

SCHOOL SAFETY INITIATIVE

By



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

SCHOOL DISASTER MANAGEMENT PLAN

Name of School: Govt. Girls Sr. Sec. School Manheru

2016

**Haryana Institute of public Administration (HIPA)
Sector-18, Gurgaon, Haryana**

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1. School Profile

1.1 School Details

1.	Name of the School	Govt. Girls Sr. Sec. School Manheru			
2.	School Code	0320			
3.	Address	Vill. & P.O- Manheru Teh & Distt. Bhiwani Haryana-127309			
		Telephone	01664-278200		
		Fax			
		Email	Ggssmanheru320@gmail.com		
4.	Name of the Principal	Smt. Saroj Bala			
5.	Contact Details of the Principal	Telephone			
		Mobile	9416966681		
		Email			
6.	Name of the Nodal Officer				
7.	Contact Details of the Nodal Officer	Telephone			
		Mobile			
		Email			
8.	Type of School	Boys / Girls / Co-ed. Girls			
		English / Hindi / Others Hindi			
9.	School Timings	8:00 AM to 2:30 PM			
10.	Total Students	Boys: 81	Total: 711		
		Girls: 630			
11.	Teaching Staff	Male:21	Total: 27		
		Female:03			
12.	Non-Teaching Staff	Male:03	Total: 04		
		Female:01			
13.	No. of differently abled persons	Students	Teaching staff	Non teaching staff	
		Male	02	Nil	Nil
		Female	Nil	Nil	Nil
		Total	Nil	Nil	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,	Disability if any	Standard & Subject they teach	Contact No.	Residential Address
1	Smt. Saroj Bala	O+	50	F	----	----	Sanskrit	9416966681	Bank Colony Bhiwani
2	Sh. Rajiv Sharma	AB+	50	M	----	----	English	9466280919	Lohar Bazar Bhiwani
3	Sh. Rajesh Arora	A+	45	M	----	----	Accounts	9812424017	Nehru Road Bhiwani
4	Smt. Bindu	A+	42	F	----	----	Sanskrit	9466353563	Sec-23, Bhiwani
5	Smt. Preeti	B+	43	F	----	----	Hindi	7206160431	Sec-13, Bhiwani
6	Smt. Sheetal Sharma	O+	36	F	----	----	English	9416132202	V.P.O.-Sanwar, Bhiwani
7	Smt. Karuna Rai	O+	28	F	----	----	Chemistry	7056011000	V.P.O.- Kadma, Bhiwani

8	Smt. Rachita Rani	B+	31	F	----	----	Physics	8901119040	Shanti Nagar Bhiwani
9	Smt. Pramila Kumari	O+	36	F	----	----	Hindi	9671378073	V.P.O.- Fatehgarh, Bhiwani
10	Smt. Jyoti Singh	B+	33	F	----	----	Sanskrit	9991115251	Halwas Gate Bhiwani
11	Smt. Neelam Rani	O+	28	F	----	----	Maths	8295821665	Old Bharat Nagar Bhiwani
12	Sh. Madan Gopal	AB+	53	M	----	----	Science	9416247226	New Bharat Nagar Bhiwani
13	Smt. Nisha	O-	29	F	----	----	Physical	9541716088	Laxmi Nagar Bhiwani
14	Smt. Kiran Bala	B+	44	F	----	----	S.S., English	9354277011	Kamla Nagar Bhiwani
15	Smt. Anita Rani	A+	42	F	----	----	S.S. English	9466427748	Shanti Nagar Bhiwani
16	Smt. Meenakshi	B-	38	F	----	----	S.S., English	9467716572	Vidya Nagar Bhiwani
17	Smt. Meena Devi	O+	50	F	----	----	Hindi, Sanskrit	8950389025	V.P.O.- Manheru, Bhiwani
18	Smt. Ishwanti	O-	57	F	----	----	Drawing	9034905073	V.P.O.- Bamla, Bhiwani
19	Smt. Savi	AB+	35	F	----	----	Economics	9467166981	Bank Colony Bhiwani
20	Smt. Leena		33	F	----	----	Maths	9416391800	Dhobi Talab Bhiwani
21	Sh. Umed Singh	B+	54	M	----	----	All Subjects	9812215799	V.P.O.-Kaunt, Bhiwani
22	Smt. Sunita	B+	45	F	----	----	All Subjects	9467051270	V.P.O.- Manheru, Bhiwani
23	Sh. Satyanarain	B+	42	M	----	----	All Subjects	9466280822	V.P.O.- Dhareru Bhiwani
24	Smt. Meenakshi	O+	41	F	----	----	All Subjects	9416072469	Bharat Nagar Bhiwani
25	Sh. Ombir Singh	B+	43	M	----	----	All Subjects	8813861738	V.P.O. – Nangal Bhiwani
26	Smt. Seema Nehra	B+	31	F	----	----	All Subjects	8295672228	V.P.O.- Manheru, Bhiwani
27	Smt. Nisha	O+	30	F	----	----	All Subjects	8950816078	Laxmi Nagar Bhiwani

