

N.K. BAGRODIA PUBLIC SCHOOL

AHINSA MARG, SECTOR-9, ROHINI, DELHI - 110085



DISASTER MANAGEMENT PLAN

2025-26

TENTS

1. Introduction to Disaster Management
2. Details of school profile
3. Hazard identification and safety assessment
4. School Disaster Management Committee
5. Disaster response groups
 - Awareness generation team
 - Warning and information dissemination team
 - Evacuation team
 - Search and rescue team
 - First aid team
 - Fire safety team
 - Site security team
 - Bus safety team
 - Team for students with special needs
6. Available resources within school
7. Available resources around school
8. Annual calendar for disaster management preparedness activities
9. Floor wise evacuation maps indicating evacuation routes and assembly points
10. Annual Emergency Management plan checklist

Disaster Management

Disaster management includes: - the development of disaster recovery plans, (for minimizing the risk of disasters and for handling them when they do occur,) and the implementation of such plans. Disaster management usually refers to the management of natural catastrophes such as fire, flooding, or earthquakes.

Disasters are as old as human history but the dramatic increase and the damage caused by them in the recent past have become a cause of national and international concern. In the event of an earthquake and Fire, children and teachers in an unsafe school building are at considerable risk. According to the Government of Gujarat, a total of 31 teachers died and 95 were injured, 971 students perished (910 in primary schools, 37 in secondary schools, 3 in colleges and 21 in technical schools) and 1,051 were injured in the Bhuj Earthquake of 2001.

Aim and Objective

The aim of emergency planning is to ensure that the safety of the students and the staff is maintained during an emergency. The emergency management plan is a means by which this can be achieved.

In this Report, we have

- Identified the hazards in the school
- Managed the hazards
- Mitigated the effects through planning and effective response

Need for the plan

The School is a densely populated place and has small children that are one of the most vulnerable groups in the society.

To reduce this vulnerability particularly for schools, it is important to have a school Disaster Management Plan. We have many resources and are community nodes. Therefore, it's our responsibility towards its immediate locality, just as the neighboring community is linked to our school.

DETAILS OF SCHOOL PROFILE

1. Name of school and code number provided by Department of Education:

N. K Bagrodia Public School (1413198)

2. Postal address with Pin code: **Ahinsa Marg, Sector 9, Rohini, Delhi 110085**

3. Contact Number: **011-27566633, 27561375**

4. Number of Teachers: (Male) **09** (Female) **64**

5. Number of Students: **2550**

6. Number of differentially able students: Male **32** Female **11**

7. Specify the type of disability: **N. A**

8. Year of Establishment of School: **1991**

9. Number of Buildings in the school compound:

Three Blocks (Primary, Senior & Admin)

10. Number of classrooms: **60**

- Number of Chemistry laboratory-**01**
- Number of Physics laboratory- **01**
- Number of Biology laboratory- **01**
- **AtalTinkering Laboratory - 01**
- **General Science Laboratory -01**
- **Computer Laboratory -03**

11. Number of Floors: **Ground + Three (in both Primary and Senior Wing)**

12. Number of staircases: **04**

13. Do you have a kitchen? **Yes**

- if yes , do you have Gas stove or an open fire kitchen or use a cooking gas connection? **Gas Stove**

14. Do you have separate toilets for Boys and Girls? **YES**

15. Number of drinking water points: **11**

16. Playground Size: **7365 sq Mtrs**

17. Number of fire extinguishers installed: **50**

18. Number of Sand Buckets installed: **13**

19. Area of School Campus: **15459 Sq Mtrs**

20. **Other Facilities:** Swimming Pool, Indoor Games, Dance Rooms, Music Rooms, Instrument room, Art rooms, Life skills room, Gymnastics room, Gymnasium, Library and Medical room .

Hazard Identification and Safety Assessment

a) Identification of Potential Structural Hazards existing in the area

Our School building is not very old and it is maintained properly.

Our school building is safe and strong.

b) Identification of potential non-structural hazards existing in the area

The school is located in the urban, residential environment. The school is near to the Police Station, Hospitals and District Park and Fire Station within 1 km radius of the school. The school does not have any potential hazards in the area.

The class teachers walk the class through the designated evacuation route(s) to the appointed area(s) outdoors. And students are told to make mental notes, as they go along, of things that might become hazards during an earthquake /fire.

When the students reach the designated site, they are told about what they should notice or hazards they thought of. A list of such hazards is below which students are explained about Power failure (or emergency generator lighting?)

Halls blocked by fallen lockers or cabinets

Smoke in the hallway

Exit doors and windows that jam and will not open

Bricks, glass and debris piled up, outside electrical wires on the ground

Suspended ceilings

Chemical spill overs in laboratories

DISASTER MANAGEMENT AND RISK PREPAREDNESS **COMMITTEE AND ASSOCIATED TEAMS**

TEAM—I SCHOOL DISASTER MANAGEMENT COMMITTEE

S. NO.	NAME	DESIGNATION	CONTACT NO.
1.	Mr Prashant Parashar	Principal(Head)	9650239555
2.	Mrs Jyotsana Sharma	Headmistress	9999981776
3.	Ms. Deepanwita	Co-ordinator	9999318758
4.	Mrs Binny Gupta	Primary Dept. Incharge	9911075828
5.	Mrs. Kavita Sareen	Pre-Primary Incharge	9891022574
6.	Sq. Ldr P. K. Salwan(Retd)	Admin Officer	9810672003
7.	Ms. Rakhi Yadav	TGT Social Science	9999052663
8.	Ms Mansi Mahajan	TGT Science	9873919530
9.	Mr. Vivekanand	S.H.O (Prashant Vihar)	8750870325

Roles and Responsibilities

Before Emergency

- ❖ Prepare School Disaster Management Plan and evaluate and update at regular intervals (once a year and after a disaster).
- ❖ Supports Principal/Head Teacher in ensuring that all staff and students are fully familiar with the School Disaster Management Plan.
- ❖ Identify Evacuation Centers and Temporary Learning Centers and make arrangements with land/ property owners.
- ❖ Prepare and support the organization and delivery of Awareness Programs on disaster management for the school community.
- ❖ Facilitates the organization of training on disaster management issues.
- ❖ Identify and advise on purchase of equipment for emergency situations.
- ❖ Carry out regular review of the structural safety requirements of the school for various hazards (earthquake, fire, cyclone, floods, etc.)
- ❖ Recommend funding arrangements for carrying out preparedness and mitigation measures in the school through school funds and other sources.
- ❖ Prepare guidelines and procedures for emergency drills.

- ❖ Liaise with Curriculum Development Division (CDD)/National Disaster Management Office (NDMO) to develop and disseminate materials, posters, pamphlets, simple tips on dos and don'ts on different disasters.
- ❖ Keep an updated list of important telephone numbers and radio contacts in case of emergency.

During Emergency

- ❖ Assist the School Education in Emergency (EiE) Focal Point in facilitating and coordinating the emergency plans.

After Emergency

- ❖ Evaluate and update School Disaster Management Plan.
- ❖ Assist in assessment of the extent of damage.
- ❖ Conduct a needs assessment.
- ❖ Develop, facilitate, coordinate and implement recovery plans, including for continuity of schooling.





