

# **SCHOOL SAFETY INITIATIVE**

**By**



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

## **SCHOOL DISASTER MANAGEMENT PLAN**

**Name of School:**

**GHS MEOND KALAN (03411)**

**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 MEOND KALAN			
2.	School Code	03411			
3.	Address	VILL. MEOND KALAN TEHSIL TOHANA DISTRICT FATEHABAD			
		Telephone	01692-247210		
		Fax			
		Email	<a href="mailto:ghsmeondkalan@gmail.com">ghsmeondkalan@gmail.com</a>		
4.	Name of the Principal	Ashok Kumar			
5.	Contact Details of the Principal	Telephone	01692-252644		
		Mobile	9468356553		
		Email	<a href="mailto:aksharma2759@gmail.com">aksharma2759@gmail.com</a>		
6.	Name of the Nodal Officer	Rakesh Kumar			
7.	Contact Details of the Nodal Officer	Telephone	9355089633		
		Mobile	9467115368		
		Email			
8.	Type of School	Boys / Girls / Co-ed.:	Co-ed		
		English / Hindi / Others			
9.	School Timings	8:00 am to 2:30PM / 9 to 3.30			
10.	Total Students	Boys:	214	Total:	396
		Girls:	182		
11.	Teaching Staff	Male:	7	Total:	11
		Female:	4		
12.	Non-Teaching Staff	Male:	2	Total:	3
		Female:	1		
13.	No. of differently abled persons		<b>Students</b>	<b>Teaching staff</b>	<b>Non teaching staff</b>
		<b>Male</b>	1	-	-
		<b>Female</b>	1	-	-
		<b>Total</b>	2	-	-

#### 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	Ashok Kumar	B <sup>+</sup>	56	M	-	-	HIGH HEAD	9468356553	JINDAL ROAD, JINDAL, 958, JAKHAL MANDI
2	VED PAL	B <sup>+</sup>	41	M	-	-	MIDDLE HEAD	9991105909	v. HARIQWAS, BHIWANI
3	DHARMENDER SINGH	O <sup>+</sup>	47	M	HVB <sup>+</sup>	-	S.S.	9416271861	303, NAVDEEP COLONY, HISAF
4	VIJAY KUMAR	A <sup>+</sup>	33	M			MATH	9467115384	NEW ANAJ MANDI, JAKHAL MANDI
5	GURJEET SINGH	B <sup>+</sup>	54	M			PUNJABI	9416343549	JAKHAL MANDI
6	RAKESH KUMAR	B <sup>+</sup>	33	M			SKT.	9467115368	VPO LAKHAN MAJRA, ROHTAK
7	KIRAN LATA	O <sup>+</sup>	42	F			PUNJABI LECT.	9417195450	JAKHAL MANDI
8	SAROJ KUMARI	B <sup>+</sup>	57	F			HINDI	9466249636	NEW BASTY, JAKHAL MANDI

9	SANDEEP KAUR	B <sup>+</sup>	32	F			S.S.	9996340660	VPO-MEOND KAJALAN
10	ROBIN JOSHI	O <sup>+</sup>	37	M			S.S.	9463129882	HN.144, MASTER COLONY, JAKHAL
11	KEWAL	B <sup>+</sup>	35	M			Instructure & craft	9463008864	WARD NO.6 BUDHLADA,

### 1.1.2 tails 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	BHAGWANTI	SWEEPER		54	F	-	-	9416726341	JAKHAL
2	TARSEM	CLERK		27	M	-	-	9992486210	VPO DHARSUL
3.	BALJIT SINGH	SIM		27	M	-	-	9417691355	Street no.8, sangroor

### 1.2 School Building Details

1	Number of Storey	Basement	(Yes / No)		NO								
		Storey	half story										
2	Year of Construction (Give details if constructed in parts)	2004-05											
3	Number of buildings in the school compound:	1											
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	9	1	1	-	yes	yes	1	2	4	1	1
	<b>Total</b>	9	1	1	-	yes	yes	1	2	4	1	1	2
5	Do you have a kitchen?	Yes/No Yes (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	NIL											
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					
2 <sup>nd</sup>	A					

3 <sup>rd</sup>	A				
	B				
	C				
	D				
4 <sup>th</sup>	A				
	B				
	C				
	D				
5 <sup>th</sup>	A				
	B				
	C				
	D				
6 <sup>th</sup>	A	-	26		26
	B	33	-		33
	C				
	D				
7 <sup>th</sup>	A	-	51		51
	B	50			50
	C				
	D				
8 <sup>th</sup>	A	-	39		39
	B	48			48
	C				
	D				
9 <sup>th</sup>	A		41		41
	B	62			62
	C				
	D				
10 <sup>th</sup>	A		25		25
	B	21			21
	C				
	D				
11 <sup>th</sup>	A				
	B				
	C				
	D				
12 <sup>th</sup>	A				
	B				
	C				
	D				
Total		214	182		