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	Vijay Kumar	Clerk	A+	49	M				V.P.O.-Manheru
2	Sh. Naresh	Waterman			M				V.P.O.-Manheru
3	Sh. Manoj	Chowkidar			M				V.P.O.-Dhareru
4	Smt. Soma	Sweeper	B+	58	F				Jain Chowk Bhiwani

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)												
3	Number of buildings in the school compound:	One											
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	13	1	1	--	--	--	1	--	06	2	1
	Total	13	1	1	--	--	--	1	--	06	2	1	1
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	29640 Sq. Feet											
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	11	16	--	--	27
2 nd	A	16	26	04	02	42
3 rd	A	12	22	01	--	34
4 th	A	20	27	01	--	47
	B	-	-	-	-	-
	C	-	-	-	-	-
	D	-	-	-	-	-

5 th	A	10	21	01	--	31
	B	12	14	02	--	26
	C	-	-	-	-	-
	D	-	-	-	-	-
6 th	A	-	50	-	-	50
	B	-	-	-	-	-
	C	-	-	-	-	-
	D	-	-	-	-	-
7 th	A	-	29	-	-	29
	B	-	28	-	-	28
	C	-	-	-	-	-
	D	-	-	-	-	-
8 th	A	-	41	-	-	41
	B	-	40	-	-	40
	C	-	-	-	-	-
	D	-	-	-	-	-
9 th	A	-	52	-	-	52
	B	-	52	-	-	52
	C	-	-	-	-	-
	D	-	-	-	-	-
10 th	A	-	50	-	-	50
	B	-	50	-	-	50
	C	-	-	-	-	-
	D	-	-	-	-	-
11 th	A	-	17	-	-	17
	B	-	35	-	-	35
	C	-	-	-	-	-
	D	-	-	-	-	-
12 th	A	-	25	-	-	25
	B	-	35	-	-	35
	C	-	-	-	-	-

	D	-	-	-	-	-
Total		81	630	09	02	711

1.3.1 Details of Persons With Disability:

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
1					
2					
3					
4					
5					
6					

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.	Kuldeep	08	M	1 st	MH
2.	Mandeep	08	M	1 st	MH

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
		NIL		

2.2 Possible Hazards:

Hazards (in and around the school)	Hazard Probability (High / Med / Low)	Possible causes
Road Accidents	Low	School Situated on the Road
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
	Inside School	
1.	Gas cylinders	Kitchen
2.	Other fuel (petrol/diesel/kerosene etc.)	Generator
3.	Chemical bottles	Science Lab
4.	Main Electrical Boards	Store Room
5.	Hanging Electrical Wires	<u>Nil</u>
6.	Suspended Ceilings	<u>Nil</u>
7.	Unfixed Almirahs/cabinets	<u>Office & Staff Room</u>
8.	Unfixed wall Frames	--
9.	Doors/ Windows	<u>In All room and Office Room</u>
10.	Open drains/ gutter	<u>Near Water Tank</u>
11.	Trees	<u>Ground</u>
12.	Defected staircases	=
13.	Severely cracked walls	=
14.	Others (specify)	=
	Outside School	
1	Trees	<u>In Side School Campus</u>
2	Power Lines	<u>On Road</u>
3	Towers	<u>Near Village Temple</u>
4	Others (specify)	=

