

# Template for School Disaster Risk Management Plan (SDRMP)





# Template for School Disaster Risk Management Plan (SDRMP)



# **Template for School Disaster Risk Management Plan (SDRMP)**

**Edition: First, 2022**

# Content

<b>A.</b>	Introduction -----	<b>2</b>
<b>B.</b>	Understanding Disaster Risk in School -----	<b>10</b>
<b>C.</b>	Action Plan for Disaster Risk Reduction (Prevention & Mitigation) in School -----	<b>15</b>
<b>D.</b>	Disaster Preparedness for Effective Response & Recovery -----	<b>17</b>
<b>E.</b>	Hazard Specific Response Plan -----	<b>22</b>
<b>F.</b>	Recovery Plan for Continuity of Operations -----	<b>54</b>

## **Annexure**

Annexure 1: School Plot Map Sample -----	<b>56</b>
Annexure 2: Floor map of school building -----	<b>57</b>
Annexure 3: Government Order for the formation of SMC -----	<b>58</b>
Annexure 4: Government Order for the formation of SDMC -----	<b>69</b>
Annexure 5: School Evacuation Plan -----	<b>70</b>
Annexure 6: Hazard specific Preparedness Check-list -----	<b>71</b>
Annexure 7: School Disaster Management Kit -----	<b>73</b>
Annexure 8: Disaster/ Accident Reporting Format -----	<b>74</b>

# A. Introduction

## 1. Background

Schools are the most important institutions influencing the development of a country and are primarily entrusted with the responsibility of creating the citizens of tomorrow. No task is as important as creating a safe learning environment for our nation's children under the ambit of school safety.

Like many other States in India, Gujarat is prone to various hydro-meteorological, geological, industrial, human made and biological hazards. These different types of hazards include earthquakes, floods, droughts, cyclones, heatwave, chemicals, transportation / road accidents, epidemics, etc. The devastating Bhuj Earthquake of 2001 resulted in the death of 921 students and 31 teachers, collapse of 1,884 school building, loss of 5,950 classrooms, 11,761 school buildings suffered major to minor damages, additional 36,584 rooms unfit for holding instruction sessions.

A safe and secure environment in & around the school is a prerequisite for effective teaching and learning. The Sustainable Development Goals and Sendai Framework for Disaster Risk Reduction (SFDRR) 2015-2030 reflect school safety concerns at the global level. In India, these international pacts acted as a catalyst in adopting the National Disaster Management Plan (NDMP). The SFDRR set four priorities, priority 1: Understanding disaster risk, priority 2: Strengthening disaster risk governance to manage disaster risk, priority 3: Investing in Disaster Risk Reduction for resilience and priority 4: Enhancing disaster preparedness for effective response.

Considering the safety of school children and providing them a safe learning environment as high priority area, the National Disaster Management Authority (NDMA) of India, formulated the National School Safety Guidelines in 2016 with a vision of safety of school children and the same have been sent to the states for implementation. All Schools are directed to prepare their School Disaster Management Plan. The State Governments/UTs are directed to prepare a State specific action plan along with time frame for implementation of the Guidelines and submit the in stipulated time to the Department of School Education and Literacy, MHRD and NDMA. Further, MHRD has also issued necessary instructions to each of the States to for ensuring adherence and compliance of the aforesaid guidelines.

## 2. Legal Backup

Preparation of Disaster Management Plan is one of the mandatory provisions under National Disaster Management Act 2005. In respect to this, National Disaster Management Authority has issued a Guidelines (National School Safety Policy 2016) for the preparation of School Disaster Management Plan.

## 3. Aim and Objectives of the Plan

- To assess Multi – Hazard Disaster Risks for Schools and prioritise actions towards Risk Reduction
- Enhance Institutional Mechanism for Disaster Risk Governance.
- List Measures for Multi-Hazard Disaster Risk Reduction strategies.
- Develop comprehensive capacity building plan and upgrade resources and capacities
- Develop Mechanism for timely Response and Restoration for probable emergencies
- Suggest strategies of continuity of education during disasters situations

## 4. School Profile

<b>Name of the School</b>	
<b>Code Number</b>	
<b>Department</b>	(Education Department/ Tribal Development Department / Social Justice and Empowerment Department / Railways/KGBV/Army / Others - please specify)
<b>Board Affiliation</b>	GSEBCBSE/ICSE/Others
<b>Board Registration No.</b>	
<b>Address</b>	Location
	Survey No./Municipal Board No.
	Village/Town/City
	Census Code
	Taluka
	District
	SVS No. (If any)
	GPS Coordinates
	Telephone
	Fax

