

# KENDRIYA VIDYALAYA SIKH LINES MEERUT CANTT

## FORMAT FOR SCHOOL DISASTER MANAGEMENT PLAN

### SCHOOL DISASTER PREPAREDNESS PLAN

Name of the School	KENDRIYA VIDYALAYA SIKH LINES MEERUT CANTT	Area	13.02 ACRES
		Geographical Location (Coordinates)	29°00'40.9"N 77°43'53.4"E
Name of the Principal / HeadMaster / Head Mistress	MR. NAVAL SINGH	Ph: 0121-2661119 Mobile:9649573405	
Address of the School	NEAR KHAESRU KHERA MEERUT CANTT	Ph:	0121-2661119
		Fax:	

### Name of School Disaster Management Committee Members

Sl. No	Name of the Member	Contact No.	Sl. No	Name of the Member	Contact No.
1	MR. MADAN PAL	9456097425	6	MRS. VIMLESH	7500273870
2	MR. P.K SHARMA	9536595273	7	MR. RAJIV	7830894485
3	MRS. KUSUM LATA	7906156249	8	MR. SUNIL KUMAR	9402777765
4	MRS. SIMMI SINGH	8439445423	9	MR. DALIP KUMAR	9837308350
5	MRS. SARITA YADAV	8126501501	10	MS. MEENAKSHI	8285888693

School Used for Relief Shelters  Yes  No

Sensitization meeting held on	APRIL 24 <sup>th</sup> 2019
No. Of Class Rooms	48
Total Number of Staffs in the School	Male 39                      Female 29
Total No. of Students in the School	Boys 1068                      Girls 816
Number of Staffs sensitised in the meeting	55
Number of Students sensitised in the meeting	100+100

### ACTION CALENDAR FOR VARIOUS PREPAREDNESS ACTIVITIES (every year)

1 Mock Drill (Compulsory in every month), 2. Awareness & Sensitization, 3 Painting & Essay, 4.Slogan Writing, 5. Drama, 6. Others (Pls. specify others Activity)

Jan –March	April -June	July- September	October-December
	1                      2,3	1                      2,3	
Remarks			

Details of School Disaster Management cell ( brief note about the DM Cell and contact details )

(Use separate sheet)

Sl.No	Type of open space	Approx Size (Length x Breath)	Accessibility from the road
1	Play ground	19833.80 Sqm.	YES
2	Assembly Ground	Secondary (741.33 Sqm) Primary (1142.27 Sqm)	YES
3	Other nearest open space	1105.52 Sqm	YES
4	Auditorium	N.A	N.A

**SCHOOL RESPONSE TEAMS**

Sl.No	Particulars	Name of Team Leader	Members with Designation	Contact Details
	Evacuation Team	MR. MADAN PAL , VICE PRINCIPAL	1 MR. RAJIV, TGT. PHE 2 MR. SUNIL, TGT WET 3 MR. PANKAJ, LIBRARIAN 4 MRS. SIMMI, TGT SST 5 MRS C.P NEGI, PRT	7830894485 9402777765 7409665462 9410860270 8859999034
	Search & Rescue Team	MRS. DIVYA KAPOOR , PGT ENG.	1 MR. R.S YADAV ,TGT SST 2 MR. UMESH ,TGT ENG 3 MRS. NEELAM KUMAR ,PRT 4 MRS. SHWETA GAUTAM,PRT 5 MR. LOKESH ,TGT HINDI	9759505070 9457237217 9411893712 6396902232 7599329053
	First Aid & Medical Team	MR. RAJIV , TGT PHE	1 MR. NAGENDRA, PGT BIO 2 MRS. SAVITA SEHGAL, TGT 3 MR. DALIP KUMAR 4 MR.B.P.S NAGAR 5 MRS. VAKILA	9412357454 9927344509 9837308350 9456838160
	Bus Safety Team	N.A	1 N.A 2 3 4 5	N.A
	Team for students with special needs (Handicap etc )	MRS. PIYUSH LATA BHATI ,TGT HINDI	1 MR. R.S YADAV ,TGT 2 MRS. ANITA JAIN , TGT 3 MRS. ANITA THAKUR,PRT 4 MR. B.D SINGH ,TGT 5 MR. AJAY KUMAR ,PGT	9759505070 7599365309 7409325303 9411985567 9690743224