2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Children below 12 years	<u>Nil</u>	<u>Nil</u>
2.	Old age people if any	<u>Nil</u>	<u>Nil</u>
3.	Students with special medical concerns	<u>02</u>	<u>Nil</u>
4.	Teaching/Non-teaching staff with ill health	<u>Nil</u>	<u>Nil</u>
5.	Others (specify)	=	=

2.5 Capacities

2.5.1 Skilled/Trained Human Resource

Trained Volunteers	Boys	Girls	Total	Name of the coordinator	Contact No. of the coordinator
NCC (Yes/No)	-	-	-	-	-
NSS (Yes/No)	-	-	-	-	-
Scout & Guide(Yes/No)	-	-	-	-	-

Expertise: Search & Rescue, Fire Safety, First Aid, Swimming, Sports, Foreign Languages (other than English) etc.

Sr. No	Name of Person	Expertise in	Teacher/ Student	Standard	Contact No.
1					
2					
3					

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	Detol,Cotton,Bitaden,Tablet	Smt. Nisha	9541716088
2.	Fire Extinguishers	O2	Smt. Preeti	7206160431
3.	Ladder (Nos. and Length)	One 12''	Sh. Manoj	9050970132
4.	Rope (Nos. and Length)	-	-	-
5.	Stretchers	-	-	-
6.	Torches	01	Sh. Naresh	8053586014
7.	Hammers	-	-	-
8.	Generators / UPS	Generators 01	Sh. Vijay	9812922601
9.	Others	-	-	-

B. Communication Set up

Sr. No	Type of System	Total No
1	Wireless sets (if nearby Police Station)	-
2	Landline telephone	1
3	Internet Facility	1
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)	03
4	Other vehicles (Bycycle)	15

D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post	15	100	Bhiwani
2	Fire Station	15	101	Bhiwani
3	Primary Health Centre (PHC)	-	-	-
4	Community Health Centre (CHC)	1	-	Manheru
5	Hospital (Public)	1	-	Bhiwani
6	Hospital (Private)	1	-	Bhiwani
7	Ambulance Services	1	-	CHC Manheru
8	District Control Room	15	-	Bhiwani
9	Other Schools	01	8053064595	GSSS Manheru
10	Others	-	-	-

3. Response Mechanism

A. School Disaster Management Committee

Sr. No.	Name	Designation	Designation in SDMC	Contact No	Residential Address
1	Smt. Saroj Bala	Principal	Chairperson	9416966681	Bhiwani

2	Sh. Rajiv Sharma	Sr. Lect.	Member	9466280919	Bhiwani
3	Smt. Kavita	SMC Pradhan	Member	7206871301	Manheru
4	Smt. Nisha	DPE	Member	9541716088	Bhiwani
5	Smt. Bindu	Sr. Lect.	Member	9466353536	Bhiwani
6	Sh. Suresh Kumar	Sarpanch	Member	8930088385	Manheru
7	Sh. Ajit	Panch	Member	9671732668	Manheru
8	Sh. Puranmal	Patwari	Member	9467459663	Manheru
9	Smt. Sumitra Devi	Angwari Worker	Member	8607477589	Manheru
10	Dr. Sanjay	MPHW	Member	9896449463	Manheru
11	Hav. Satbir Singh	Army Retd. Person	Member	8813969162	Manheru
12	Sh. Rajesh Sharma	Ex. BDC Member	Member	9466336643	Manheru
13	Sh. Anand	ASI Sadar	Member	9728331660	Bhiwani

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.

