

SCHOOLP SAFETY INITIATIVE

By



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

SCHOOL DISASTER MANAGEMENT PLAN

Name of School:- GHS Dhani Hanuman, Bhiwani (0631)

Sursain Marg, Hanuman Dhani, Bhiwani -127021

Haryana

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 DHANI HANUMAN, BHIWANI			
2.	School Code	0631			
3.	Address	SURSAIN MARG , HANUMAN DHANI, NEAR HANUMAN TEMPLE, BHIWANI-127021			
		Telephone	01664-255244		
		Fax			
		Email	ghsbwn0631@gmail.com		
4.	Name of the Principal				
5.	Contact Details of the Principal	Telephone	01664-255244		
		Mobile	9466675012		
		Email	yudhasera@gmail.com		
6.	Name of the Nodal Officer				
7.	Contact Details of the Nodal Officer	Telephone	01664-255244		
		Mobile	9466675012		
		Email	yudhasera@gmail.com		
8.	Type of School	Co-ed.			
		Hindi			
9.	School Timings	7:40-12:45 (High School) 12:30 – 5:30 (Primary School)			
10.	Total Students	Boys: 592	Total: 1128		
		Girls: 536			
11.	Teaching Staff	Male: 24	Total: 37		
		Female: 13			
12.	Non-Teaching Staff	Male: 5	Total: 06		
		Female: 1			
13.	No. of differently abled persons	Students	Teaching staff	Non teaching staff	
		Male	9	4	1
		Female	6	1	0
		Total	15	5	1

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,	Disability if any	Standard & Subject they teach	Contact No.	Residential Address
1	YUDHVIR SINGH	O+	46	M	No	Yes	H.M.	9466675012	Bhiwani
2	GOVARDHAN SINGH	O+	49	M	No	No	ESHM	9813093263	Bhiwani
3	SUNITA DEVI	A+	38	F	No	No	10 th & Skt.	9991579902	Bhiwani
4	CHAND RAM	B+	45	M	No	No	10 th & S.S.	9416231632	Bhiwani
5	ANJU RANI	O+	42	F	No	No	10 th & Sci.	9466010085	Bhiwani
6	KAMLA DEVI	O+	57	F	No	No	10 th & Drg.	9813884166	Bhiwani
7	SATISH KUMAR SHARMA	B+	45	M	No	Yes	10 th & Skt.	9315373970	Bhiwani
8	SUNIL KUMAR	A+	47	M	No	No	10 th & Sci.	9255247799	Bhiwani

9	NARENDER KUMAR	B+	51	M	No	No	10 th & Drg.	9896356732	Bhiwani
10	MUKHTYAR SINGH	B-	49	M	No	No	10 th & S.S.	9416230666	Bhiwani
11	KANCHAN JAIN	B+	57	F	No	No	10 th & Hindi	9991885789	Bhiwani
12	SURENDER SINGH	B+	42	M	No	No	10 th & Maths	9991875961	Bhiwani
13	PUNAM CHAND	O+	49	M	No	No	10 th & Maths	9466280621	Bhiwani
14	JAGDISH KUMAR	A+	45	M	No	No	10 th & S.S.	7206057443	Bhiwani
15	NARESH KUMAR	AB-	51	M	No	No	10 th & S.S.	9416575577	Bhiwani
16	JASWANT SINGH	AB-	50	M	No	No	10 th & Sci.	9017178008	Bhiwani
17	KRISHAN KUMAR	AB-	51	M	No	No	10 th & Maths	9416438737	Bhiwani
18	RAMPHAL	B+	42	M	No	No	10 th & Maths	9812876060	Bhiwani
19	RAJ PAL	B+	47	M	No	Yes	10 th & S.S.	9355918570	Bhiwani
20	RAJ KUMAR	AB+	47	M	No	No	10 th & S.S.	9812700600	Bhiwani
21	RAM RATI	B-	41	F	No	No	10 th & Hindi	9991071999	Bhiwani
22	VIJAY KUMAR	B+	47	M	No	No	10 th & Skt.	9466427728	Bhiwani
23	PARMOD KUMAR	B+	44	M	No	Yes	10 th & PTI	9466053585	Bhiwani
24	RAM PAL	B+	45	M	No	No	10 th & PTI	9812377744	Bhiwani
25	DHEERAJ KUMARI	A+	30	F	No	No	10 th & Comp. Sci.	9996640155	Bhiwani
26	SMT. DAYAWANTI	O+	57	F	No	Yes	J.B.T.	9468268818	Bhiwani
27	SMT. KAMLESH	O+	47	F	No	No	J.B.T.	9812156521	Bhiwani
28	SMT. KAMLA	AB+	41	F	No	No	J.B.T.	9671530012	Bhiwani
29	SMT. ANJU	B+	40	F	No	No	J.B.T.	9812157279	Bhiwani
30	SMT. SUDESH	AB+	43	F	No	No	J.B.T.	7206789110	Bhiwani
31	SMT. ANITA	B+	35	F	No	No	J.B.T.	9812500876	Bhiwani
32	SMT. AMINA	A+	41	F	No	No	J.B.T.	9467601407	Bhiwani
33	SH. ANIL KUMAR	O+	39	M	No	No	J.B.T.	9812734578	Bhiwani
34	SH. HAWA SINGH	A+	54	M	No	No	J.B.T.	8295399800	Bhiwani
35	SH. SANJEEV	O+	38	M	No	No	J.B.T.	9050789874	Bhiwani
36	SH. RAM KISHAN	A+	41	M	No	No	J.B.T.	9416996411	Bhiwani
37	SH. BRIJ MOHAN	AB+	42	M	No	No	J.B.T.	8295559000	Bhiwani