DISASTER RESPONSE GROUPS:

TEAM—II AWARENESS GENERATION TEAM

S. NO.	NAME	DESIGNATION	CONTACT NO.
1.	Mr.C.M Jain	PGT	9868414188
2.	Ms. Lata Tewani	TGT	9315671890
3.	Ms. Pooja Chopra	TGT	9582900924
4.	Ms. Reenu Nagpal	PRT	9910102766
5.	Jasraj Singh	Student 9A	
6.	Ishika	Student 9A	
7.	Saina Gupta	Student 9B	
8.	Rachel	Student 11A	
9.	Vivek Kumar Gupta	Student 11A	
10.	Suhani	Student 11B	

Roles and Responsibilities:

Before disaster

-  Develop IEC materials – posters, pamphlets, simple tips on do's and don'ts in different disasters, street plays and “nukkad nataks”.
-  Conduct awareness generation activities systematically in the whole school, targeting different classes and also staff and teachers.
-  Conduct awareness generation activities in the neighboring areas in coordination with the RWA representatives, the local police station, and any local NGOs.
-  Organize innovative activities and exercises for students and teachers on Disaster Management to ensure continuing interest on the issue during normal time. The school can organize
 - Art Work: Posters, bulletin boards, exhibitions, wallpaper, cards, bookmarks etc.
 - Creative writing competitions – Essays, Poetry, Slogans
 - Drama – Street plays, “nukkad nataks”, Role playing.
 - Song writing
 - Debates
- Organise demonstrations on fire safety, first aid, and search and rescue through linkages with the appropriate agencies.
- Assist in organisation of the Evacuation Drills for various hazards.
- Work with the Warning & Information Dissemination Team in making students, faculty, and staff aware about the different warning levels and the colours and locations of flags / signs that will be used.

During disaster

- 📢 Duck, cover and hold at first sign of earthquake. Hold on to furniture legs if furniture moves. If outside, move away from buildings.
- 📢 In case of other hazards, assist the Evacuation Team in evacuation of the school building.
- 📢 For a chemical hazard, assist the Warning Team in disseminating the required safety tip to the entire school.

After disaster

- 📢 Disseminate information on do's and don'ts so that the situation doesn't worsen, in coordination with the Warning and Information Dissemination Team.

TEAM—III WARNING AND INFORMATION DISSEMINATION TEAM

S. NO.	NAME	DESIGNATION	CONTACT NO.
1.	Ms. Deepanwita	PGT	9999318758
2.	Ms. Jyoti Batra	TGT	9899709471
3.	Ms. Rohita Gupta	TGT	9899850177
4.	Mr. Munish	PRT	9871429826
5.	Shivansh	Student 9C	
6.	Advik Goyal	Student 9E	
7.	Mishika	Student 9E	
8.	Advit Batra	Student 11D	
9.	Aditi	Student 11 E	
10.	Vidhi	Student 11E	

Roles and Responsibilities:

Before disaster

- Monitoring and taking regular updates from TV/ Radio/Internet on the potential hazard that school can face, e.g. weather updates in case of floods, landslides, cyclones etc.
- Inform the school authorities of any impending hazardous situation.
- Maintain contact with district authorities and communicate any directions to the school authorities
- Post warning signs / flags of appropriate colour for different warning levels at prominent and designated places in the school.
- Disseminate the information to all the classrooms and teachers.
- Coordinate with the other teams and inform them about the latest weather / warning situation.

During disaster

- 📢 Duck, cover and hold at first sign of earthquake. Hold on to furniture legs if furniture moves. If outside, move away from buildings.
- 📢 Cross check the warning received from various sources.
- 📢 Warning the school in case of an emergency by either ringing a bell/siren or on the public address system or through a messenger, whatever is available in the school.
- 📢 Reporting to the school disaster management committee about the disaster in the school building.
- 📢 Reporting to the government emergency response departments (Fire, SDM, Police etc.)
- 📢 In case of the school being used as a shelter, inform the shelter staff about the latest updates and weather reports.

After disaster

- Continue monitoring the various information sources.
- Keep reporting on the situation of the disaster to all concerned teams and coordinate with them.
- Disseminate safety tips in coordination with the Awareness Generation Team.
- Work with the Incident Management Team from the district administration in preparing updates and disseminating information.

TEAM—IV EVACUATION TEAM

S. NO.	NAME	DESIGNATION	CONTACT NO.
1.	Mr. Lalit Chikara	Physical Educator	9210968066
2.	Mr. Amit Upadhyay	PGT	9871021432
3.	Ms. Monika Goyal	TGT	9990407814
4.	Ms. Divya Jain	PRT	9953626206
5.	Bhavik	Student 9E	
6.	Punjab Gupta	Student 9D	
7.	Siya	Student 9E	
8.	Ashville Gupta	Student 11A	
9.	Rupali	Student 11B	
10.	Chetan Kapoor	Student 11C	

Roles and responsibilities:

Before disaster

- Check the exits.
- Identify the open areas where the school can assemble after evacuation in an emergency.
- Make sure there are no hazards present for evacuating to the designated area.
- Make sure that necessary supplies are accessible.
- Assist the Planning Committee in developing options in the event evacuation is required during inclement weather.
- Be prepared for special equipment needs for mobility-impaired students.
- Any special response procedure for special needs students must be tested during drills.
- Conduct regular drills in coordination with the other teams and practice the different evacuation procedures used in different hazards.
 - These different procedures have to be disseminated to the entire school and separate drills to be conducted for them.

During disaster

- Duck, cover and hold at the first sign of an earthquake. Hold on to furniture if furniture moves. If outside, move away from buildings.
- Evacuate in an orderly fashion as practiced in the drills.

After disaster

- Ensure that the emergency assembly area is accessible and safe.
- Determine if any additional assistance is required for evacuation.
- Take roll calls and report group status to the Administrator (Emergency Operations Centre).

TEAM—V SEARCH & RESCUE TEAM

S. NO.	NAME	DESIGNATION	CONTACT NO.
1.	Ms. Shikha Sareen	PGT	9899373931
2.	Mr. Munish Kumar	Physical Educator	9871429826
3.	Ms. Suhani	TGT	9818188187
4.	Ms. Manish Bhardwaj	PRT	9871552399
5.	Mishti Sharma	Student 9B	
6.	Drishti	Student 9A	
7.	Bhavya	Student 9E	
8.	Vedansh	Student 11B	
9.	Saiyam	Student 11D	
10.	Mouli Goyal	Student 11D	

Roles and responsibilities:

Before disaster

- Make sure needed supplies are on site.
- Make sure team members stay current with their training.
- Any special response technique for special needs students must be tested during drills.

During disaster

- Duck, cover and hold at the first sign of an earthquake. Hold on to furniture legs if furniture moves. If outside, move away from buildings.
- Start rescue and search operations in case of another disaster.

After disaster

- According to a pre-established pattern, check (visually, vocally, physically) every room in the building.
 - Report location of injured to First Aid Team.
 - Report location of other problems to SDMC.
- Look for obvious structural problems/significant structural damage as sweep is made through the building(s).
 - Report any damage to the Administrator (EOC).

TEAM—VI FIRST AID TEAM

S. NO.	NAME	DESIGNATION	CONTACT NO.
1.	Ms. Pushpa	Staff Nurse	9643614542
2.	Mr.Vijaymal Kumar	TGT(Yoga)	9810763166
3.	Ms. Shikha Pruthi	TGT	9818222443
4.	Ms. Jennis	PRT	9818304064
5.	Raunak Chadha	Student 9B	
6.	Kritya	Student 9C	
7.	Dhwani	Student 11D	
8.	Lubhit	Student 11A	
9.	Harshit Singh	Student 11C	
10.	Ridhi Batra	Student 9C	

Roles and responsibilities:

Before a disaster

- Make sure that first aid supplies are up to date and always complete.
- Keep emergency cards and health cards up-to-date.

- Ensure training for all new members and refresher training for existing members. (every year)
- Be aware of special medical requirements of students / employees and ensure that some stock medication (maybe 1-2 days medicines) is kept in the school and regularly updated.
- Participate in regular drills.

During disaster

- Duck, cover and hold the first sign of an earthquake. Hold on to furniture legs if furniture moves. If outside, move away from buildings.

After disaster

- Administer first aid and record all cases and treatments.
- Determine need for further medical assistance. Coordinate requests for assistance through the Administrator.
- Assign First Aid Team members to accompany Search and Rescue Teams during their search operations.

