

# **SCHOOL SAFETY INITIATIVE**

**By**



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

## **SCHOOL DISASTER MANAGEMENT PLAN**

**Name of School: GHS BASS RANILA**

**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	GHS BASS RANILA		
2.	School Code	0512		
3.	Address			
		Telephone		
		Fax		
		Email	ghsbassranila2054@gmail.com	
4.	Name of the Principal	SH. VED PARKESH		
5.	Contact Details of the Principal	Telephone		
		Mobile	9050903968	
		Email	vpsingh6367@gmail.com	
6.	Name of the Nodal Officer	SH.SAJJAN KUMAR		
7.	Contact Details of the Nodal Officer	Telephone		
		Mobile	9050996597	
		Email		
8.	Type of School	Boys / Girls / Co-ed Co-ed		
		English / Hindi / Others		
9.	School Timings			
10.	Total Students	Boys:93	Total: 235	
		Girls: 142		
11.	Teaching Staff	Male:11	Total: 13	
		Female:02		
12.	Non-Teaching Staff	05	Total: 06	
		Female:01		
13.	No. of differently abled persons	<b>Students</b>	<b>Teaching staff</b>	<b>Non teaching staff</b>
		<b>Male</b>	02	01
		<b>Female</b>	03	–
		<b>Total</b>	05	01

#### 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
01	VED PARKESH	O+ve	56	M	NO	NO	SCIENC E 10th	9050903968	VPO- BhageshwariDistt- Bhiwani -127307
02	JITENDER KUMAR	AB+v e	45	M	NO	Ortho Handicap ped	Maths 10th	9416578443	VPO- BhageshwariDistt- Bhiwani -127307

03	PURSHOT AM KUMAR	A+ve	46	M	NO	NO	Science 10th	97291613 23	VPO-Jhinjhar Distt-Bhiwani - 127307
04	RAJENDER SINGH	B+ve	51	M	NO	NO	S.S&Eng	98137998 46	VPO-Sankror Distt-Bhiwani - 127042
05	ASHOK KUMAR	B+ve	36	M	NO	NO	Sanskrit 10th	88148314 61	VPO-Bohar Distt- Rohtak -124021
06	SAJJAN KUMAR	O+ve	46	M	NO	NO	PTI	90509965 97	VPO-Sanwar Distt-Bhiwani - 127042
07	AJIT SINGH	B+ve	41	M	NO	NO	Hindi Teacher	93153330 87	VPO-Maharana Near Dadri
08	NARENDE R SINGH	O	48	M	NO	NO	S.S Guest	98124128 30	VPO-Kalenga Bhiwani
09	JASWANT	O+ve	39	M	NO	NO	JBT	90505234 13	VPO-Achina Bhiwani -127307
10	SANDEEP	AB-ve	38	M	NO	NO	JBT	93555111 00	VPO-Sanjarwas Bhiwani-127307
11	GIRVER		43	M	NO	NO	JBT	96718460 60	VPO-Bass Ranila PO-Achina - 127307
12	KAVITA KUMARI	B+ve	38	F	NO	NO	JBT	99910448 20	VPO-Ranila
13	MAYA RANI	A+ve	32	F	NO	NO	JBT	97283420 47	VPO- BhageshwariDistt- Bhiwani -127307

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
01	MAHAVIR SINGH	Clerk		41	M	NO	NO	9813833 798	VPO-Achina Bhiwani-127307
02	SARDHA NAND	Peon		57	M	NO	NO	9813399 878	VPO-Bhageshwari Bhiwani -127307
03	KALI RAM	Sweeper		50	M	NO	NO	8813995 507	VPO-Bass Ranila
04	BALWANT SINGH	Chokidar		38	M	NO	NO	9728804 470	VPO-Achina Bhiwani-127307
05	MANJEET SINGH	Lab. Attendant	O+ve	27	M	NO	NO	9991756 646	VPO-Jhinjhar Distt-Bhiwani -127307

1.2 School Building Details

1	Number of Storey	Basement	(Yes / No) YES										
		Storey	NIL										
	Year of Construction (Give details if constructed in parts)	1986,1988,2006,2011-12 2005											
2	Number of buildings in the school compound:	ONE											
3	Class Rooms	Number of:											
		C l a s s R o o m s	O f f i c e	T e a c h i n g S t a f f R o o m	N o n- t e a c h i n g S t a f f R o o	C o r i d o r	S t o r e	S t o r e	T o i l e ( B o y s)	T o i l e ( G i r l s )	C o m p u t e r L a b	L a b o r a t o r y	D r i n k i n g w a t e r

