

**SCHOOL SAFETY INITIATIVE**

**By**



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

**SCHOOL DISASTER MANAGEMENT PLAN**

**Name of School:**

**GGHS BADESRA BHIWANI**

**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	G.G.H.S. BADESRA				
2.	School Code	0426				
3.	Address	V.P.O BADESRA				
		Telephone	NA			
		Fax	NA			
		Email	badeseragghs@gmail.com			
4.	Name of the Principal/DDO	SUDESH ESHM				
5.	Contact Details of the Principal	Telephone	NA			
		Mobile	9253374837			
		Email	Sudesh3073@gmail.com			
6.	Name of the Nodal Officer	DINESH PGT ENGLISH				
7.	Contact Details of the Nodal Officer	Telephone	NA			
		Mobile	9812464684			
		Email	Drparvindersinhmor12@gmail.com			
8.	Type of School	Boys / Girls / Co-ed.	CO-ed.			
		English / Hindi / Others	HINDI			
9.	School Timings	7:45AM TO 2:30PM				
10.	Total Students	Boys: 46	Total: 314			
		Girls: 268				
11.	Teaching Staff	Male: 03	Total: 14			
		Female: 11				
12.	Non-Teaching Staff	Male: 03	Total: 11			
		Female: 08				
13.	No. of differently abled persons	<b>Students</b>	<b>Teaching staff</b>	<b>Non teaching staff</b>		
		<b>Male</b>	00	0	0	
		<b>Female</b>	01	0	0	
		<b>Total</b>	01	0	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.	Residential Address
1	SUDESH	A+	38	F	NA	NA	ESHM 6 <sup>TH</sup> -8 <sup>TH</sup>	9253374837	V.P.O. MITATHAL
2	DINESH	AB+	35	F	NA	NA	PGTENG 7 <sup>TH</sup> -10 <sup>TH</sup>	9812464684	V.P.O. SISAR KHAS RTIK
3	VINOD RANI	O+	40	F	NA	NA	PGTHINDI 9 <sup>TH</sup> -10 <sup>TH</sup>	9466756382	MEHAM RTIK
4	SUNITA KUMARI	O+	45	F	NA	NA	SSM 6 <sup>TH</sup> -10 <sup>TH</sup>	9466849021	V.P.O. JATAI
5	SAVITA SHARMA	AB+	41	F	NA	NA	HINDI TR. 6 <sup>TH</sup> -8 <sup>TH</sup>	9896396959	VIDYA NAGAR BHIWANI
6	PROMILA SHEORAN	A+	33	F	NA	NA	SCTM 6 <sup>TH</sup> -10 <sup>TH</sup>	9991720070	VIDYA NAGAR BHIWANI

7	SUNITA DEVI	B+	38	F	NA	NA	PTI 6 <sup>TH</sup> - 10 <sup>TH</sup>	9812685654	V.P.O. CHANG
8	SUNDER LAL	A+	57	M	NA	NA	DRG.TR. 6 <sup>TH</sup> -8 <sup>TH</sup>	9467070940	MEHAM RTK
9	SUMAN	NA	32	F	NA	NA	COMP TR. 6 <sup>TH</sup> -10 <sup>TH</sup>	8950496142	V.P.O.BAPOF
10	NARESH KUMARI	A-	56	F	NA	NA	JBT ALL SUBJECTS	8059919860	MEHAM RTK
11	KIRPAL SINGH	NA	54	M	NA	NA	JBT ALL SUBJECTS	9812834261	V.P.O. CHANG
12	SUMAN DEVI	AB-	38	F	NA	NA	JBT ALL SUBJECTS	9991265924	V.P.O. BADESRA
13	SADHU RAM	O+	43	M	NA	NA	JBT ALL SUBJECTS	9896175993	V.P.O. MITATHAL
14	SARITA RANI	A+	29	F	NA	NA	JBT ALL SUBJECTS	9416509411	V.P.O. CHANG