TEAM—VII FIRE SAFETY TEAM

S. NO.	NAME	DESIGNATION	CONTACT NO.
1.	Sq. Ldr. P.K Salwan(Retd.)	Admin Officer	9810672003
2.	Mr. Sanjay Tahiliani	PGT	7042172790
3.	Ms. Anshu Aggarwal	TGT	9911148969
4.	Ms. Aarti Malhotra	TGT	9871107980
5.	Sidhi Singh	Student 9B	
6.	Saurabh	Student 9C	
7.	Samara Gupta	Student 9D	
8.	Mitansh katariya	Student 11A	
9.	Yana Dureja	Student 11B	
10.	Anjali Yadav	Student 11E	

Roles and responsibilities:

Before a disaster

- Make sure fire-fighting equipment (extinguishers, etc.) is in working order and that staff has received training in its use.
- Ensure that all non-structural earthquake hazards that can be cause of fire (i.e. Chemical Laboratories, Cafeteria Kitchens, hot water tanks) are properly secured.
- Coordinate with the SDMC in ensuring that a fire safety assessment of the school premises is conducted by the local fire department and that the recommendations are implemented.

During disaster

- Duck, cover and hold at the first sign of an earthquake. Hold on to furniture legs if furniture moves. If outside, move away from buildings.

After disaster

- Check for and confirm the existence of fire. Report location to Administrator (EOC) and Site Security team.
- Control fire, if possible (ensure personal safety).
- Look for conditions that may cause a fire to develop and seek maintenance staff assistance in removal of conditions.
- In case of electrical fire, turn off the electrical main switches.

TEAM—VIII SITE SECURITY TEAM

S. NO.	NAME	DESIGNATION	CONTACT NO
1.	Sq. Ldr. P.K.Salwan(Retd.)	Admn. Officer	9810672003
2.	Mr. Vivek Vohra	PGT	9953110563
3.	Ms.Yotsna	TGT	9868728695
4.	Mr. Lavish	Physical Educator	9873485549
5.	Divyanshi	Student 9C	
6.	Aarav Lamba	Student 9D	
7.	Aanya	Student 9E	
8.	Nomika	Student 11B	
9.	Hriday	Student 11C	
10.	Vaibhav	Student 11D	

Roles and responsibilities:

Before a disaster

- Work with the Planning Committee, the School Administrator and the District authorities to establish a release policy and communicate this policy to parents and staff.
- Develop procedures for how release will be handled.

During disaster

- Duck, cover and hold at the first sign of an earthquake. Hold on to furniture legs if furniture moves. If outside, move away from buildings.

After disaster

- Lock all external gates and doors, and secure buildings. (Note: Be sure locked doors can be opened from inside to prevent entrapment.)

- Station one team member at the main gate/front door to deal with the community/parents. Have that member route fire, police, rescue and medical to area of need.
- Keep the Administrator (EOC) informed of activities.
- Release students according to pre-arranged policy.
- If the condition of the bus and transportation routes allow movement of the bus proceed cautiously.
- If crossing a bridge is necessary; stop the bus, get out and physically inspect the bridge if damage is apparent to make a judgment that the bridge is safe for bus passage. If not, follow established school policy regarding the continued movement/ release of the students.

TEAM—IX BUS SAFETY TEAM

S. NO.	NAME	DESIGNATION	CONTACT NO.
1.	Mr. J.L Sharma	Transport Assistant	9990472833
2.	Ms. Sonia Malik	TGT	9873198450
3.	Ms. Bharti Budhiraja	TGT	9810614416
4.	Ms. Manju Aggarwal	PRT	9871491621
5.	Samrit	Student 9E	
6.	Trisha	Student 9A	
7.	Kashvi	Student 9E	
8.	Aanya Sharma	Student 11A	
9.	Janvi	Student 11B	
10.	Arnav	Student 11D	

Roles and responsibilities:

Before disaster

- Know school policy for procedures in the event a damaging earthquake occurs while buses with students are enroute to or from school.
- Assist SDMC in providing 2-way radio communications capability between buses and school Administrators.
- Carry emergency cards with information on contact numbers for the school EOC, and important district contact numbers (district administration, police, fire, medical, etc.)
- Take First Aid Training.

- Develop plans to assist special needs students.

During disaster

- Pull over to the side of the road if possible, in the open. (Not under an overpass or bridge or alongside buildings or trees.)
- Instruct the passengers to crouch down between seats and in the aisle until shaking has stopped.
- Ensure special needs students are assisted.

After disaster

- Assist any injured students providing First Aid as needed.
- Establish communications with School EOC
- Implement school policy for earthquake occurrence while students are enroute to or from school.

TEAM—X TEAM FOR STUDENTS WITH SPECIAL NEEDS

S. NO.	NAME	DESIGNATION	CONTACT NO.
1.	Ms Harshita	Counsellor	9811530933
2.	Ms Stuti Sarpal	PGT	9654653830
3.	Ms. Rita Kapai	TGT	9910604826
4.	Ms. Neeru Kumar	PRT	9540302223
5.	Aadya Jain	Student 9B	
6.	Pihu	Student 9E	
7.	Jiya Jain	Student 9B	
8.	Kritika Bhatt	Student 11B	
9.	Saksham	Student 11 C	
10.	Khyati Gupta	Student 11B	

Before Disaster

- Special needs students must have a back-up supply of vital medication, equipment or supplies with them, at school or enroute. Those students or their teachers must be prepared to bring the extra medication or supplies if evacuation from the school premises is ordered.
- Parents or guardians of these students have to be consulted concerning care considerations if the student is isolated at school for both a short term or long-term basis.
- Assignments must be made to a staff member or a special team along with training for managing the special needs of these students.

- Allow for individual self-sufficiency of these students as much as possible by getting them involved in preparedness and response activities.
- Partnerships have to be established between the able bodied and special needs students. The able-bodied partners have to be prepared (and practice during drills) to assist the special needs student.
- Rescue teams must be made aware of the best way to rescue special needs students.

During Disaster

- Special needs students or able-bodied partners have to implement special duck and cover actions. An example; mobility impaired students should know how (through practice) to get in doorways, lock wheelchair wheels and cover their head with a book, arms or hands.

After Disaster

- For mobility impaired students, evacuation by themselves may be extremely difficult or impossible because of obstacles in their paths or because electric dependent machines are not functioning (i.e., elevator). Special preplanned assistance must be provided.
- Any special medications, supplies and equipment for the special needs students must be transported with them during evacuation.
- If evacuation from the school area is called for, utilize special transportation arrangements.
- Rescue of special needs students should be accomplished utilizing special techniques as practiced.

AVAILABLE RESOURCES WITHIN SCHOOL

SNO	ITEM	QUANTITY
1.	FIRE EXTINGUISHERS	50
2.	STRETCHER	1
3.	FIRE ALARM	3
4.	FIRST AID KITS	With every Department incharges, every Physical Education Teacher and in every Bus.
5.	OXYGEN CYLINDERS	2
6.	TORCHES	12
7.	THICK ROPES	1
8.	LADDERS	4
9.	WHEEL CHAIRS	2
10.	SAND BUCKETS	13
11.	PROVISION OF LIFT	1
12.	WATER HOSE	23
13.	CONNECTION PIPES	18
14.	PUBLIC ADDRESS SYSTEM	1

AVAILABLE RESOURCES AROUND SCHOOL

1.	POLICE STATION	Within radius 1 km from the school Prashant Vihar Sec-13, Rohini Tele No. 01127561877
2.	FIRE STATION	Within radius 1 km from the school Fire Services, Madhuban Chowk, Sector 14, Rohini, Delhi Tele No. 011 2756 1777
3.	HOSPITALS	Within radius 1 km from the school Saroj Hospital - Rohini Sector 14, Delhi - 110085 Near Madhuban Chowk Tele No. 011-47903333, 011- 27903333, 011-49444444 Mahavir Hospital- Extension, Near Madhuban Chowk A Block, Sector 14, Rohini, Block A, Sector 14, Rohini New Delhi, Delhi 110085 Tele No.011 2755 0441 Bhagwati Hospital-CS/OCF-6, Sector 13, Rohini, Near Printer Apartment, Rajapur, Pocket 19, Sector 13. Rohini, New Delhi, Delhi 110085 Tele No. 01127868935
4.	DISTRICT PARK Open space in the form of park	Less than 500 m Bhagwan Mahavir Marg, Sector 14, Rohini, Delhi, 110085

