

SCHOOL SAFETY INITIATIVE

By



Revenue and Disaster Management Department

Government of Haryana

SCHOOL DISASTER MANAGEMENT PLAN

MODEL TEMPLATE

2015-16



CENTRE FOR DISASTER MANAGEMENT

HARYANA INSTITUTE OF PUBLIC ADMINISTRATION

GURGAON

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✓ **School Profile**

.1 School Details

1.	Name of the School		G.S.S.S.DARBA KALAN		
2.	School Code		2904		
3.	Address		VPO DARBA KALAN DISTT.AND TEH. SIRSA PIN 125055		
			Telephone		
			Fax		
			Email	Gsssdarbakalan@gmail.com	
4.	Name of the Principal		Sh. Suraj bhan bose		
5.	Contact Details		Telephone		
			Mobile	9416758188	
			Email		
6.	Type of School		Co-ed.		
			Hindi		
7.	School Timings		8.00AM to 2.30 PM		
8.	Total Students		Boys:156	Total: 331	
			Girls: 175		
9.	Teaching Staff		Male:11	Total: 14	
			Female:03		
10.	Non-Teaching Staff		Male:03	Total: 03	
			Female:		
11.	No. of differently abled persons		Students	Teaching staff	Non teaching staff
		Male	0	1	0
		Female	0	0	0
		Total	0	1	0

✓ 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	Mahender Singh	AB+	26	M			9 th to 12 th pol.sci.	9991664489	Darba kalan
2	Pardeep Kumar	B+	30	M			6 th to 10 th drg.	9991100484	Darba kalan
3	Ramkumar	B+	43	M			9 th to 12 th His.	8059152996	Darba kalan
4	Mahesh Kumar	A+	31	M			9 th to 12 th Bio.	9728241103	Darba kalan
5	Jagdish Chander	B+	46	M		Ortho ph	6 th to 11 th s.s. and eng	9416824243	Nathusari kalan
6	Deepak Kumar	B+	37	M			6 th to 10 th math	9812236094	Darba kalan
7	Pardeep Kumar	B+	51	M			6 th to 8 th H.M.	9416756221	Rupana Khurd
8	Amar singh	B+	46	M			6 th to 10 th s.s.	9812942144	Vpo chadiwal
9	Mainpal	B+	39	M			6 th to 10 th s.s.	9467435310	Vpo
10	Raj singh	B+	49	M			9 th to 12 th phy	9416413487	Sirsa
11	Ekta dhingra	O+	35	F			6 th to 10 th sci.	9812500179	Sirsa
12	Sarita	B+	31	F			6 th to 10 th math	9017711201	Sirsa
13	Pushpa rani	O+	28	F			6 th to 10 th sci.	9416924443	Sirsa
14	Surajbhan bose	O+	53	M			Principal	9416758188	Sirsa

✓ 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
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✓ **School Building Details**

1	Number of Storey	Basement	(Yes)										
		Storey	no										
2	Year of Construction (Give details if constructed in parts)	1913											
3	Number of buildings in the school compound:	4											
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	16	01	01	0	0	0	01	0	1	02	01	02
	1 st Floor												
	2 nd Floor												
	3 rd Floor												
	4 th Floor												
	Total	16	01	01	0	0	0	01	0	1	02	01	02
5	Do you have a kitchen?	Yes -if yes do you have Gas stove or open fire kitchen or use cooking gas connection? <i>Open fire kitchen</i>											
6	Playground size and open ground												
7	School Maps	<ol style="list-style-type: none"> 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) 											

✓ **Details of Students:**

Class	Section	Boys	Girls	Persons With Disability	Person with medical concern	Total
1 st	A					
	B					
	C					
	D					
2 nd	A					
	B					
	C					
	D					
3 rd	A					
	B					
	C					
	D					
4 th	A					
	B					
	C					
	D					
5 th	A					
	B					
	C					
	D					
6 th	A	23	08			31
	B	09	29			38
	C					
	D					
7 th	A	12	16			28
	B	15	14			29
	C					
	D					
8 th	A	11	18			29
	B	14	17			31
	C					
	D					
9 th	A	19	30			49
	B					
	C					
	D					
10 th	A	17	13			30
	B					