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

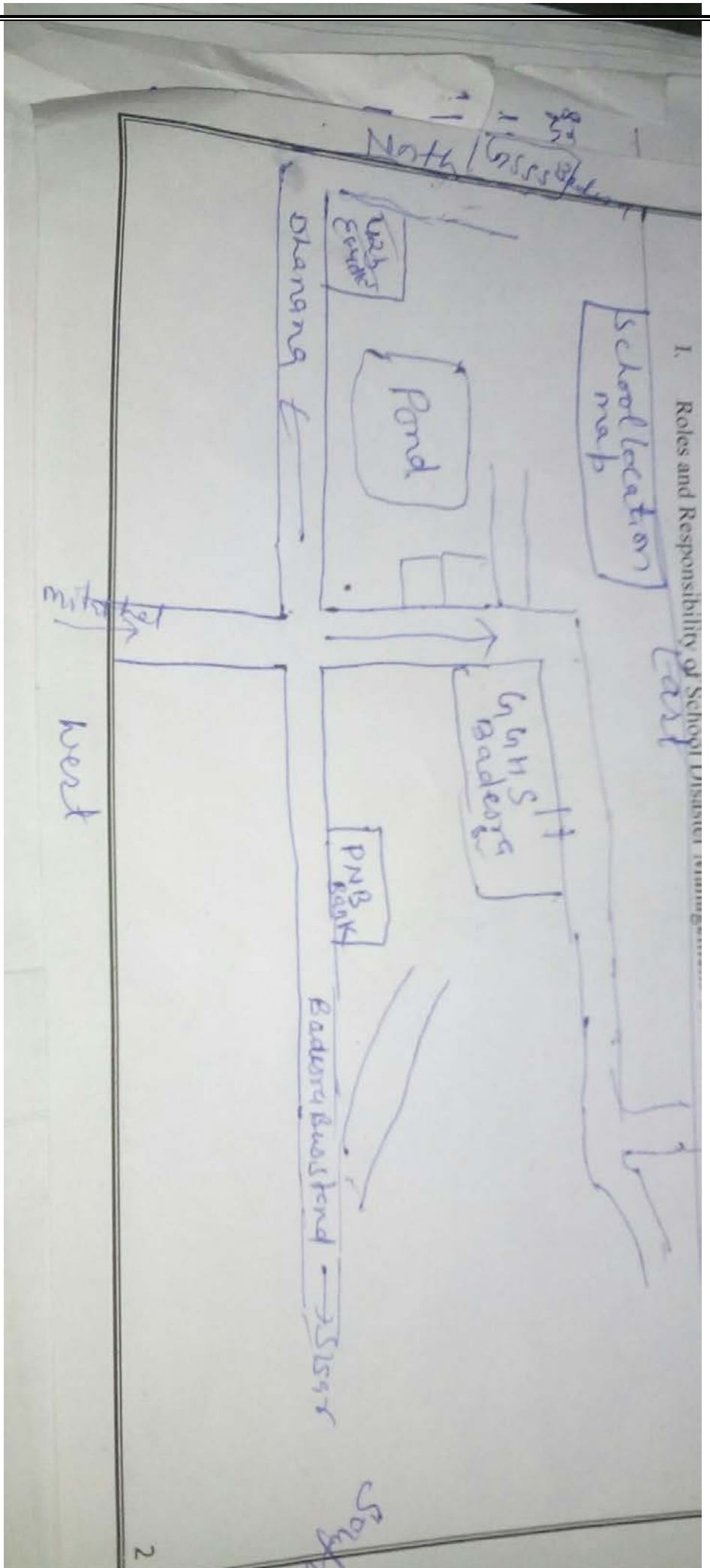
Sr. No.	Name	Duty they perform	Blood Group	Age	Sex	Medical Concerns like Asthma, Diabetes, BP etc.)	Disability if any	Contact No.	Address
1	PARDEEP SINGH	CLERK	NA	46	M	NA	NA	9416081970	V.P.O.TIGRANA
2	DHOOP SINGH	PEON CUM CHOWKIDAR	NA	44	M	NA	NA	9896760181	V.P.O. MITATHAL
3	MALHO DEVI	SWEEPER	NA	54	F	NA	NA	9812626915	V.P.O. BADESRA
4	BHAGWATI DEVI	WATER CARRIER	NA	53	F	NA	NA	8813078057	V.P.O. BADESRA
5	RAJKUMAR	SWEEPER	NA	40	M	NA	NA	9813862120	V.P.O. BADESRA
6	INDRO	WATER CARRIER	NA	38	F	NA	NA	8198971972	V.P.O. BADESRA
7	BIMLA	MDM WORKER	NA	25	F	NA	NA	9992387602	V.P.O. BADESRA
8	CHAMELI	MDM WORKER	NA	47	F	NA	NA	9991326711	V.P.O. BADESRA
9	BEERMATI	MDM WORKER	NA	48	F	NA	NA	9992969958	V.P.O. BADESRA
10	SANTOSH	MDM WORKER	NA	39	F	NA	NA	8059964123	V.P.O. BADESRA
11	SUNITA	MDM WORKER	NA	31	F	NA	NA	8222915365	V.P.O. BADESRA