					<b>m</b>						.	<b>e</b>	<b>t</b>
	Ground Floor		01	01	-		-	01	01	01	01	01	<b>r</b>
	<b>Total</b>												<b>p</b>
4	Do you have a kitchen?	Yes/No                      YES -if yes do you have Gas stove or open fire kitchen or use cooking gas connection?											
5	Playground size and open ground	40x30=1200m2 And 100x60=6000m2											
6	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	12	12			24
2 <sup>nd</sup>	A	11	15			26
3 <sup>rd</sup>	A	9	19			28
	B					
	C					
	D					
4 <sup>th</sup>	A	12	14			24
	B					
	C					
	D					
5 <sup>th</sup>	A	15	9			24
	B					
	C					
	D					
6 <sup>th</sup>	A	8	16			24
	B					
	C					
	D					
7 <sup>th</sup>	A	6	15			21
	B					
	C					
	D					

8 <sup>th</sup>	A	7	13			20
	B					
	C					
	D					
9 <sup>th</sup>	A	4	19			23
	B					
	C					
	D					
10 <sup>th</sup>	A	9	10			19
	B					
	C					
	D					
11 <sup>th</sup>	A					
	B					
	C					
	D					
12 <sup>th</sup>	A					
	B					
	C					
	D					
Total						

**1.3.1 Details of Persons With Disability:**

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
01	Saneha	10	F	5th	Low Vision
02	Baby	09	M	4th	Mentally Disturbed
03	Aanand	12	M	7th	Mentally Disturbed
04	Rajni	16	F	7th	Duff and Mute
05	Babli	18	F	9th	Mentally Weak

**1.3.2 Details of person with medical concern (like Asthma, Diabetes, Cardiac Diseases etc):N**

**A**

Sr. No.	Name	Age	Sex	Standard and Section	Type of medical concern
	N A				

**2. Hazard, Risk, Vulnerability and Capacity (HRVC) Analysis**

### 2.1 Detailed History of Disaster/Accidents in School N A

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		No
Flood	Low	May be possible
Earthquake	Low	May be possible
Building collapse	Med	One room damaged
Epidemic / Contagious disease	No	No
Fire	Low	May be possible
Heat Wave	Low	Natural phenomina
Cold Wave	Low	Natural phenomina
Industrial / Chemical hazard	No	No
Stampede	No	No
Animal Bite	Low	May be possible
Snake Bite	Low	May be possible
Food Poisoning	Low	May be possible
Others (specify)	-----	-----

### 2.3 Identification of Potential Structural/Non Structural Hazards NO

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



1	Trees	
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	02	----
2.	Old age people if any	01	-----
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 Not Allowed

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.
01	Sajjan Kumar	Sports	Teacher	PTI	9050996597

##### 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	Betadin,Bandages,Etc	Rajender Singh	9813799846
2.	Fire Extinguishers	one	Girvar Singh	9671846060
3.	Ladder (Nos. and Length)	----	----	----
4.	Rope (Nos. and Length)	-----	-----	-----
5.	Stretchers	-----	-----	-----
6.	Torches	01	Balwant Singh	9728804470
7.	Hammers	---	---	-----
8.	Generators / UPS	01/01	Rajender Singh	9813799846
9.	Others			

###### B. Communication Set up

Sr. No	Type of System	Total No
1	Wireless sets (if nearby Police Station)	NO
2	Landline telephone	NO

3	Internet Facility	YES
4	Fax	NO
5	Other	Mobile Phones

### C. Transport Facilities

Sr. No	Type of Vehicle	Total No
1	School Bus (with capacity)	NO
2	4 wheelers (personal)	NO
3	2 wheelers (personal)	NO
4	Other vehicles	Cycle-03

### D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post	9	01250-242533	Baund Kalan
2	Fire Station	19		Charkhi Dadri
3	Primary Health Centre (PHC)	5	9813861450	PHC-Achina
4	Community Health Centre (CHC)	4		CHC-Ranila
5	Hospital (Public)	19		CH.Dadri
6	Hospital (Private)	19		CH.Dadri
7	Ambulance Services	4		CHC-Ranila
8	District Control Room	35		Bhiwani
9	Other Schools	5		G.G.S.S.S Achina
10	Others			

## 3. Response Mechanism

### A. School Disaster Management Committee

Sr. No.	Name	Designation	Designation in SDMC	Contact No	Residential Address
1	Ved Parkesh	Head Master	Chair Person	9050903968	VPO-Bhageshwari
2	Jitender Kumar	Maths Master	Vice Chairperson	9416579443	VPO-Bhageshwari
3	Bijender Singh	SMC-Member	Member	9671846008	VPO-Bass Ranila
4	Kavita Kumari	JBT-Teacher	Member	9991044820	VPO-Ranila
5	Mukesh Kumar	PTA-Head	Member	9991551260	VPO-Bass Ranila
6	Manjeet	Students/Head Boy	Member	-----	--do---
7	Rakhi	Head /Girl	Member	----	---do---
8	Sajjan Kumar	PTI	Member	9050996597	VPO-Sanwar
9	Vinod Kumar	Sarpanch	Member	9050996690	VPO-Bass Ranila
10	Sunil Kumar	Panch	Member	9050070560	VPO-Bass Ranila
11	Sarita	AWW	Member	9991990141	----DO---
12	Savita	ANM	Member	8295918643	VPO-Achina
13	Vijay Kumar	Ex.Service man	Member	9991531157 5	VPO-Bass Ranila

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.