CALENDAR FOR DISASTER MANAGEMENT

PREPAREDNESS ACTIVITIES

DRILLS CONDUCTED

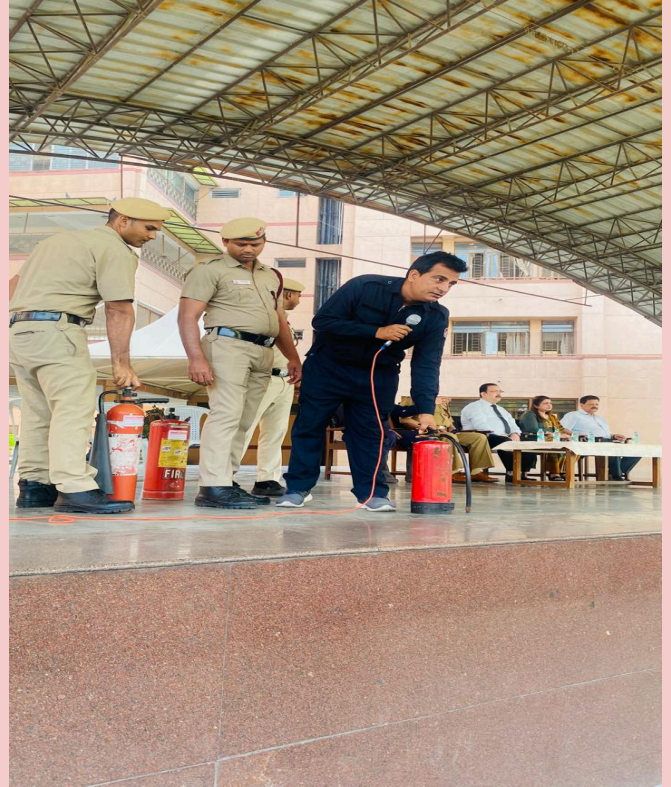
SNO	NAME OF DRILL	DATE DRILL WAS CONDUCTED	NO. OF STUDENTS
1.	FIRE DRILL	16 April 2025	classes (9-12)
2.	EVACUATION DRILL	07 May 2025	Whole School

RESPONSE PLAN FOR IDENTIFIED HAZARDS

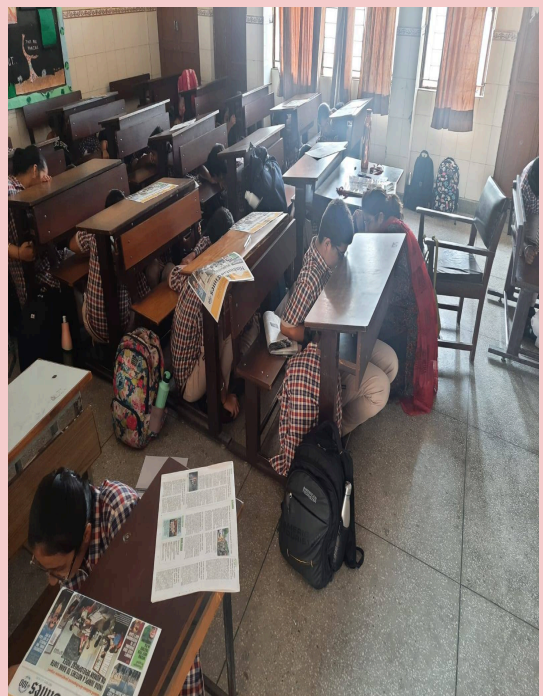
VULNERABLE AREAS IN THE SCHOOL

- 1. LABORATORIES-** Equipped with Fire Extinguishers and First Aid kits
- 2. SCHOOL BALCONIES** - Covered by Railings
- 3. ALL FLOORS** - Teachers on duty for smooth dispersal
- 4. SCHOOL BUSES** - All Safety measures are taken