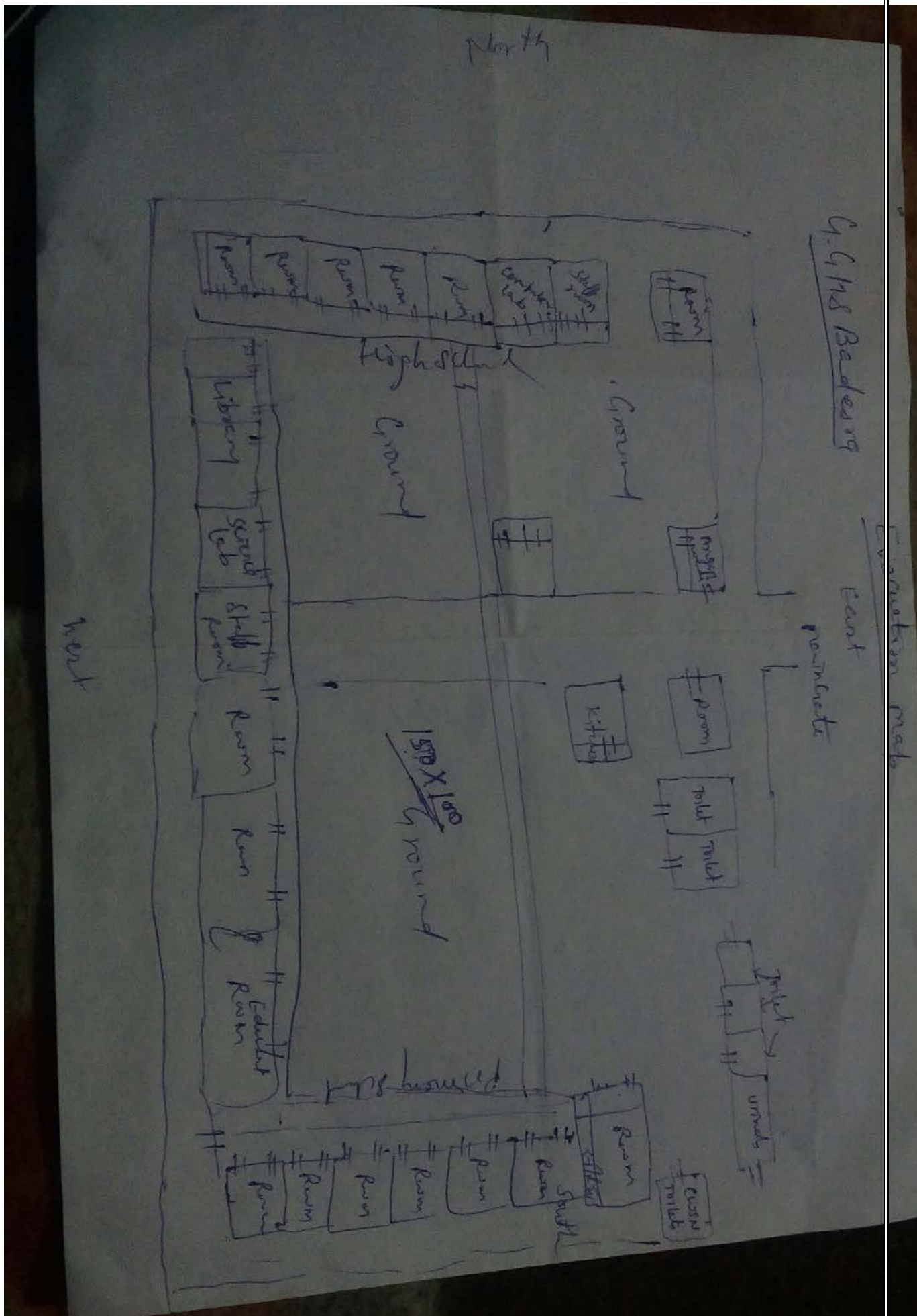
**1.2 School Building Details**

1	Number of Storey	Basement Storey	(Yes / No)NO 1
2	Year of Construction (Give details if constructed in parts)	1987 CLASS ROOMS ARE CONSTRUCTED AT DIFFERENT TIME INTERVAL	
3	Number of buildings in the school compound:	1	
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	12	1	2	1	3	1	3	2	5	1	1	4
	<b>Total</b>	12	1	2	1	3	1	3	2	5	1	1	4
5	Do you have a kitchen?	Yes/No YES GAS CONNECTION & OPEN FIRE KITCHEN -if yes do you have Gas stove or open fire kitchen or use cooking gas connection?											
6	Playground size and open ground	150X100 FOOT											
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>											

1. Roles and Responsibility of School District





1.3 Details of Students:



Class	Section	Boys	Girls	Persons With Disability	Person with medical concern	Total
1 <sup>st</sup>	A	15	18	NA	NA	33
2 <sup>nd</sup>	A	07	08	NA	NA	15
3 <sup>rd</sup>	A	08	18	NA	NA	26
	B					
	C					
	D					
4 <sup>th</sup>	A	09	26	01	NA	35
	B					
	C					
	D					
5 <sup>th</sup>	A	07	26	NA	NA	33
	B					
	C					
	D					
6 <sup>th</sup>	A		24	NA	NA	24
	B					
	C					
	D					
7 <sup>th</sup>	A		34	NA	NA	34
	B					
	C					
	D					
8 <sup>th</sup>	A		37	NA	NA	37
	B					
	C					
	D					
