Akansha	F	VIII-B	
8. Coordination Team				
1	Anupam	F	Hindi Lecturer	9953655801
2	Nisha	F	XI-A	
3	Manita	F	XI-B	
4	Poonam	F	XI-A	
5	Noorjahan	F	VIII-B	

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
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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.