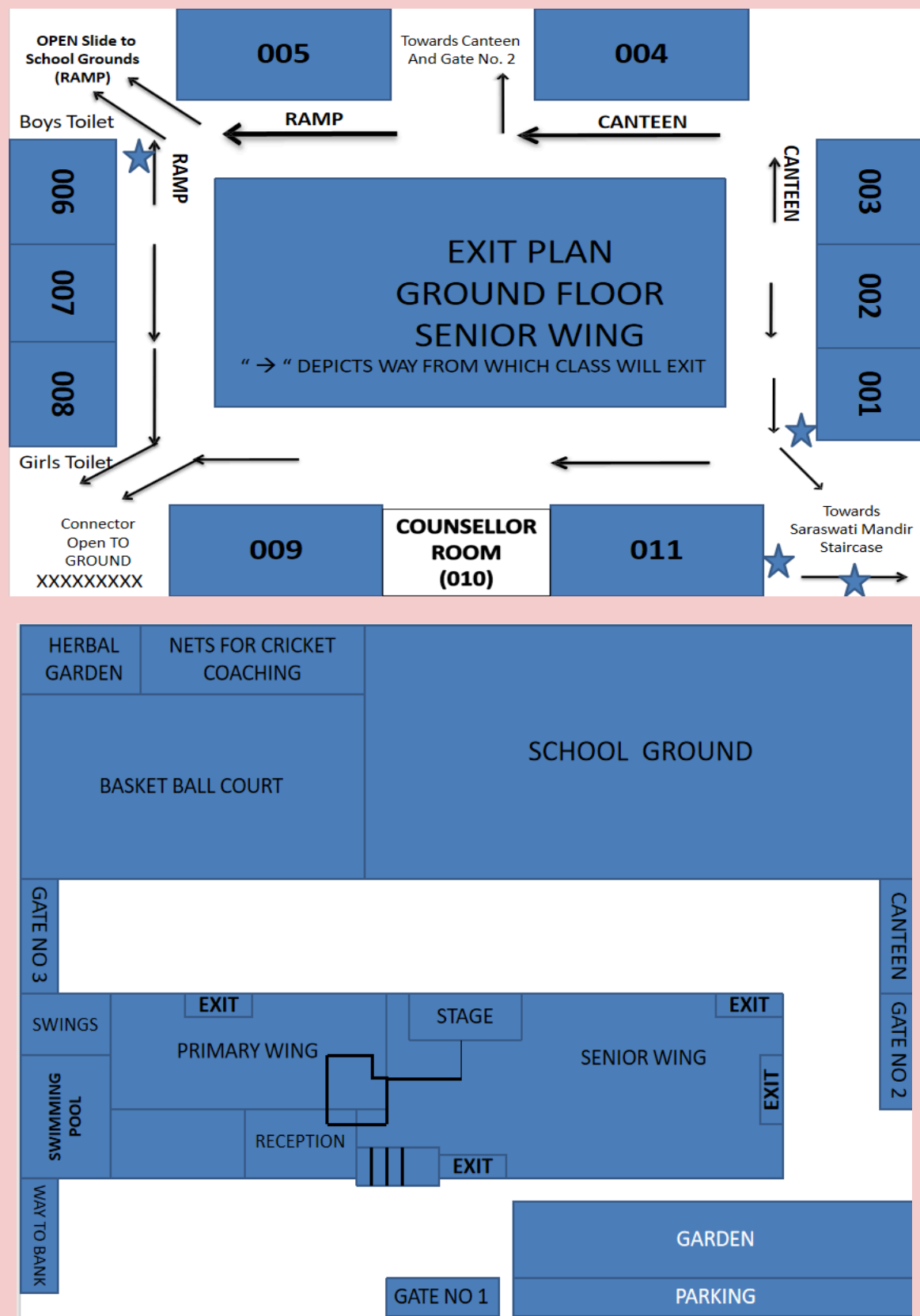
A Mock Fire Evacuation Drill

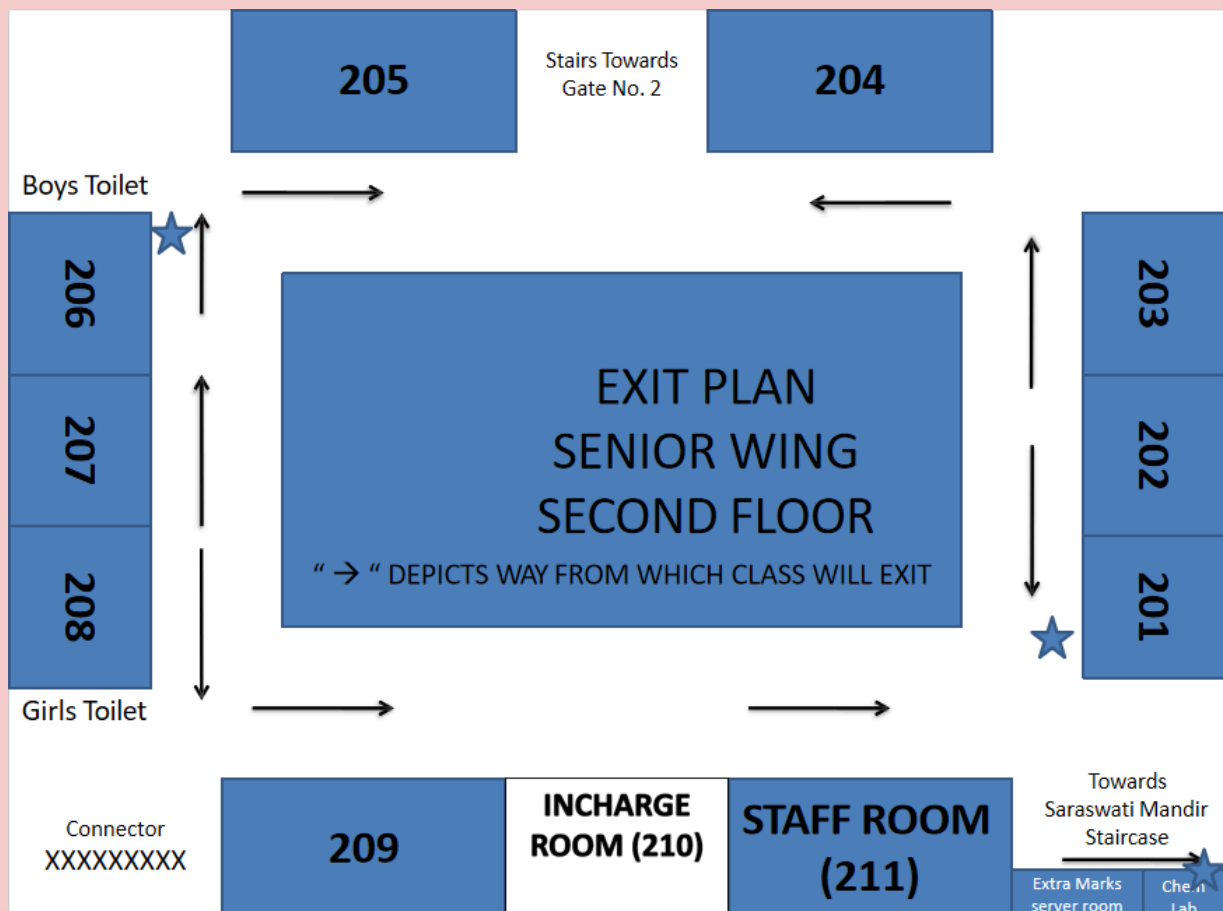
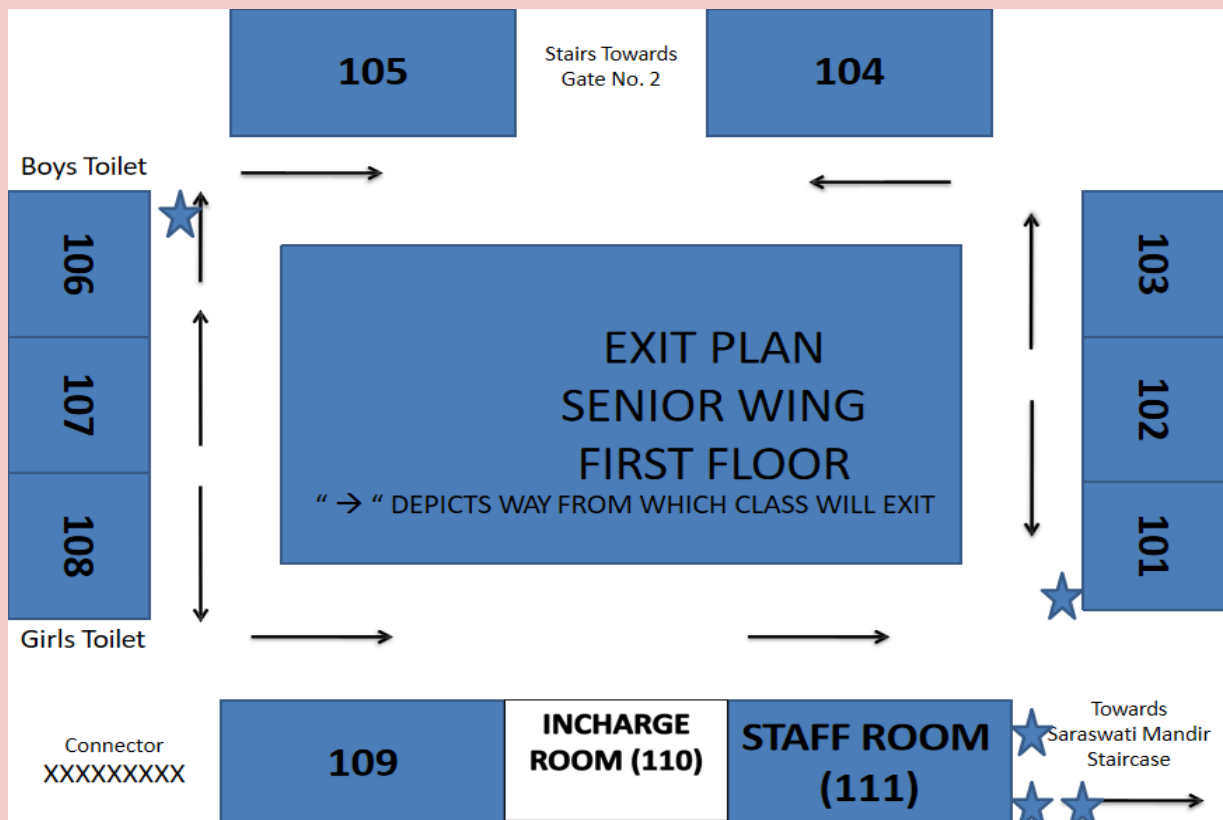