Sl.No	Name of Drill	Date of theDrill conducted	Under upervision ofMr. / Ms.....	No.of Participants (Students &Teachers)
1	Drop cover Hold Drill			
2	Evacuation Drill	24.07.2019	MR. MADAN PAL	SECONDARY SECTION
3	Teachers Training	26.07.2019	MR. P.K SHARMA	52
4	Students Training	31.07.2019	MR. P.K SHARMA	MORNING ASSEMBLY

- The Institution will prepare floor wise building plans and display in corridors and other important areas. Mark evacuation routes on this map. Mock drills will be conducted under able supervision of teachers at least once in a month.
- Attach a copy of the following maps along with documents: -
  1. Resource Map (showing all resources/ equipment that may be useful in emergencies with custodians)
  2. Vulnerability Map (Showing vulnerability of the school to various hazards like Science Laboratory etc.)
  3. Safe places and Evacuation Route Map

Date:.....

Place:.....

Signature of Principal/ Headmaster  
(Stamp of the Office)

**INFORMATION FOR SCHOOL SAFETY AUDIT**

Basic Information about School Safety

1. Total staff (teaching, admin. security, cooking): 80
2. Total numbers of students:1884
3. Total numbers of classrooms:48
4. Number of students per classroom:39.3
5. Number of stories (floors) in building:2
6. Is there a kitchen?NO
7. Is there a laboratory, library and/or computer room? YES
8. Age of school construction:42 YRS
9. Describe locations (urban, rural, main city, distance from main city etc.):  
URBAN 05 KM (APPROX)
10. Is school close to a highway or railway? NO
11. Disaster histories in school and in village/town/city: N.A
12. History of serious accident or other emergency incident in the school: N.A
13. Specific Information about School Safety

Questions	Yes	No	Turning a 'No' into a 'Yes'
1. Does school have sign board outside school to help avoid road accident? Where?	YES		
2. Has school evaluated and appropriately removed all tree hazards?	YES		
3. Are dustbins available in school? Making Schools Safer	YES		
4. Staff regularly follows any precautionary steps for road crossing of students at starting and ending hours of school?	YES		
5. Is the school structurally prepared to withstand seasonal storms?	YES		
6. Has an engineer ever checked the building safety?	YES		
7. Is mechanical and electrical equipment safely enclosed?	YES		
8. Is there regular checking of electricity and wire by staff?	YES		
9. Does kitchen have proper safety measures against fire hazard?	YES		
10. Are kitchen facilities in sanitary condition?	YES		
11. Is drinking water facility available and clean?	YES		
12. Is toilet-bathroom facility available and sanitary?	YES		
13. Is staff present while students play on grounds?	YES		
14. Is there proper water drainage/flow during monsoon season?	YES		