9 <sup>th</sup>	A		44	NA	NA	44
	B					
	C					
	D					
10 <sup>th</sup>	A		33	NA	NA	33
	B					
	C					
	D					
11 <sup>th</sup>	A					
	B					
	C					
	D					
12 <sup>th</sup>	A					
	B					
	C					
	D					
Total		46	268	01	NA	314

### 1.3.1 Details of Persons With Disability:

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
	PRIYA	11	F	4 <sup>TH</sup>	DEAF & DUMB


**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
				NA	

**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>1</b>	<b>FLOOD</b>	<b>SEPT 1995</b>	<b>NIL</b>	<b>NIL</b>

**2.2 Possible Hazards:**

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

**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.)	IN VEHICLES
3.	Chemical bottles	SCIENCE LAB
4.	Main Electrical Boards	ANGANWADI ROOM
5.	Hanging Electrical Wires	<b>ON THE ROOF</b>
6.	Suspended Ceilings	<b>ON VARANDAH</b>
7.	Unfixed Almirahs/cabinets	<b>STAFF ROOM ,LIBRARY,SCIENCE LAB,OFFICE</b>
8.	Unfixed wall Frames	NA
9.	Doors/ Windows	<b>ROOMS</b>
10.	Open drains/ gutter	NA
11.	Trees	<b>AROUND GROUND</b>
12.	Defected staircases	NA
13.	Severely cracked walls	NA
14.	Others (specify)	NA
<b>Outside School</b>		
1	Trees	NA
2	Power Lines	<b>NEAR SCHOOL</b>
3	Towers	<b>AWAY FROM SCHOOL</b>
4	Others (specify)	NA