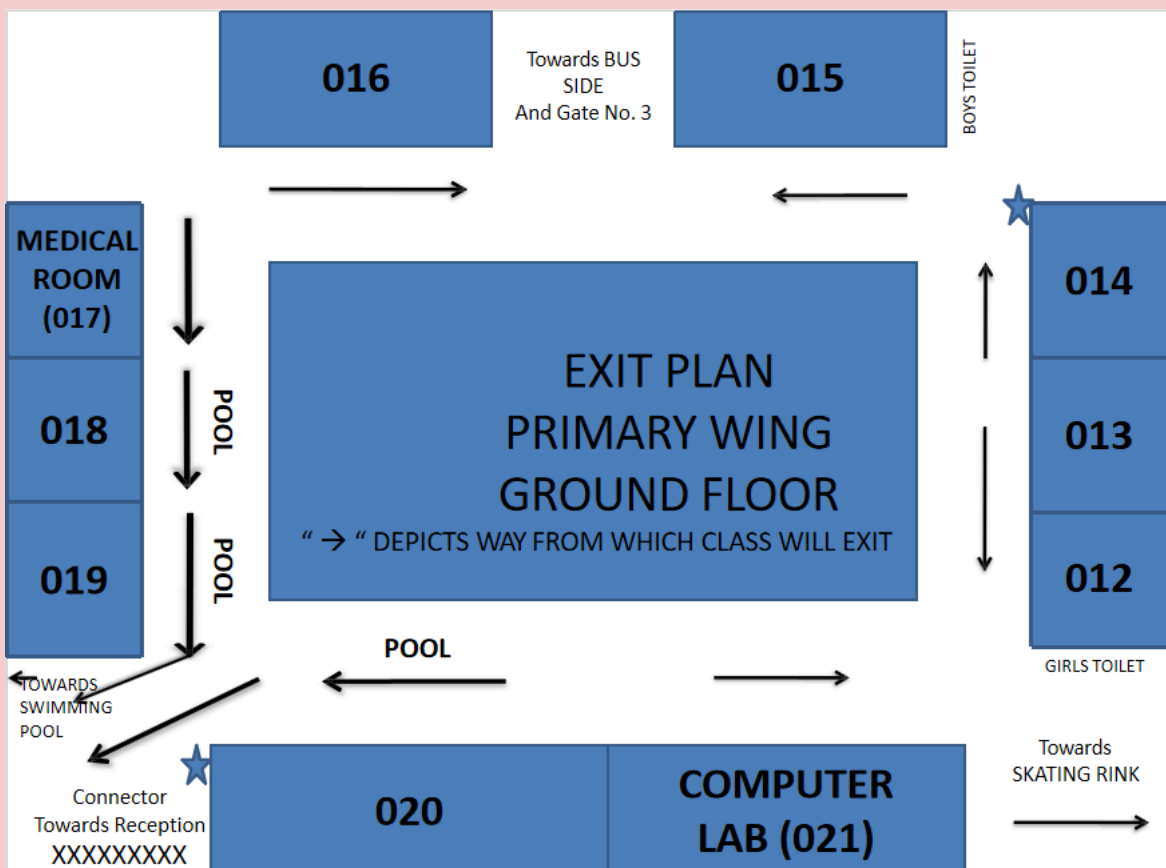
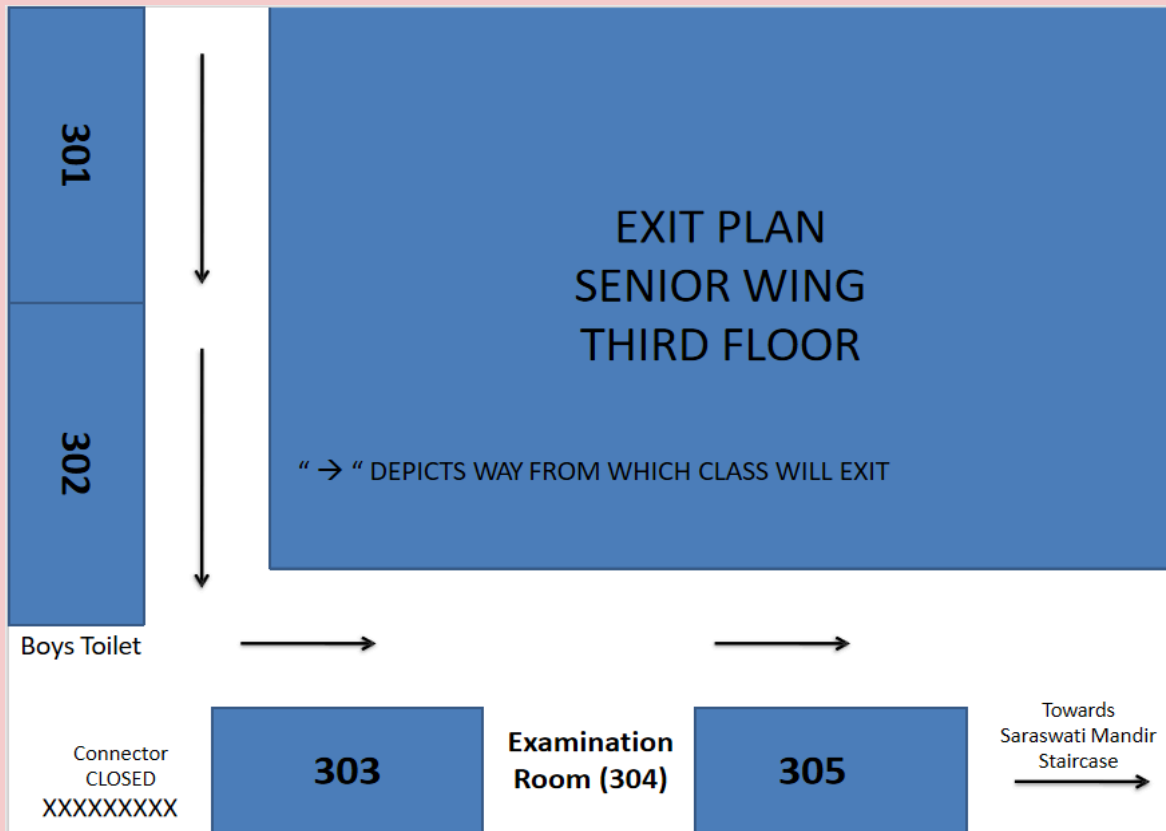
Evacuation Drill