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	SANTRA DEVI	Peon	O+	54	F	No	No	9315652232	Bhiwani
2	FATEH SINGH	Mali	O+	52	M	No	No	8053064642	Bhiwani
3	JAI NARAYAN	Sweeper	O+	42	M	No	No	8529407363	Bhiwani
4	MANDIP SINGH ARYA	Clerk	O+	47	M	No	Yes	9813769072	Bhiwani
5	SHAILENDER KUMAR	S.I.M	AB+	38	M	No	No	9992073435	Bhiwani
6	PARVEEN KUMAR	L.A.	B+	39	M	No	No	9355919125	Bhiwani

1.2 School Building Details

1	Number of Storey	Basement	(Yes / No) No										
		Storey	Double Storey										
2	Year of Construction (Give details if constructed in parts)	Est. 1953											
3	Number of buildings in the school compound:	01											
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	15	01	01	00	09	01	03	03	06	01	01	02
	Total	15	01	01	00	09	01	03	03	06	01	01	02
5	Do you have a kitchen?	Yes (Using Cooking gas connection)											
6	Playground size and open ground	948 Yards											
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 st	A	12	13			
	B	9	12			
2 nd	A	18	13	01	Visual	01
	B	23	14			
3 rd	A	18	14	01	MR	01
	B	17	13	01	Visual	01

4 th	A	20	19			
	B	10	19	01	MR	01
	C	18	11			
5 th	A	00	36	02	Locomotors, Visual	02
	B	39	00	01	MR	01
6 th	A	00	56	01	PH	01
	B	52	0	01	Genetic	01
	C	37	17			
7 th	A	0	64			
	B	68	0			
	C	37	26	02	Visual	02
8 th	A	0	56			
	B	54	0			
	C	30	24			
9 th	A	0	45	01	PH	01
	B	47	0			
	C	28	23	02	PH, MR	02
10 th	A	0	40			
	B	39	0			
	C	16	21	01	PH	01
Total		592	536	15	15	15

1.3.1 Details of Persons With Disability:

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
1	ABHISHEK	8	M	2 nd A	Visual
2	PARDEEP	8	M	3 rd A	MR
3	PARVEEN TANWAR	9	M	3 rd B	Visual
4	AKASH	9	M	4 th B	MR
5	PARJANA	11	F	5 th A	Locomotors
6	REKHA	10	F	5 th A	Visual
7	SUNNY	10	M	5 th B	MR
8	RAVINA	13	F	6H A	PH
9	SUNNY	12	M	6TH B	Genetic
10	AKASH	15	M	7TH C	Visual
11	DEEPAK	13	M	7TH C	Visual
12	SHARDA	15	F	9TH A	PH
13	MANISH	15	M	9th C	PH
14	GOVIND	19	M	9th C	MR
15	KAVITA	15	F	10TH C	PH

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
N.A.				