✓ **Hazard, Risk, Vulnerability and Capacity (HRVC) Analysis**

.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

✓ **Possible Hazards:**

Hazards (in and around the school)	Hazard Probability (High / Med / Low)	Possible causes
Road Accidents	Low	by vehicle
Flood	Low	By nature
Earthquake	Low	By nature
Building collapse	Low	
Epidemic / Contagious disease		
Fire	Low	Gas cylinder
Heat Wave	med	By nature
Cold Wave	med	By nature
Industrial / Chemical hazard	Low	
Stampede		
Animal Bite	Low	dog
Snake Bite	Low	
Food Poisoning	med	Mid day meal
Others (specify)		

.2 Identification of Potential Structural/Non Structural Hazards

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

.3 Identification of Vulnerable Population

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

.4 Capacities

✓ Skilled/Trained Human Resource

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

✓ 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			
2.	Fire Extinguishers	Two no.	Sh. Ramkumar	9416028208
3.	Ladder (Nos. and Length)			
4.	Rope (Nos. and Length)			
5.	Stretchers			
6.	Torches			
7.	Hammers			
8.	Generators / UPS			

9.	Others			
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B. Communication Set up

Sr. No	Type of System	Total No
1	Wireless sets (if nearby Police Station)	No.
2	Landline telephone	1
3	Internet Facility	1
4	Fax	No
5	Other	

C. Transport Facilities

Sr. No	Type of Vehicle	Total No
1	School Bus (with capacity)	No
2	4 wheelers (personal)	03
3	2 wheelers (personal)	06
4	Other vehicles	

✓ Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post	04		Nathusari chopta
2	Fire Station	18		sirsa
3	Primary Health Centre (PHC)	0		Darba kalan
4	Community Health Centre (CHC)			
5	Hospital (Public)			
6	Hospital (Private)			
7	Ambulance Services			
8	District Control Room	18		Sirsa
9	Other Schools	01		Darba kalan
10	Others			

✓ **Response Mechanism**

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

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

✓ **School Disaster Management Committee**

Sr. No.	Name	Designation	Designation in SDMC	Contact No	Residential Address
1	Surajbhan bose	Principal	Chairperson	9416758188	sirsa
2	Ramkumar	Lec. His.	Vice chair p.	9416028208	Shakkemandori
3	Mainpal	s.s. master	Member	9467435310	Chadiwal
4	Deepak kumar	Math master	Member	9812236094	Sirsa
5	Ramkumar	Villager	Member	9466591114	Darba kalan
6	Ramchander	Villager	Member		Darba kalan
7	Guddi devi	Member of panchayat	Member		Darba kalan
8	Sharda devi	Woman shakshar mahila	Member		Darba kalan

		smiti			
9					
10					
11					
12					
13					

B. Teams Under SDMC

✓ 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.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1					
2					
3					
4					
5					

✓ **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.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Jagdish chander	M	Ssm	9416824243	Nathusari kalan
2	Sarita	F	Mm	9466075010	Sirsa
3	Amer singh	M	Ssm	9819242144	Chadiwal
4	Ekta dhingra	F	Sci.	9812500179	Sirsa
5	Mainpal	M	Ssm	9467435310	Chadiwal

✓ **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.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Pushpa rani	F	Lec. Chem.	9416924443	sirsa
2	Mahesh kumar	M	Lec. Bio	7404330187	Sirsa
3					
4					
5					

✓ **Search and Rescue Team**

Composition

- Sports/PT teacher
- NCC/NSS/Scouts & Guides Teacher.
- Fire Services representative
- CD 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.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Raj singh	M	Dpe	9416413487	sirsa
2	Pardeep kumar	M	Drg.	9991100484	Rupana khurd

3					
4					
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.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Ekta dhingra	F	Sci.	9812500179	Sirsa
2	Ramkumar	M	Lec. His	9416028208	Shakkermadori
3					
4					
5					

✓ **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.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Surajbhan bose	M	Principal	9416758188	Sirsa
2	Ramkumar	M	Lec. His	9416028208	Shakkermandori
3	Mainpal	M	Ssm	9467435310	Chadiwal
4	Deepak kumar	M	Math	9812236094	Sirsa

✓ **Water and Sanitation Team**

Composition

- Science Teacher
- NCC/NSS/Scouts & Guides students.

