

# **SCHOOL SAFETY INITIATIVE**

**By**



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

## **SCHOOL DISASTER MANAGEMENT PLAN**

**Name of School:**

**2015**



**CENTRE FOR DISASTER MANAGEMENT  
HARYANA INSTITUTE OF PUBLIC ADMINISTRATION  
GURGAON**

## **INDEX**

1. School Profile
  - 1.1. School Details
  - 1.2. School Building Details
  - 1.3. Details of Students
2. Hazard Risk, Vulnerability and Capacity (HRVC) Assessment
  - 2.1. Detailed history of Hazards/Accidents in School
  - 2.2. Risk Analysis
  - 2.3. Identification of Potential Non-Structural Hazards
  - 2.4. Identification of Vulnerable Population
  - 2.5. Capacities
    - 2.5.1. Skilled/Trained Human Resource
    - 2.5.2. Resource Inventory
3. Response Mechanism
  - A. School Disaster Management Committee (SDMC)
  - B. Teams Under SDMC
    - i. Early warning, Communication & Awareness Generation Team
    - ii. Evacuation Team
    - iii. Fire Safety Team
    - iv. Search and Rescue Team
    - v. First Aid Team
    - vi. Water and Sanitation Team
    - vii. Road Safety Team
    - viii. Coordination Team
4. Evacuation Plan with Evacuation Map
5. Mock Drill
6. Assessment check list

## **Annexure**

- I. Roles and Responsibility of School Disaster Management Committee (SDMC) and Teams

## 1. School Profile

### 1.1 School Details

1.	Name of the School	G.M.S. KALOI Jhajjar		
2.	School Code	3208		
3.	Address	G.M.S. KALOI DISTT. JHAJJAR		
		Telephone		
		Fax		
		Email		
4.	Name of the Principal	RAJENDER KUMAR		
5.	Contact Details of the Principal	Telephone		
		Mobile	9416522282	
		Email		
6.	Name of the Nodal Officer	SMT. USHA		
7.	Contact Details of the Nodal Officer	Telephone		
		Mobile	9416764578	
		Email		
8.	Type of School	Boys / Girls / Co-ed. CO.ED		
		English / Hindi / Others HINDI		
9.	School Timings			
10.	Total Students	Boys: 55	Total: 109	
		Girls: 54		
11.	Teaching Staff	Male: 6	Total: 7	
		Female:1		
12.	Non-Teaching Staff	Male: 2	Total: 2	
		Female:		
13.	No. of differently abled persons	<b>Students</b>	<b>Teaching staff</b>	<b>Non teaching staff</b>
		<b>Male</b>		
		<b>Female</b>		
		<b>Total</b>		

#### 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.	SUNIL KUMAR	O-	42	M			6 TO 8 ENC	9416163657	JJR
2.	SURESH	O+	41	M			6 TO 8 SKT	9466233464	V.P.O DUBALDHAN
3.	PARKASH CHANDER	B+	57	M			6 TO 8 DRG	9466708933	
4.	USHA	A+	40	F			PTI	9416764578	JHANGIRPUR
5.	SATISH KUMAR	B+	49	M			1 TO 5 ALL	9416527016	DAWALA
6.	MUKESH KUMAR	O-	38	M			1 TO 5 ALL	9991801966	JHANGIRPUR
7.	BALWAN SINGH	B+	34	M			1 TO 5 ALL	9813870885	SILANA

**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.	LAXMINARIAN	CLERK	O+	39	M			9728126 106	ARYA NAGAR
2.	BALRAM	S/C	A+	48	M			8930980 171	

**1.2 School Building Details**

1	Number of Storey	Basement	(Yes / No) NO										
		Storey	GROUND FLOOR ONLY										
2	Year of Construction (Give details if constructed in parts)	1959, 2012											
3	Number of buildings in the school compound:	2											
4	Class Rooms	<b>Number of:</b>											
		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	5	1	1	1	4		2	2			2
	<b>Total</b>	5	1	1	1	4		2	2			2	
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	200*150 FEET											
7	School Maps	1. Attach School Location Map (showing major landmarks) YES 2. Attach School Building Map (showing school campus and building layout)YES 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	7	1			8
2 <sup>nd</sup>	A	7	9			16
3 <sup>rd</sup>	A	9	5			14

	B				
	C				
	D				
4 <sup>th</sup>	A	8	5	1	13
	B				
	C				
5 <sup>th</sup>	D				
	A	8	7		15
	B				
6 <sup>th</sup>	C				
	D				
	A	3	8		11
7 <sup>th</sup>	B				
	C				
	D				
8 <sup>th</sup>	A	5	7	1	12
	B				
	C				
9 <sup>th</sup>	D				
	A	8	12		20
	B				
10 <sup>th</sup>	C				
	D				
	A				
11 <sup>th</sup>	B				
	C				
	D				
12 <sup>th</sup>	A				
	B				
	C				
Total	D				

### 1.3.1 Details of Persons With Disability:

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
1.	ANJALI	9	F	4 <sup>TH</sup>	MENTLY RETIRED
2.	AASHU	14	M	7 <sup>TH</sup>	MENTLY RETIRED