#### 2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Children below 12 years	<u>46</u>	<u>126</u>
2.	Old age people if any	<u>NA</u>	<u>NA</u>
3.	Students with special medical concerns	<u>NA</u>	<u>NA</u>
4.	Teaching/Non-teaching staff with ill health	<u>NA</u>	<u>NA</u>
5.	Others (specify)	<u>NA</u>	<u>NA</u>

#### 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)				NA	
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.
		NA			

##### 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	BETADINE,COTTON,DETTOL,TABLETS,BANDAID,PATTI,SCISSOR,	PROMILA SHEORAN	9991720070
2.	Fire Extinguishers	3(1 IN SCIENCE LAB, 2 IN COMPUTER LAB)	PROMILA SHEORAN	9991720070
3.	Ladder (Nos. and Length)	1&12 FOOT	SUNITA PTI	9812685654
4.	Rope (Nos. and Length)	NA		
5.	Stretchers	NA		
6.	Torches	NA		
7.	Hammers	NA		
8.	Generators / UPS	1	SUMAN COMPUER TEACHER	8950496142
9.	Others	NA		

#### B. Communication Set up

Sr. No	Type of System	Total No
1	Wireless sets (if nearby Police Station)	NA
2	Landline telephone	NOT WORKING
3	Internet Facility	CELLULAR
4	Fax	NA
5	Other	NA

#### C. Transport Facilities

Sr. No	Type of Vehicle	Total No
1	School Bus (with capacity)	NA
2	4 wheelers (personal)	1
3	2 wheelers (personal)	7
4	Other vehicles	NA

#### D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post	26	8814011416	BAWANIKHERA
2	Fire Station	20	NA	BHIWNI
3	Primary Health Centre (PHC)	0	9896264656	BADESRA
4	Community Health Centre (CHC)	6	NA	DHANANA
5	Hospital (Public)	20	01664-248451	BHIWANI

6	Hospital (Private)	20	01664-243935	BHIWANI
7	Ambulance Services	20	01664-251010	BHIWANI
8	District Control Room	20	01664-242744	BHIWANI
9	Other Schools	1	9034613213	BADESRA
10	Others	NA	NA	NA

### 3. Response Mechanism

#### A. School Disaster Management Committee

Sr. No.	Name	Designation	Designation in SDMC	Contact No	Residential Address
1	SUDESH	ESHM DDO	CHAIRPERSON	9253374837	MITATHAL
2	DINESH	PGT ENG	VICE CHAIRPERSON	9812464684	SISAR KHAS RTK
3	SUNITA KUMARI	SSM	MEMBER	9466849021	JATAI
4	SUNITA DEVI	PTI	MEMBER	9812685654	CHANG
5	MAHA SINGH	SMC PRADHAN	MEMBER	9728407724	BADESRA
6	SUDESH	SARPANCH	MEMBER	8930962005	BADESRA
7	BABITA	PANCH	MEMBER	9728583150	BADESRA
8	KAMLESH	ANGANWARI WORKER	MEMBER	9050243800	BADESRA
9	DARSHANA	ANM	MEMBER	9896264656	BADESRA
10	JAI VIR	PATWARI	MEMBER	9416126227	SUKHPURA
11	BALJEET	PAHALWAN	MEMBER	9813164000	BADESRA
12	HOSHIYAR SINGH	EX SERVICE MAN	MEMBER	9812718795	BADESRA
13	BHAWNA	STUDENT	MEMBER	9812636763	BADESRA

#### 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	SUNITA KUMARI	F	SSM	9466849021
2	SUNDER LAL	M	DRG TR	9467070940
3	SURENDER SINGH	M	WORKING WITH MEDIA	9992749317
4	PRIYA	F	STUDENT	NA
5	SANJEETA	F	STUDENT	8053951429
<b>2. Evacuation Team</b>				