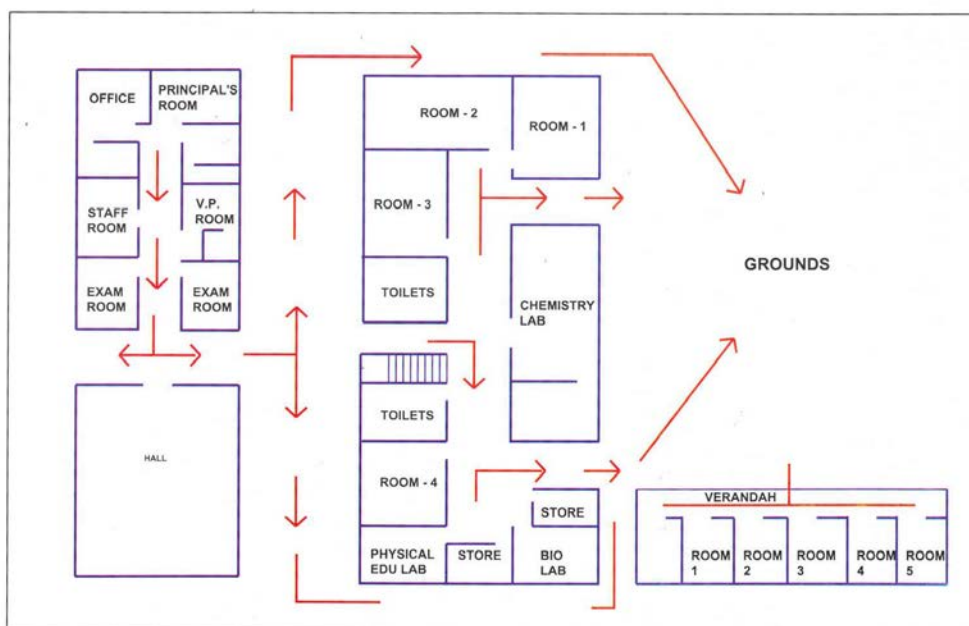
Sr. No.	Name	Sex	Standard	Contact No.
1. Early warning, Communication & Awareness Generation Team				
1	Smt. Ishwanti Devi	F	Art & Craft Tr.	9034905073
2	Smt. Sheetal Sharma	F	Lect. In English	9416132202
3	Sh. Vikram	M	Village Member	8529883936
4	Tamanna	F	Student 11 th A	8059452207
5	Preeti	F	Student 8 th B	
2. Evacuation Team				
1	All Class Incharge			
2	Class Monitor	F		
3	Hall Monitor	F		
3. Fire Safety Team				
1	Sh. Rajesh Arora	M	Lect. In Commerce	9812424017
2	Smt. Preeti	F	Lect. In Hindi	7206160431
3	Sh. Satbir Singh	M	Retd. Defense Person	8813969162

4. Search and Rescue Team				
1	Smt. Nisha	F	DPE	951716088
2	Sh. Madan Gopal	M	Middle Head	9416247226
3	Hemlata	F	Student 10 th B	
4	Madhu	F	Student 10 th B	
5. First Aid Team				
1	Smt. Pramila	F	Lect. In Hindi	9671378073
2	Smt. Meena Devi	F	Skt. Teacher	8950389025
6. Water and Sanitation Team				
1	Smt. Rachita	F	Lect. In Physics	8901119040
2	Smt. Karuna Rai	F	Lect. In Chemistry	7056011000
3	Preeti	F	Student 8 th B	
4	Ritika	F	Student 10 th A	
7. Road Safety Team				
1	Mrs. Anita	F	S.S. Mistress	9466427748
2	Smt. Jyoti	F	Lect. In Sanskrit	9991115251
3	Babita	F	Student 10 th	9813729348
4	Preeti	F	Student 10 th	7056300994
5				
8. Coordination Team				
1	Sh. Rajiv Sharma	M	Lect. In English	9466280919
2	Komal	F	Student 10 th B	

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



Annexure I

a. Roles and Responsibility of School Disaster Management Committee (SDMC)

- Help school in preparation & evaluation of DM Plan
- Look into structural safety

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