### 1.3.1 Details of Persons With Disability:

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
1	RESHMA RANI	18	F	10 <sup>TH</sup>	PPRP (R <sup>+</sup> ) L.L., R <sup>+</sup> FOOT
2	SANDEEP KUMAR	15	M	9 <sup>TH</sup>	PPRP R <sup>+</sup> L.L. Foot
3					
4					
5					
6					
7					

**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	school on road
Flood	low	near gaharar river
Earthquake	med.	-
Building collapse	low	-
Epidemic / Contagious disease	low	-
Fire	low	Due to electricity and other
Heat Wave	med.	Due to summer
Cold Wave	low	Due to winter
Industrial / Chemical hazard	no	
Stampede	low	Rare chances
Animal Bite	low	possible rare case
Snake Bite	low	possible rare case
Food Poisoning	low	possible rare case
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	NO

2.	Other fuel (petrol/diesel/kerosene etc.)	In generator use
3.	Chemical bottles	Science lab
4.	Main Electrical Boards	one side store room near stair and toilet
5.	Hanging Electrical Wires	
6.	Suspended Ceilings	
7.	Unfixed Almirahs/cabinets	office, library, science lab, staff room
8.	Unfixed wall Frames	
9.	Doors/ Windows	Front side of every room window both side room
10.	Open drains/ gutter	out side along with main gate
11.	Trees	in side, out side of the school
12.	Defected staircases	
13.	Severely cracked walls	
14.	Others (specify)	
	<b>Outside School</b>	
1	Trees	in and out of school wall on road
2	Power Lines	on road near school wall
3	Towers	near school
4	Others (specify)	

#### 2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Children below 12 years	73	70
2.	Old age people if any	02	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

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.

##### 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	Patti, banded, barnor, tab. etc.	SH. ASHOK KUMAR	9468356553
2.	Fire Extinguishers	6 no.		
3.	Ladder (Nos. and Length)			
4.	Rope (Nos. and Length)			

5.	Stretchers		
6.	Torches		
7.	Hammers		
8.	Generators / UPS	S H. POWER	
9.	Others		

### B. Communication Set up

Sr. No	Type of System	Total No
1	Wireless sets (if nearby Police Station)	NO
2	Landline telephone	01692-247210
3	Internet Facility	1 COMPUTER LAB.
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	

### D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post	03	9416141929	MEOND KHURD
2	Fire Station	08		JAKHAL
3	Primary Health Centre (PHC)	0.5	01692247507	MEOND KALAN
4	Community Health Centre (CHC)	08		JAKHAL
5	Hospital (Public)	8		JAKHAL
6	Hospital (Private)	8		JAKHAL
7	Ambulance Services	8		JAKHAL
8	District Control Room	55		FATEHABAD
9	Other Schools	3		MEOND KHURD
10	Others			

## 3. Response Mechanism

### A. School Disaster Management Committee

Sr. No.	Name	Designation	Designation in SDMC	Contact No	Residential Address
1	ASHOK KUMAR	HEAD MASTER	CHAIRMAN	9468356553	JAKHAL MANDI
2	KIRAN LATA	LECTURER	VICE CHAIRMAN	9417195450	JAKHAL MANDI
3	SAROJ KUMARI	HINDI TEACHER	MEMBER	9466249636	JAKHAL
4	ROHIT	STUDENT 8 <sup>TH</sup>	MEMBER	9467252822	MEOND KHURD
5	VIKRAM	STUDENT 8 <sup>TH</sup>	MEMBER	8059518937	MEOND KHURD
6	ANU RANI	STUDENT 9 <sup>TH</sup>	MEMBER	9668168131	MEOND KHURD
7	RAJ KUMARI	STUDENT 9 <sup>TH</sup>	MEMBER	9050643829	MEOND KHURD



8	KULDEEP SINGH	SUB. INSPECTOR	S/I POLICE	9416141929	POLICE CHOWKI MEOND
9	PARVEEN SHARMA	PHARMACIST	PHARMACIST	01692247507	MEOND KALAN
10	SATPAL	S.M.C. PRERIOLENT	MEMBER		MEOND KALAN
11	KARTARA RAM	PANCHAYAT MEM.	MEMBER		MEOND KALAN
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.