2.2 Possible Hazards:

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

2.3 Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
	Inside School	
1.	Gas cylinders	In Kitchen
2.	Other fuel (petrol/diesel/kerosene etc.)	—
3.	Chemical bottles	—
4.	Main Electrical Boards	In Science Room
5.	Hanging Electrical Wires	<u>No</u>
6.	Suspended Ceilings	<u>No</u>
7.	Unfixed Almirahs/cabinets	<u>In Office, Staff Room, Meena Manch</u>
8.	Unfixed wall Frames	<u>No</u>
9.	Doors/ Windows	<u>50</u>
10.	Open drains/ gutter	<u>01</u>
11.	Trees	<u>10 in School Campus</u>
12.	Defected staircases	<u>Nil</u>
13.	Severely cracked walls	<u>Back Boundary Wall</u>
14.	Others (specify)	<u>Nil</u>
	Outside School	
1	Trees	<u>03</u>
2	Power Lines	<u>01</u>
3	Towers	<u>Nil</u>
4	Others (specify)	<u>Nil</u>

2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Children below 12 years	<u>184</u>	<u>164</u>
2.	Old age people if any	—	—
3.	Students with special medical concerns	<u>Nil</u>	<u>Nil</u>
4.	Teaching/Non-teaching staff with ill health	<u>01</u>	—
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)	N.A.				
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.
1	CHAND RAM	FIRST AID	TEACHER	S.S.M.	9416231632
2	RAM PHAL	FIRST AID	TEACHER	M.M.	9812876060
3	SANJEEV KUMAR	GAMES	TEACHER	J.B.T.	9050789874

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	1	RAM PHAL	9812876060
2.	Fire Extinguishers	3	RAM PHAL	9812876060

3.	Ladder (Nos. and Length)	2	JAI NARAYAN	8529407363
4.	Rope (Nos. and Length)	2	JAINARAYAN	8529407363
5.	Stretchers	—	—	—
6.	Torches	1	JAINARAYAN	8529407363
7.	Hammers	2	JAINARAYAN	8529407363
8.	Generators / UPS	1/2	SHAILENDER Kr.	9992073435
9.	Others			

B. Communication Set up

Sr. No	Type of System	Total No
1	Wireless sets (if nearby Police Station)	0
2	Landline telephone	01
3	Internet Facility	01
4	Fax	0
5	Other	0

C. Transport Facilities

Sr. No	Type of Vehicle	Total No
1	School Bus (with capacity)	0
2	4 wheelers (personal)	09
3	2 wheelers (personal)	23
4	Other vehicles	0

D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post	2	1091	Jain Chowk
2	Fire Station	4	101	Zoo Road
3	Primary Health Centre (PHC)	2	102	Ghanta Ghar
4	Community Health Centre (CHC)	2	102	Ghanta Ghar
5	Hospital (Public)	2	102	Ghanta Ghar
6	Hospital (Private)	1	9355939299	Janta Hos. Dadri Gate
7	Ambulance Services	2	102	Ghanta Ghar
8	District Control Room	2	1091,100	S.P.Office
9	Other Schools	1	9416231030	GMS H/ Gate
10	Others			

3. Response Mechanism

A. School Disaster Management Committee

Sr. No.	Name	Designation	Designation in SDMC	Contact No	Residential Address
1	YUDHVIR SINGH	HEAD MASTER	CHAIRMAN	9466675012	HOUSING BOARD
2	GOVARDHAN	ESHM	MEMBER	9813093263	VPO DEVSAR
3	PARMOD KUMAR	P.T.I	MEMBER	9466053585	BHIWANI
4	SATISH KUMAR	SKT. TEACHER	MEMBER	9315373970	D/HANUMAN
5	SAMINA	SMC PRESIDENT	MEMBER	8930157546	D/HANUMAN
6	LALIT SAINI	M.C.	MEMBER	9812952237	D/HANUMAN
7	DARSHNA	ANGANWARI WORKER	MEMBER	9896728087	D/HANUMAN
8	LALITA	ANM	MEMBER	9991401808	D/HANUMAN
9	MAHESH SAINI	SOCIAL WORKER	MEMBER	9812387231	D/HANUMAN
10	RADHEY SHYAM	Rtd. ARMY	MEMBER	9253051390	D/HANUMAN
11	RAVI SONI	Ex. M.C	MEMBER	7056171032	D/HANUMAN
12	MAHENDER SINGH	ASI	MEMBER	9416690202	JAIN CHOWK