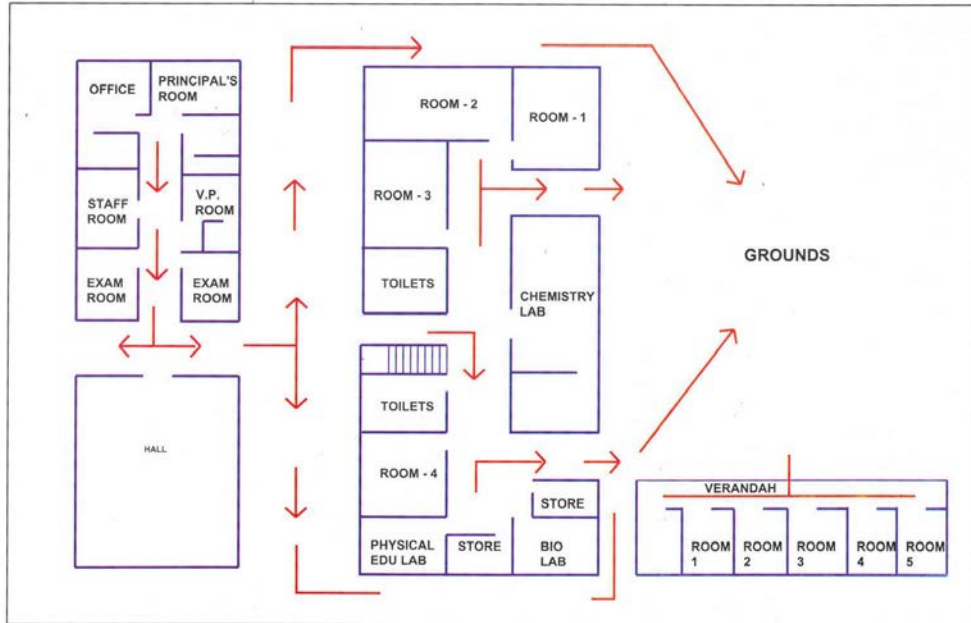
1	DINESH	F	PGT ENG	9812464684
2	VINOD RANI	F	PGT HINDI	9466756382
3	SAVITA SHARMA	F	HINDI TR	9896396959
4	PREETI	F	STUDENT	NA
5	RENKA	F	STUDENT	NA
<b>3. Fire Safety Team</b>				
1	SUNDER LAL	M	DRG TR	9467070940
2	RAJKUMAR	M	PARENT	9812636763
3	SATISH	M	PARENT	9813275346
4	ANJU	F	STUDENT	NA
5	GARIMA	F	STUDENT	NA
<b>4. Search and Rescue TSeam</b>				
1	SADHU RAM	M	JBT	9896175993
2	SUNITA DEVI	F	JBT	9812685654
3	SUMAN DEVI	F	JBT	9991265924
4	NARESH KUMARI	F	JBT	805991960
5	KIRPAL SINGH	M	JBT	9812834261
<b>5. First Aid Team</b>				
1	KAMLESH	F	ANGANWARI WORKER	9050243800
2	DARSHNA	F	ANM	9896264656
3	SAROJ	F	ANM	NA
4	SUMAN	F	STUDENT	NA
5	BABITA	F	STUDENT	NA
<b>6. Water and Sanitation Team</b>				
1	PROMILA SHEORAN	F	SCIENCE TR	9991720070
2	SUDESH	F	ESHM	9253374837
3	SUNITA	F	STUDENT	NA
4	ANNU	F	STUDENT	NA
5	RAVINA	F	STUDENT	NA
<b>7. Road Safety Team</b>				
1	SADHU RAM	M	JBT	9896175993
2	SARITA RANI	F	JBT	9416509411
3	SUNITA DEVI	F	PTI	9812685654
4	KIRPAL SINGH	M	JBT	9812834261
5	SUNDER LAL	M	DRG TR	9467070940
<b>8. Coordination Team</b>				
1	SUDESH	F	ESHM	9253374837
2	DINESH	F	PGT ENG	9812464684
3	MAHA SINGH	M	SMC PRADHAN	9728407724
4	SUDESH	F	SARPANCH	8930962005
5	VINOD RANI	F	PGT HINDI	9466756382

#### 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*







Plenty

## 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.