Roles and responsibilities:

- To ensure safe drinking water to everybody.
- Proper maintenance of the available water resources.
- Cleanliness of the school and surrounding campus.
- Use of mosquito repellent chemicals.
- Ensure hygienic toilets

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Ekta dhingra	F	Sci.	9812500179	Sirsa
2	Mahesh kumar	M	Lec. Bio.	7404330187	sirsa
3					
4					
5					

✓ **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:

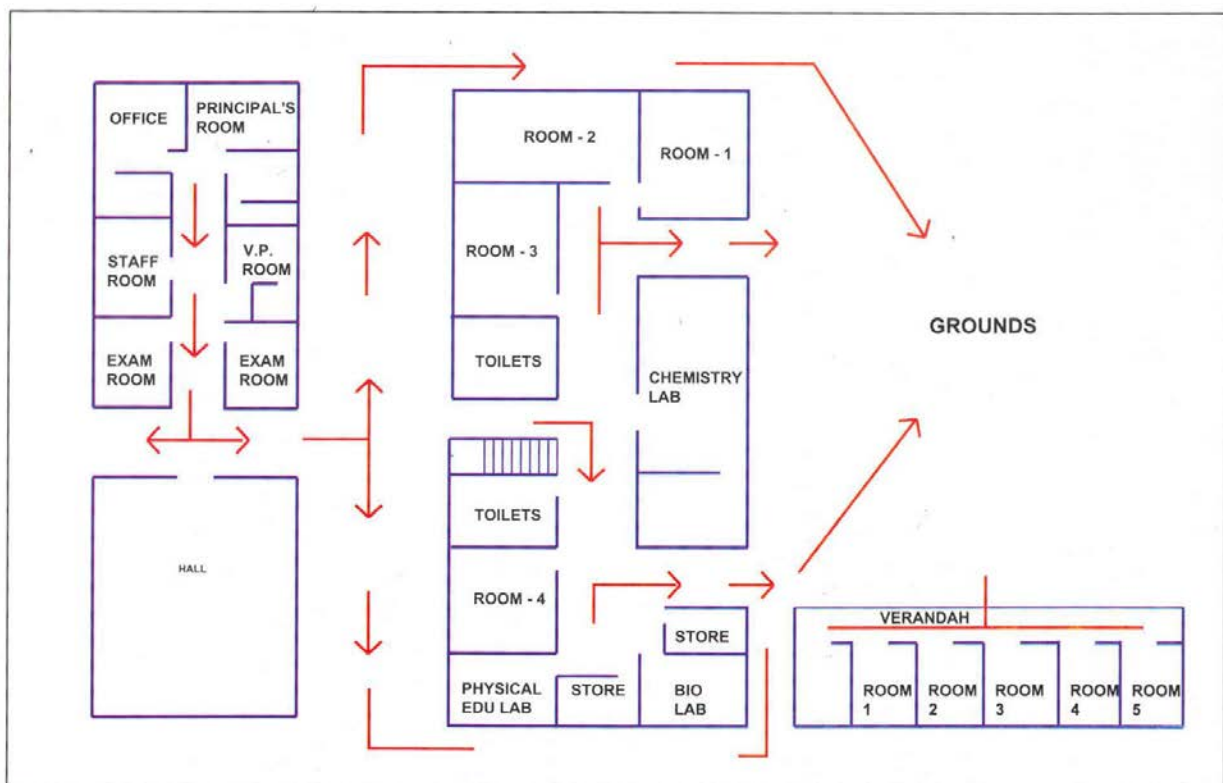
- Pull over to side of road, if possible in open.
- Instruct passengers to crouch down between seats and in aisle until shaking stops, move out and stay till contact with DM department/school authorities.
- Ensure special need students are assisted.
- Assist giving first aid to injured students.
- Establish communication with school Control Room.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Pardeep kumar	M	h.m	9416756221	Rupana khurd
2	Jagdish chander	M	Ssm	9416824243	Nathusari kalan
3					
4					
5					

✓ 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.

Sample Floor Map showing safe evacuation routes



✓ **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. Practice drop, cover and hold.
2. Once evacuation starts, evacuate classroom in less than 1 minute without pushing and falling.
3. Evacuate school in less than 4 minutes using different exits.
4. Look out for friends.
5. Stay away from weak areas / structures.
6. Perform head counts when reach at assembly area.
7. Help those who need assistance

Fire Drill:

1. Evacuate from classroom.
2. Practice Stop, Drop and Roll in case your clothes catch fire.
3. Cut off electricity from main switch and remove or close down gas connections.
4. Evacuate classroom in less than 1 minute without pushing and falling.
5. In case of heavy smoke, crawl out safely from the classroom.
6. Evacuate school in less than 4 minutes using different exits/fire exits.
7. Look out for friends.
8. Perform head counts when reach at assembly area.
9. Help those who need assistance.

✓ **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?