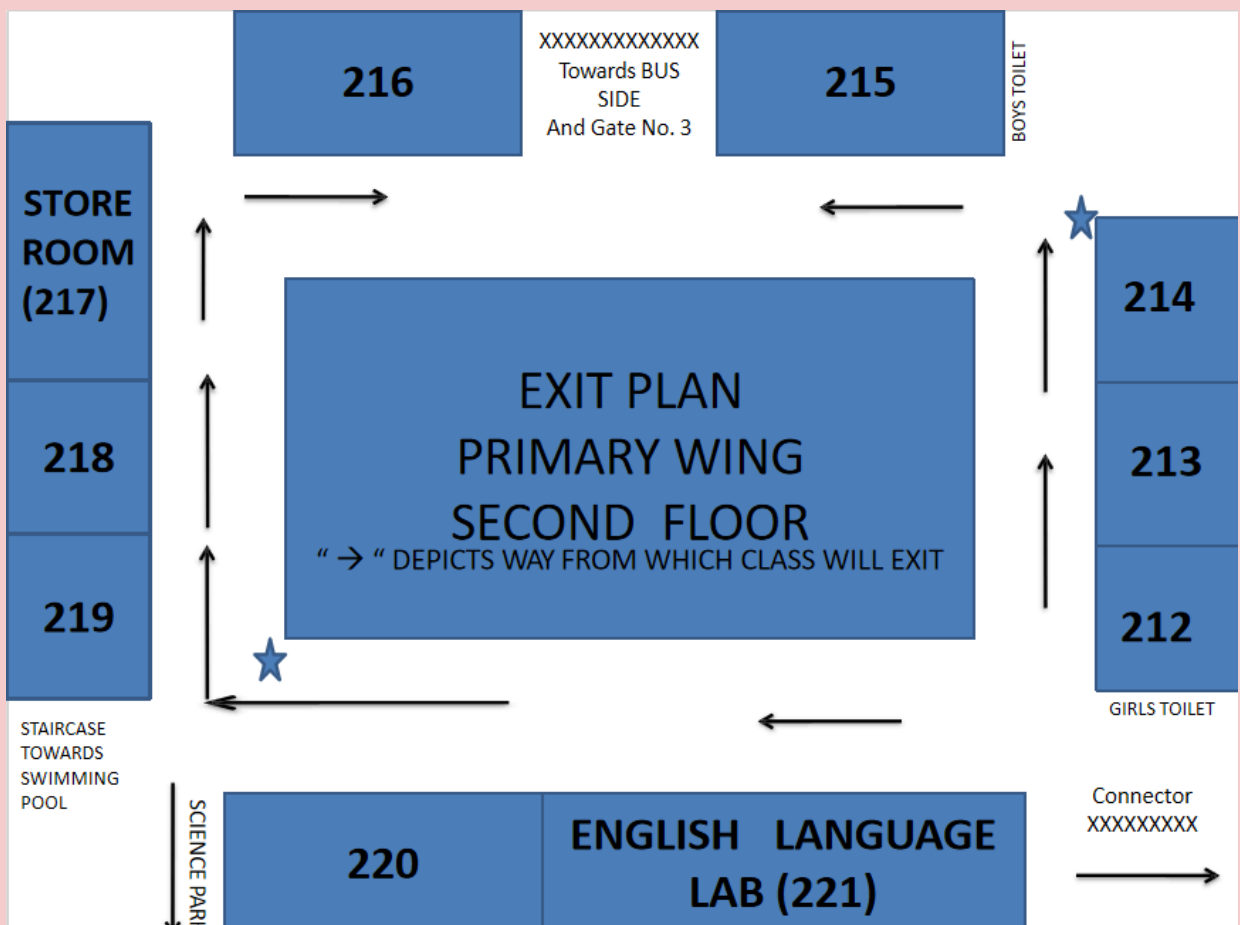
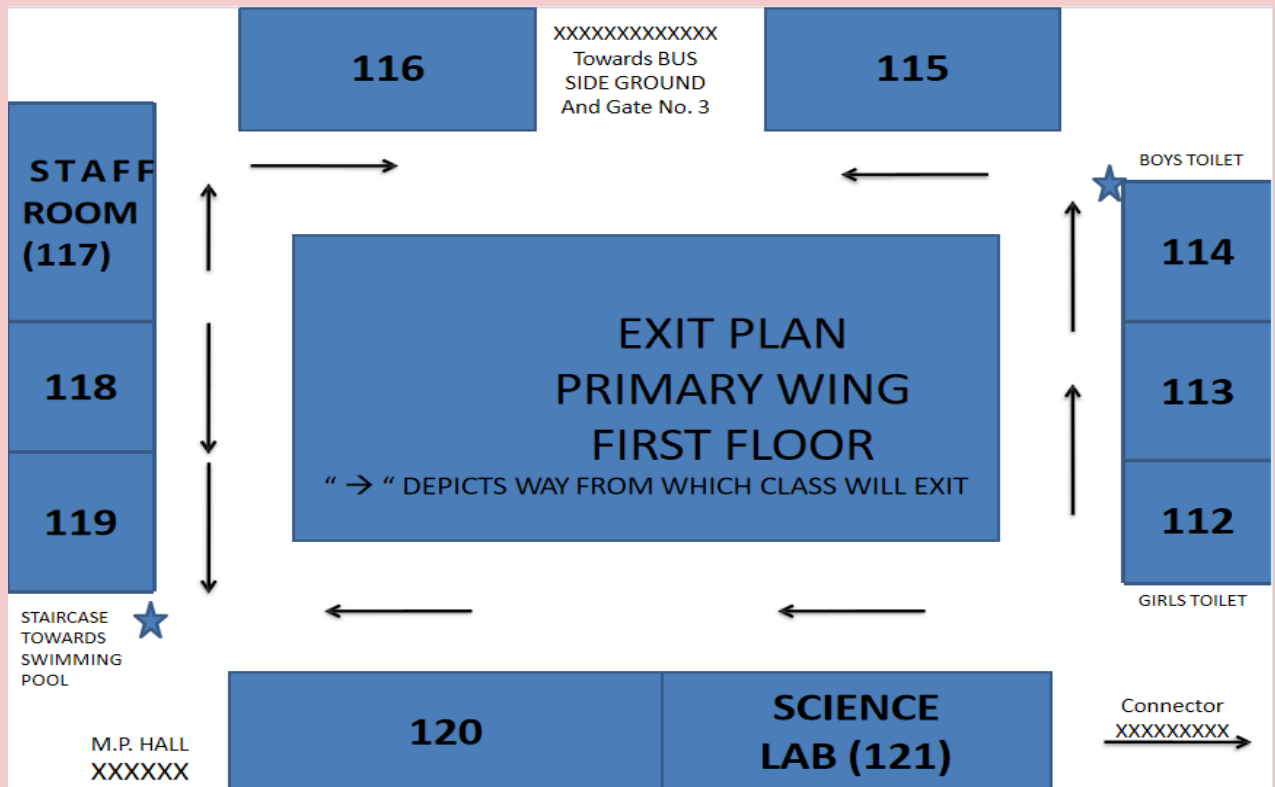