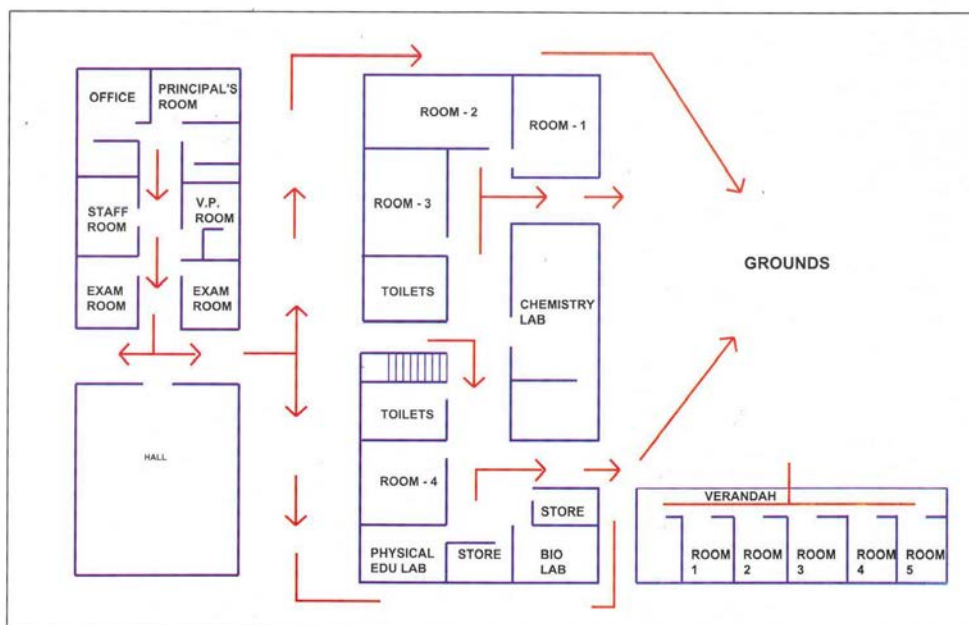
Sr. No.	Name	Sex	Standard	Contact No.
<b>1. Early warning, Communication &amp; Awareness Generation Team</b>				
1	Rajender Singh	M	S.S Master	9813799846
2	Sandeep	M	JBT	9355511100
3	Garima	F	Student	-----
4				
5				
<b>2. Evacuation Team</b>				
1	Jitender Kumar	M	Maths Master	9416579443
2	Ajit Singh	M	Hindi Teacher	9315333087
3	Kshama	F	Student	----
4	Darshana	F	Student	-----
5				
<b>3. Fire Safety Team</b>				
1	Ashok Kumar	M	Sanskrit Teacher	8818067352
2	Vijay Kumar	M	Ex.Service man	99915311575
3	Manjeet 9th	M	Student	
4	Lalit 8th	M	Student	
5				
<b>4. Search and Rescue Team</b>				
1	Sajjan Kumar	M	PTI	9050996597
2	Jaswant Kumar	M	JBT	90525223413
3	Sumit 8th	M	Student	
4	Pankaj 8th	M	Student	
5				
<b>5. First Aid Team</b>				

1	Rajender Singh	M	S.S Master	9813799846
2	Savita	F	ANM	8295918643
3	Sarita	F	AWW	9991990141
4	Maya Rani	F	JBT	9728342047
5				
<b>6. Water and Sanitation Team</b>				
1	Purshotam Kumar	M	Science Master	9729161323
2	Chanchal 9th	F	Student	
3	Sunita 6th	F	Student	
4	Vandana 9th	F	Student	
5				
<b>7. Road Safety Team</b>				
1	Sajjan Kumar	M	PTI	9050996597
2	Mahavir Singh	M	Cleark	9813833798
3	Girvar Singh	M	JBT	9671846060
4				
5				
<b>8. Coordination Team</b>				
1	Jitender Kumar	M	Math Master	9416579443
2	Sajjan Kumar	M	PTI	9050996597
3	Kavita Kumari	F	JBT	9991044820
4				
5				

#### 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.