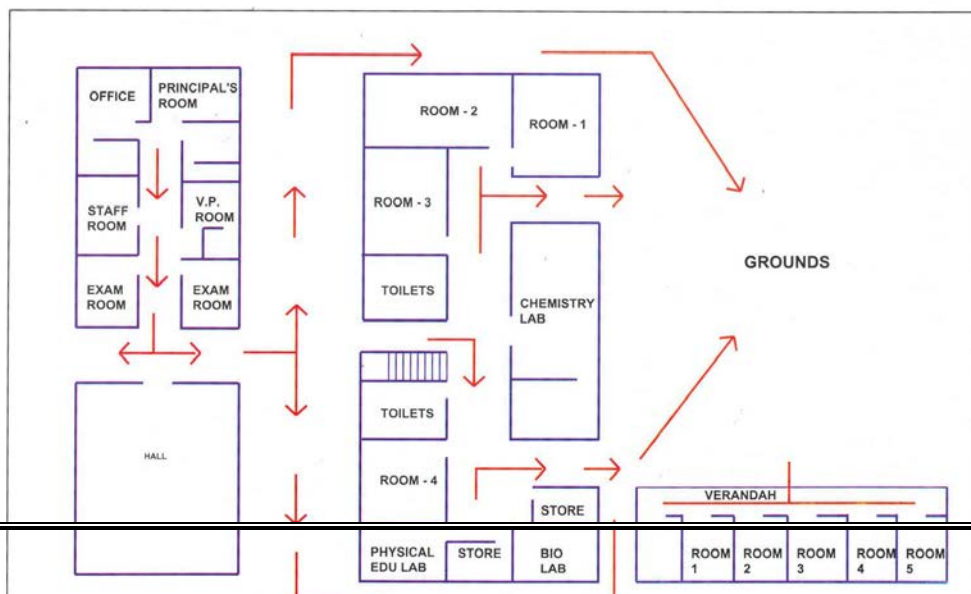
Sr. No.	Name	Sex	Standard	Contact No.
<b>1. Early warning, Communication &amp; Awareness Generation Team</b>				
1	DHARMENDER SINGH	M	S.S. TEACHER	
2	KEWAL KRISHAN	M	ART. & CRAFT	
3	KIRAN LATA	F	PBI TEACHER	
4	RAJ KUMARI	F	STUDENT 9 <sup>TH</sup>	
5	ANU	F	STUDENT 9 <sup>TH</sup>	
<b>2. Evacuation Team</b>				
1	SAROJ KUMARI	F	HINDI	
2	GURJEET SINGH	M	PBI.	
3	VIJAY BANSAL	M	MAITH	
4	RAKESH KUMAR	M	SKT.	
5	KEAL KRISHAN	M	ART & CRAFT	
<b>3. Fire Safety Team</b>				
1	DHARMENDER SINGH	M	SST	
2	VED PAL	M	EMM	
3	SATPAL	M	PARENTS	
4	ROHIT	M	STUDENT	
5	VIKRAM	M	STUDENT	
<b>4. Search and Rescue Team</b>				

1	VEDPAL	M	EMM	
2	GURJEET SINGH	M	PBI.	
3	SANDEEP KAUR	F	SST GUEST	
4	ROBIN JOSHI	F	SST GUEST	
5	KIRAN LATA	F	PBI LECT.	
<b>5. First Aid Team</b>				
1	PARVEEN SHARMA	M	PHARMACIST	
2	SATPAL	M	PARENTS	
3	ANU RNAI	F	STUDENT	
4	RAJ KUMAR	F	STUDENT	
5	VEDPAL	M	EHM	
<b>6. Water and Sanitation Team</b>				
1	ASHOK KUMAR	M	HM	
2	KIRAN LATA	F	PBI LECT.	
3	SAROJ KUMARI	F	HINDI TEACHER	
4	SATPAL	M	SMC	
5	KAVITA RANI	M	PANCH	
<b>7. Road Safety Team</b>				
1	ASHOK KUMAR	M	HM	
2	VEDPAL	M	EHM	
3	DHARMENDER SINGH	M	SST.	
4	GURJEET SINGH	M	PBI. TR.	
5	VIJAY BANSAL	M	MM	
<b>8. Coordination Team</b>				
1	ASHOK KUMAR	M	HM	
2	KIRAN LATA	F	PBI LECT.	
3	SAROJ KUMARI	F	HINDI TR.	
4	SATPAL	M	SMC	
5	KARTARA RAM	M	PANCH	

#### 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 desks 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.