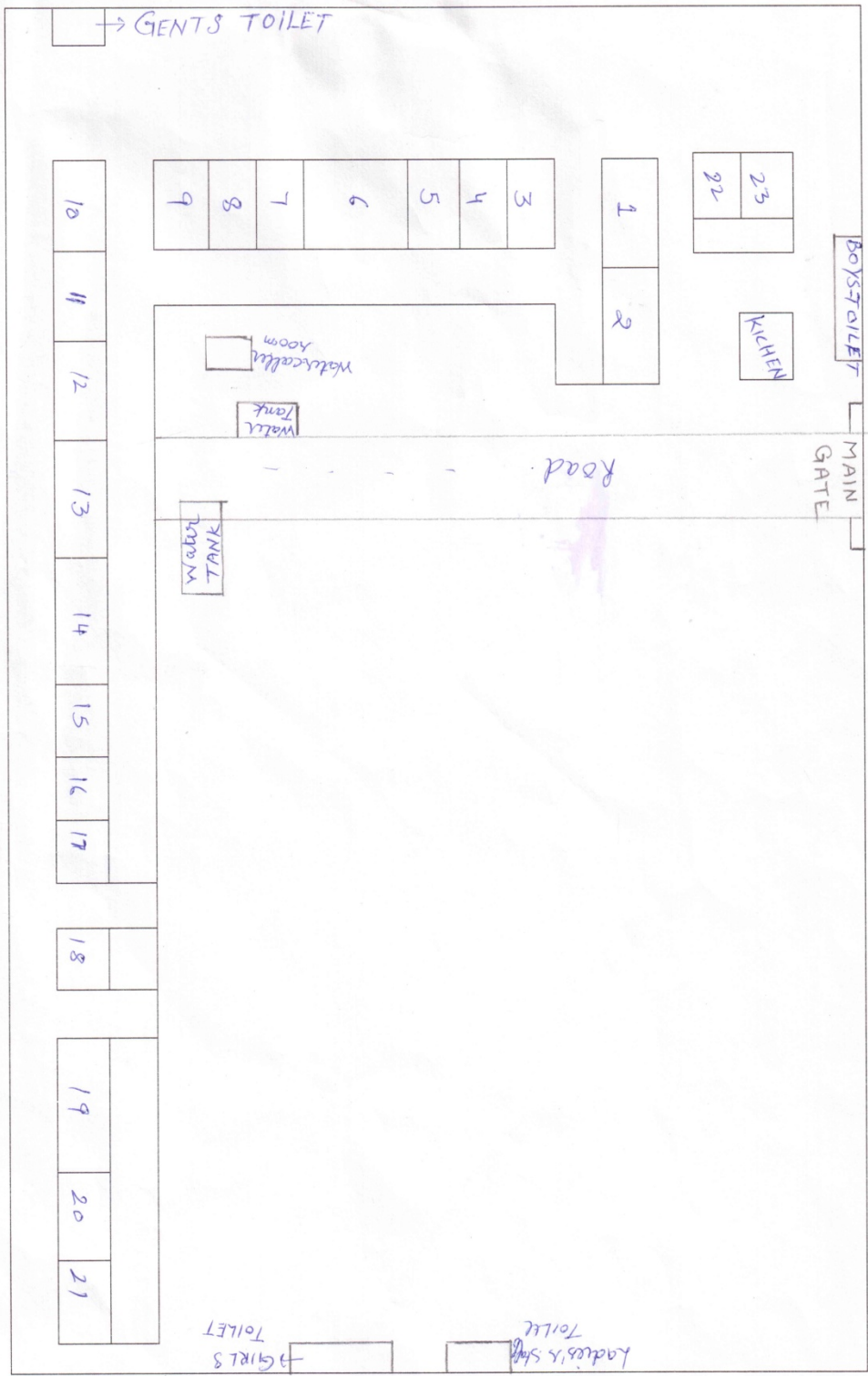
4. Are receptacles installed to cover live wires?
5. Are electrical equipments and wires checked and replaced (if required) at every six months?
6. Are those equipments which get heated, installed at least 1 meter away from any kind of combustible material?
7. Is the earthing properly done in the school?
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

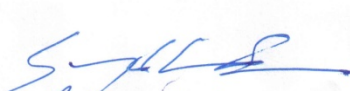
1. Are the cabinets/*almirahs* placed away from exit doors?
2. Are cabinets/*almirahs* properly fixed to the wall?
3. Are these cabinets/*almirahs* empty on the top?
4. Are desks placed with proper distance between them for easy movement?
5. Are evacuation routes, passages and stairways clear from obstacles (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)



2011-12-20
 2011


 Principal
 G.S.S.S.
 Darba Kalan