**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	Med	
Flood	Low	
Earthquake	High	
Building collapse	Low	
Epidemic / Contagious disease	Med	
Fire	Low	
Heat Wave	Low	
Cold Wave	Low	
Industrial / Chemical hazard	Low	
Stampede	Med	
Animal Bite	Med	
Snake Bite	Med	
Food Poisoning	Low	
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	YES
2.	Other fuel (petrol/diesel/kerosene etc.)	NO
3.	Chemical bottles	NO
4.	Main Electrical Boards	1
5.	Hanging Electrical Wires	<u>NO</u>
6.	Suspended Ceilings	<u>NO</u>
7.	Unfixed Almirahs/cabinets	<u>6</u>
8.	Unfixed wall Frames	<u>NO</u>
9.	Doors/ Windows	<u>DOORS 25 WINDOWS 60</u>
10.	Open drains/ gutter	<u>NO</u>
11.	Trees	<u>195</u>
12.	Defected staircases	<u>NO</u>
13.	Severely cracked walls	<u>NO</u>
14.	Others (specify)	<u>NO</u>
<b>Outside School</b>		
1	Trees	<u>YES</u>
2	Power Lines	<u>YES</u>
3	Towers	<u>YES</u>
4	Others (specify)	<u>NO</u>

#### 2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Children below 12 years	<u>NO</u>	<u>NO</u>
2.	Old age people if any	<u>NO</u>	<u>NO</u>
3.	Students with special medical concerns	<u>1</u>	<u>1</u>
4.	Teaching/Non-teaching staff with ill health	<u>NO</u>	<u>NO</u>
5.	Others (specify)	<u>NO</u>	<u>NO</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)					
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	DETOL , BANDAGE, BETADEN,	PARKASH CHANDER	9466708933

2.	Fire Extinguishers			
3.	Ladder (Nos. and Length)			
4.	Rope (Nos. and Length)			
5.	Stretchers			
6.	Torches			
7.	Hammers			
8.	Generators / UPS			
9.	Others			

### B. Communication Set up

Sr. No	Type of System	Total No
1	Wireless sets (if nearby Police Station)	
2	Landline telephone	
3	Internet Facility	
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	5		DULINA
2	Fire Station	12		JJR
3	Primary Health Centre (PHC)	5		JHANGIRPUR
4	Community Health Centre (CHC)	12		BADLI
5	Hospital (Public)	12		JJR
6	Hospital (Private)	12		JJR
7	Ambulance Services	5		JHANGIRPUR
8	District Control Room	12		JJR
9	Other Schools	2		SURA
10	Others	NO		

## 3. Response Mechanism

### A. School Disaster Management Committee

Sr. No.	Name	Designation	Designation in SDMC	Contact No	Residential Address
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					



**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.

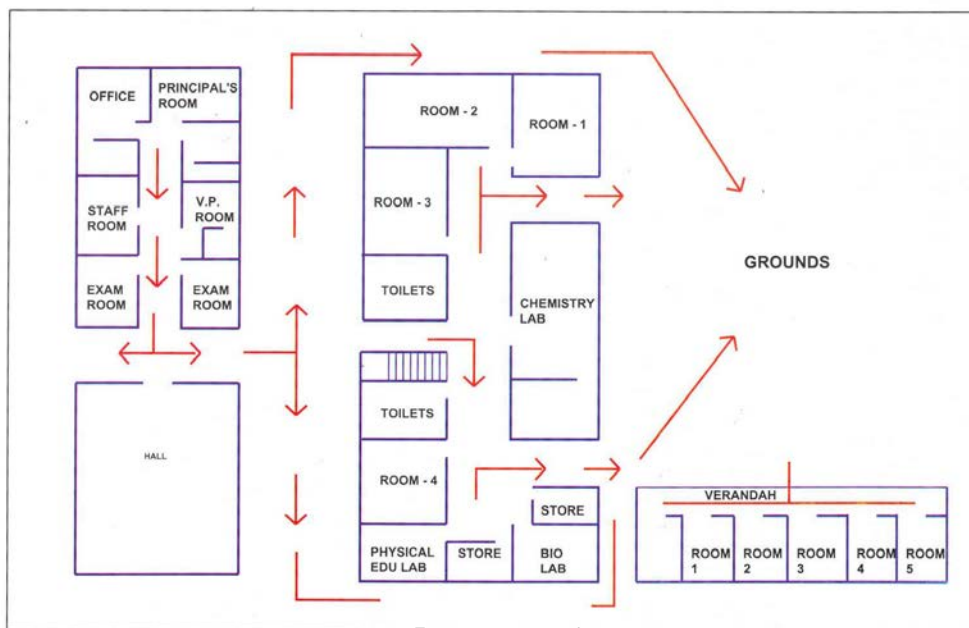
Sr. No.	Name	Sex	Standard	Contact No.
<b>1. Early warning, Communication &amp; Awareness Generation Team</b>				
1				
2				
3				
4				
5				
<b>2. Evacuation Team</b>				
1				
2				
3				
4				
5				
<b>3. Fire Safety Team</b>				
1				
2				
3				
4				
5				
<b>4. Search and Rescue Team</b>				
1				
2				
3				
4				
5				
<b>5. First Aid Team</b>				
1				
2				

3				
4				
5				
<b>6. Water and Sanitation Team</b>				
1				
2				
3				
4				
5				
<b>7. Road Safety Team</b>				
1				
2				
3				
4				
5				
<b>8. Coordination Team</b>				
1				
2				
3				
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 lives 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.