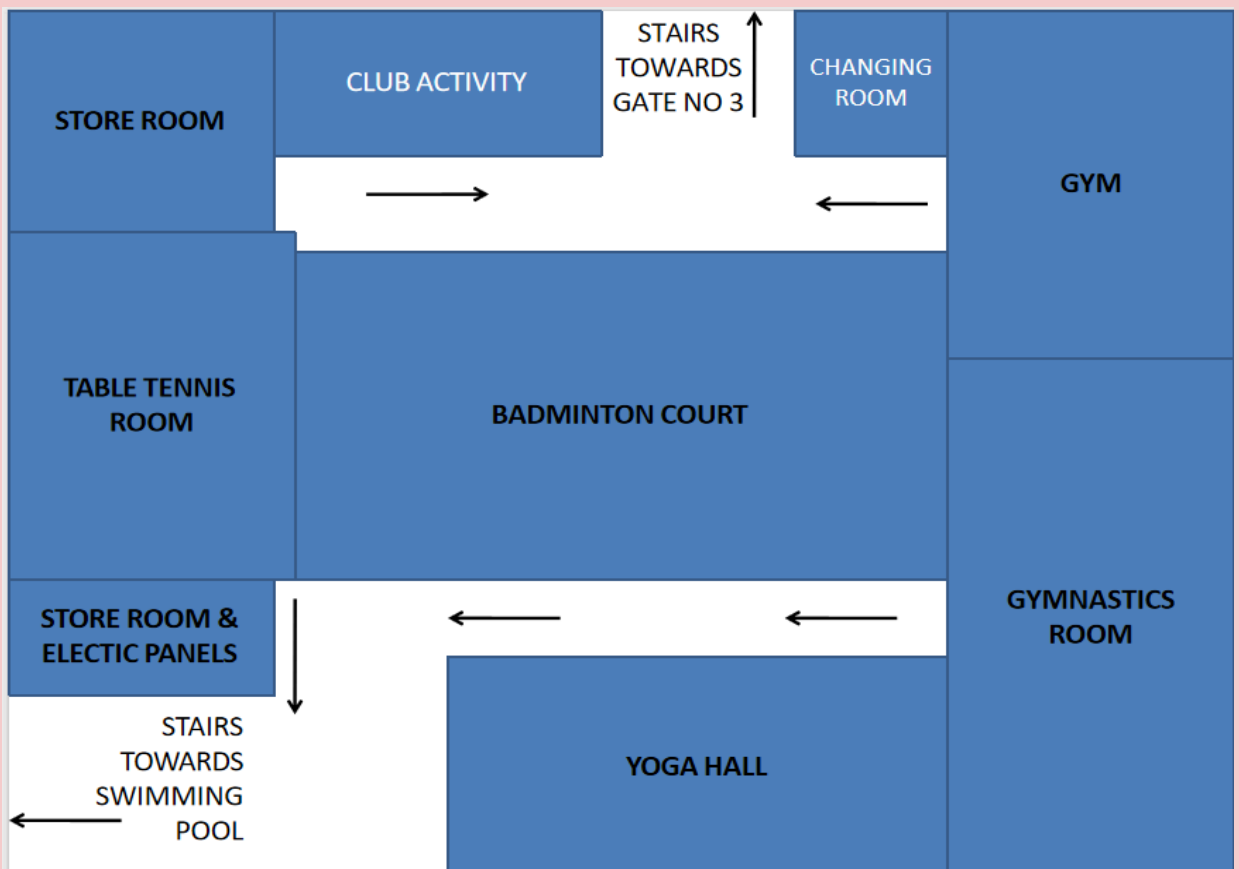
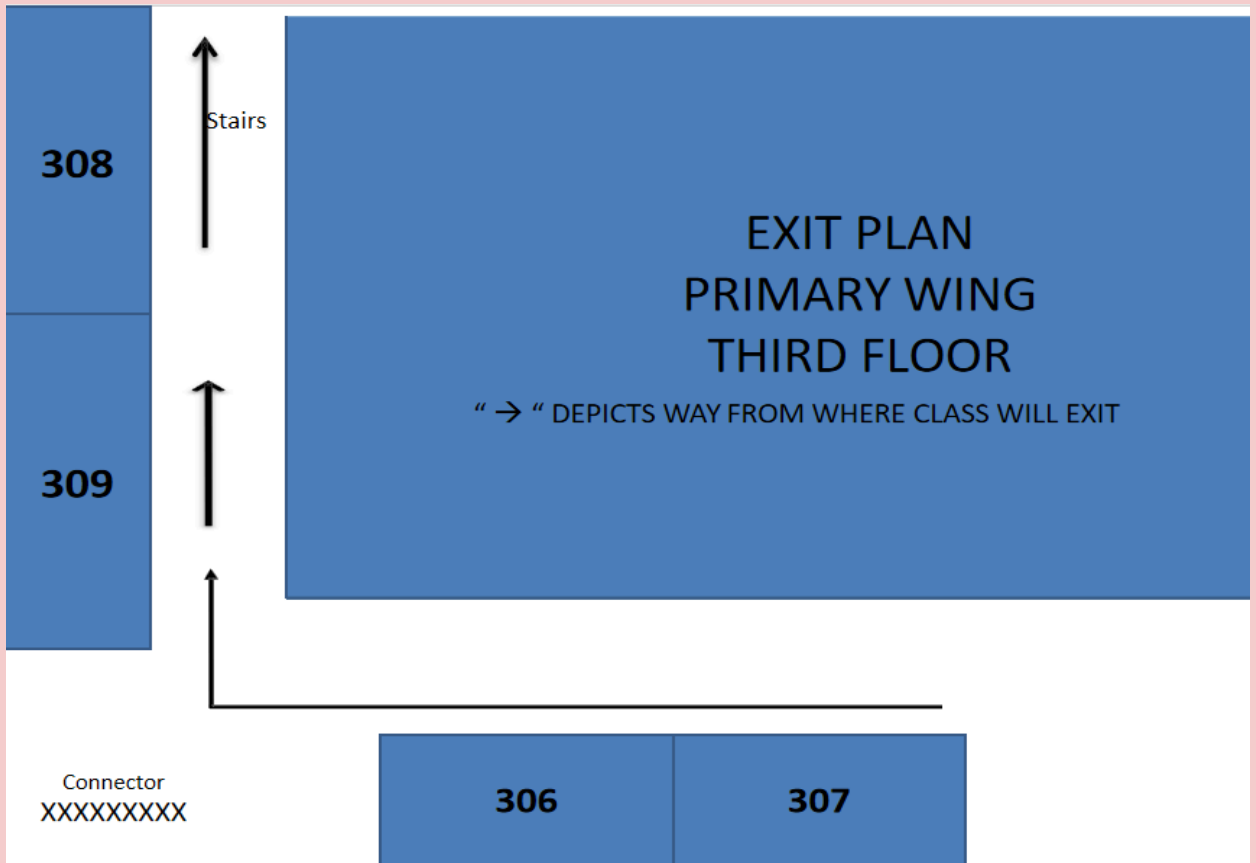
Floor wise Evacuation Plans indicating Evacuation route











ANNUAL EMERGENCY MANAGEMENT PLAN CHECKLIST:

	REMARKS
❖ Have the emergency numbers been confirmed with the concerned departments.	<input type="checkbox"/> Y
❖ Are the emergency contact numbers prominently displayed on the plan.	<input type="checkbox"/> Y
❖ Does the plan clearly specify procedures for reporting emergencies to the government services and the relevant education authority.	<input type="checkbox"/> Y
❖ Are the potential risks within and up to a kilometer from the workplace identified?	<input type="checkbox"/> Y
❖ Does the plan clearly mention the evacuation plan?	<input type="checkbox"/> Y
❖ Are the roles and responsibilities of key personnel's Clearly defined – task force team leaders, class teachers, office staff and students.	<input type="checkbox"/> Y
❖ Are the staff responsibilities to account for and Supervise students during and following the emergency clearly described?	<input type="checkbox"/> Y
❖ Does the plan give emphasis on the children below class V?	<input type="checkbox"/> Y
❖ Does the plan address the students with special physical, mental and medical needs?	<input type="checkbox"/> Y
❖ Does the plan describe how the staff will be Trained and when exercise will be conducted?	<input type="checkbox"/> Y
❖ Has the plan been endorsed by the local police and fire brigade?	<input type="checkbox"/> Y
❖ Are arrangements for reviewing the plan described?	<input type="checkbox"/> Y

SCHOOL DISASTER READINESS AND RESILIENCE

CHECKLIST:

1. School Disaster Management Committee guides the School Disaster Management Process.

- ☒ An existing or special group representative of all parts of the school community is tasked with leading school disaster management efforts on an ongoing basis. School disaster management has the full support of school leadership.
- ☒ School disaster management committee takes the lead in ongoing planning for prevention, mitigation, response and recovery.
- ☒ School disaster and emergency management plan is reviewed and updated at least annually.

2. Assessment and Planning for Disaster Mitigation Hazards, vulnerabilities, risks, capacities and resources are researched and assessed.

- ☒ Mitigation measures are identified and prioritized for action.
- ☒ Building evacuation routes and safe assembly areas are identified.
- ☒ Area evacuation and safe havens for family reunification are identified, as needed.
- ☒ Educational continuity plans are in place for recurring hazards and high impact hazards

3. Physical protection measures are taken to protect students and staff.

- ☒ School buildings and grounds are maintained for disaster resilience.
- ☒ Fire prevention and fire suppression measures are maintained and checked regularly.
- ☒ Safety measures related to building non-structural elements, furnishings and equipment are taken to protect students and staff from hazards within the building (especially caused by earthquakes, severe weather etc.).

4. School personnel have disaster and emergency response skills and school have emergency provisions.

- ☒ School personnel are ready to organize disaster response using a standard emergency management system (e.g. incident command systems).

- ☐ Y School personnel receive training in a range of response skills including, as necessary: building and area evacuation, first aid, light search and rescue, student supervision, shelter, nutrition and sanitation.
- ☐ Y School maintains first aid supplies and fire suppression equipment.
- ☐ Y School maintains emergency water, nutrition and shelter supplies to support staff and students for a minimum of 72 hours.

5. Schools have and practice policies and procedures for disasters and emergencies.

- ☐ Y Policies and standard operating procedures adopted to address all known hazards.
- ☐ Y Standard operating procedures include: building evacuation and assembly, shelter-in- place, lockdown, and family reunification procedures.
- ☐ Y School personnel have and practice procedures to ensure safe student reunification with emergency contacts identified in advance by parents or guardians.
- ☐ Y School drills are held at least twice yearly to practice and improve upon disaster mitigation and preparedness skills and plans.