15. Are grounds free of hazardous trash and refuse?	YES		
16. Can emergency vehicles access school area easily?	YES		
17. Students have identity cards?	YES		
18. Does school have trained security staff?	YES		
19. The principal, teachers, and other staff members maintain a highly visible presence throughout the school and school grounds?	YES		
20. Chemicals and lab equipment in preparation rooms and labs are stored in secure storage spaces?	YES		
21. Preparedness steps to avoid disaster in lab?	YES		
22. Are there multiple exits from main building? How many?	YES		
23. Are exits free of obstacles?	YES		
24. Do all classrooms have windows?	YES		
25. Can windows be used as emergency exits?	YES	NO	
26. Do stairs have railings?	YES		
27. Does school have accommodations for students with disabilities?	YES	NO	
28. Does school administration department have all emergency phone numbers to communicate with different stakeholders? Conducting a School Safety Audit			
29. Does school have detailed address and phone numbers of all staff and students?	YES		
30. Does school teach students about emergency phone numbers such as police, ambulance, and fire brigade?	YES		
31. Does school receive any newspaper, magazine regularly?	YES		
32. Has school ever held a student health check-up program?	YES		
33. Do students and staff know their blood group, and does the school keep that information?	YES		
34. Are there facilities to keep important documents in safe place, protected from water and fire?	YES		
35. Does the school keep records of past emergency incidents?	YES		
36. Are teachers trained in Disaster Management and First Aid?	YES		
37. Are teachers trained in use of fire extinguishers and fire safety?	YES		
38. Do teachers have knowledge of do's and don'ts before, during and after disaster, and scientific knowledge of disaster occurrence, early warning, etc.?	YES		
39. Do students have knowledge of do's and don'ts before, during and after disaster, and scientific knowledge of disaster occurrence, early warning, etc.?	YES		
40. Any training programme by outside agencies related to disaster management and/or school safety?	YES		

41. Has school connected to or created any other institutes, agencies, or volunteer teams?	YES		
42. Is school safety and prevention information provided regularly to staff as part of school activities?	YES		
43. Are there programs related to disaster management and school safety? What are they?	YES		
44. Are students of higher standards involved in school safety teams?	YES		
45. Does the school provide opportunities for student leadership related to safety issues?	YES		
46. Does school have NCC, Scout or any type of group for student capacity building?	YES		
47. Has school connected or created any parent and/or student group with school? Exp.: PTA	YES		
48. Any support from local authorities? Exp.: Panchayat...			
49. Any program or activity school trust organized at outside of school? What kind?	YES YES		
50. Are any community stakeholders visiting school regularly?	YES		
51. Are any outside agencies operating education center in or outside of school?	YES		
52. Does school organize any community event during festival or annual programme? What kind of event?	YES		
53. Does any outside agency or organization help fund school activities or expenditures?		NO	
54. Do any community member serve as volunteers?			
55. Is school involved in community apart from educational activities?	YES		
56. Have there been any direct efforts from Government in making schools safer?	YES YES		
57. Do school representatives meet with Government departments?			
58. Does the Government coordinate an early warning system?	YES YES		
59. What more do you expect from Government in terms of school safety against disasters?	YES		
60. Does school have an insurance policy for students and staff?		NO	
61. Has school identified natural and manmade hazards?	YES		
62. Has school developed a crisis management plan?	YES		
63. Are emergency evacuation routes in place and posted?	YES		
64. Are staff and students familiar with the plan?	YES		
65. Are emergency drills and evacuations practiced?	YES		
66. Are parents aware of crisis management and evacuation plans?	YES		
67. Are authorities aware of these plans?	YES		

68. Is there a chain of command for disaster situations?	YES		
69. Is there a communication system for disaster situations?	YES		
70. Is there a process for accounting for staff and students?	YES		
Conducting a School Safety Audit	YES		
71. Does school have an emergency response kit (e.g. rope, battery, digging equipment etc.)?	YES		
72. Does the school stockpile emergency food, water, shelter and medicine?	YES		
73. Are fire safety equipment available? How many fire extinguishers?	YES		
74. Are first aid kits available? How many?	YES		
75. Are expiry dates checked for fire extinguishers and first aid kits?	YES		
76. Are School taking Are preparedness steps after receiving disaster early warning?	YES		
77. Have staff delegated responsibilities such as checking class muster, handling crowds, etc. in disaster Situations?	YES		
78. Any educational material in schools on school safety and disaster management?	YES		
79. Any steps taken for crowd management during programs?	YES		
80. Is a school map with necessary details displayed at notice board?	YES		
81. Do early warning tools exist, such as TV, radio, newspaper, etc.?	YES		
Making Schools Safer	YES		

PRINCIPAL  
KV, SL MEERUT CANTT