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

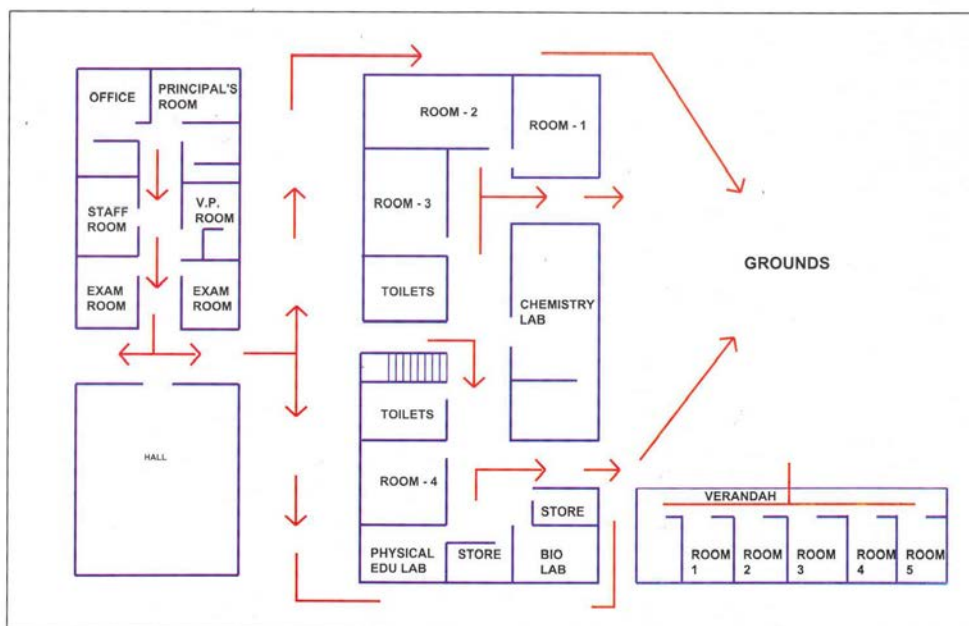
Roles and Responsibilities of each team have been discussed in Annexure II.

Sr. No.	Name	Sex	Standard	Contact No.
1. Early warning, Communication & Awareness Generation Team				
1	JASWANT SINGH	MALE	SCI. MASTER	9017178008
2	SURENDER SINGH	MALE	MATH MASTER	9991875961
3	PARDEEP	MALE	STUDENT X-B	9813677587
4	NARENDER Kr.	MALE	DRG. TEACHER	9896356732
2. Evacuation Team				
1	SUNIL KUMAR	MALE	SCI. MASTER	9255247799
2	KANCHAN JAIN	FEMALE	HINDI TEACHER	9991885789
3	KAMLA DEVI	FEMALE	DRG. TEACHER	9813884166
4	CHAND RAM	MALE	S.S. MASTER	9416231632
3. Fire Safety Team				
1	PARMOD KUMAR	MALE	P.T.I	9466053585
2	RAM PAL	MALE	P.T.I	9812377744
3	CHAND RAM	MALE	S.S. MASTER	9416231632
4	FATEH SINGH	MALE	MALI	8053064642
5	ANKIT	MALE	10 TH B	9991326234
4. Search and Rescue Team				
1	RAM PAL	MALE	P.T.I	9812377744
2	NARENDER Kr.	MALE	DRG. TEACHER	9896356732
3	NARESH KUMAR	MALE	S.S.MASTER	9416575577
4	JATIN	MALE	10 TH C	9034944030
5. First Aid Team				
1	ANJU DEVI	FEMALE	SCI. MISTRESS	9466010085
2	RAM PAL	MALE	P.T.I	9812377744
3	DARSHNA	FEMALE	ANGANWARI W.	9896728087
4	NIKHIL	MALE	7 TH CLASS	9812922151
6. Water and Sanitation Team				
1	SATISH KUMAR	MALE	S.K.T. TEACHER	9315373970

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.