	Email				
	Web Address				
<b>Type of Schools</b>	Private/Government/ Granted/Non-Granted/ Boys/Girls/Co-ed/ Primary/Secondary/Higher Secondary				
	English/Gujarati Others				
<b>Date of Construction of School building</b>					
<b>Type of construction/ structure of school building (RCC, Masonry, etc.)</b>					
<b>Number of Buildings in the school compound</b>					
<b>Number of Classrooms</b>					
<b>Number of Chemistry laboratories</b>					
<b>Number of Physics laboratories</b>					
<b>Number of Biology laboratories</b>					
<b>Number of Floors</b>					
<b>Number of Staircases</b>					
<b>School Timings</b>	<b>Morning Shift</b>		<b>Afternoon Shift</b>		<b>Others</b>
<b>Total Students</b> ( <i>including children with special needs</i> )	<b>Boys</b>	<b>Girls</b>	<b>Boys</b>	<b>Girls</b>	
<b>No. of children with special needs</b>					
<b>Specify the type of disability</b>					
<b>No. of Teaching Staff</b>					
<b>No. of Non-Teaching Staff</b>					
<b>Management Staff</b>					
<b>Name of the Principal</b>					
<b>Contact Details</b>	Telephone				
	Mobile				
	Fax				
	Email				



<b>Is there a kitchen in School?</b>	Yes/No	
<b>If yes, do you have Gas stove or open fire kitchen or use cooking gas connection?</b>		
<b>Are there toilets separate for boys and girls?</b>	Yes/No	
<b>Number of drinking water points.</b>		
<b>Playground size and open area</b>		
<b>Fire extinguisher/ other fire protection system installed</b>	Yes/No	
<b>If Yes, Fire Protection Equipment/ Systems</b>	<b>Last Inspection Date</b>	<b>Upcoming Inspection date</b>
Fire Extinguisher		
Hydrant System		
(Add based on availability)		
Number of Sand Buckets installed		
<b>Evacuation/Mock drill organized</b>	Yes/No	
<b>If Yes, last date when drill was conducted and number of students who participated</b>		
<b>Plot Map of School</b>	Sample as Annexure 1	
<b>Floor Maps of School buildings</b>	Sample as Annexure 2	
<b>Safety audits conducted (Yes/No)</b>	Safety Audits like <ul style="list-style-type: none"> <li>• Electric safety audit-checking of the electrical wiring/system by an electrician.</li> <li>• Fire safety audit-checking for possible sources of fire and identifying inflammable items within the school</li> <li>• Inspection of quality of food getting served during mid-day meal.</li> <li>• Audit of purity of drinking water supply in school.</li> <li>• Inspection of the hygienic conditions in kitchen and washrooms.</li> </ul>	

## 5. Institutional Mechanism for Disaster Risk in School

Institutional mechanism to govern Disaster Risk at school level is necessary to reduce existing disaster risks and avoid creating new risks in and around school. The roles and responsibilities of most important functionaries for management of schools on daily basis in terms of school safety are given in this part.

### 5.1 School Management Committee (SMC)

The School Management Committee is responsible for taking on the disaster risk management agenda at the school level. The formation of the same is as under; (Copy of the order for formation of SMC by Education Department, Government of Gujarat is given as Annexure 3)

Sr. No.	Member's Name & Designation	Mobile No.	Responsibility
1			<ul style="list-style-type: none"><li>• Incorporate school safety issues in the school development plan</li><li>• Ensure all the members of SMC are adequately trained for different aspects of school safety in case of an imminent disaster/emergency,</li><li>• Ensure that teachers and non-teaching staff receive appropriate training in disaster risk reduction</li><li>• Include indicators on safety as part of routine monitoring</li><li>• Ensure training of School Safety Focal Point Teachers (FPT)</li><li>• Ensure training of peer educators / trainers at the school level</li><li>• Ensure protection measures including 1098 is displayed and suggestion box are prominently placed in the school premises</li></ul>
2			
3			
4			
5			
6			
7			
8			

Details of SMC Meeting and issues discussed related to school safety are as under;

Sr. No.	Meeting Date	School Safety related issues discussed & resolved
1		
2		
3		
4		

## 5.2 School Safety Focal Point Teacher (FPT)

Sr. No.	Name & Designation	Mobile No.	Responsibility
1			To operationally anchor school safety related actions in the school.

## 5.3 Peer Educators / Trainers

Sr. No.	Name & Designation	Mobile No.	Responsibility
1			Ensure all the students are aware about the safety messages, dos and don'ts of different disasters, procedures and protocols. Ensure all students are aware of safe and unsafe touch and complaint an redressal mechanism.
2			
3			

## 5.4 School Disaster Management Committee (SDMC)

The School Disaster Management Committee is formed to ensure better preparedness and response in hazardous events / accidents. The members of the SDMC along with their roles and responsibilities are as under; (Copy of the order for formation of SDMC by Education Department is given as Annexure 4)

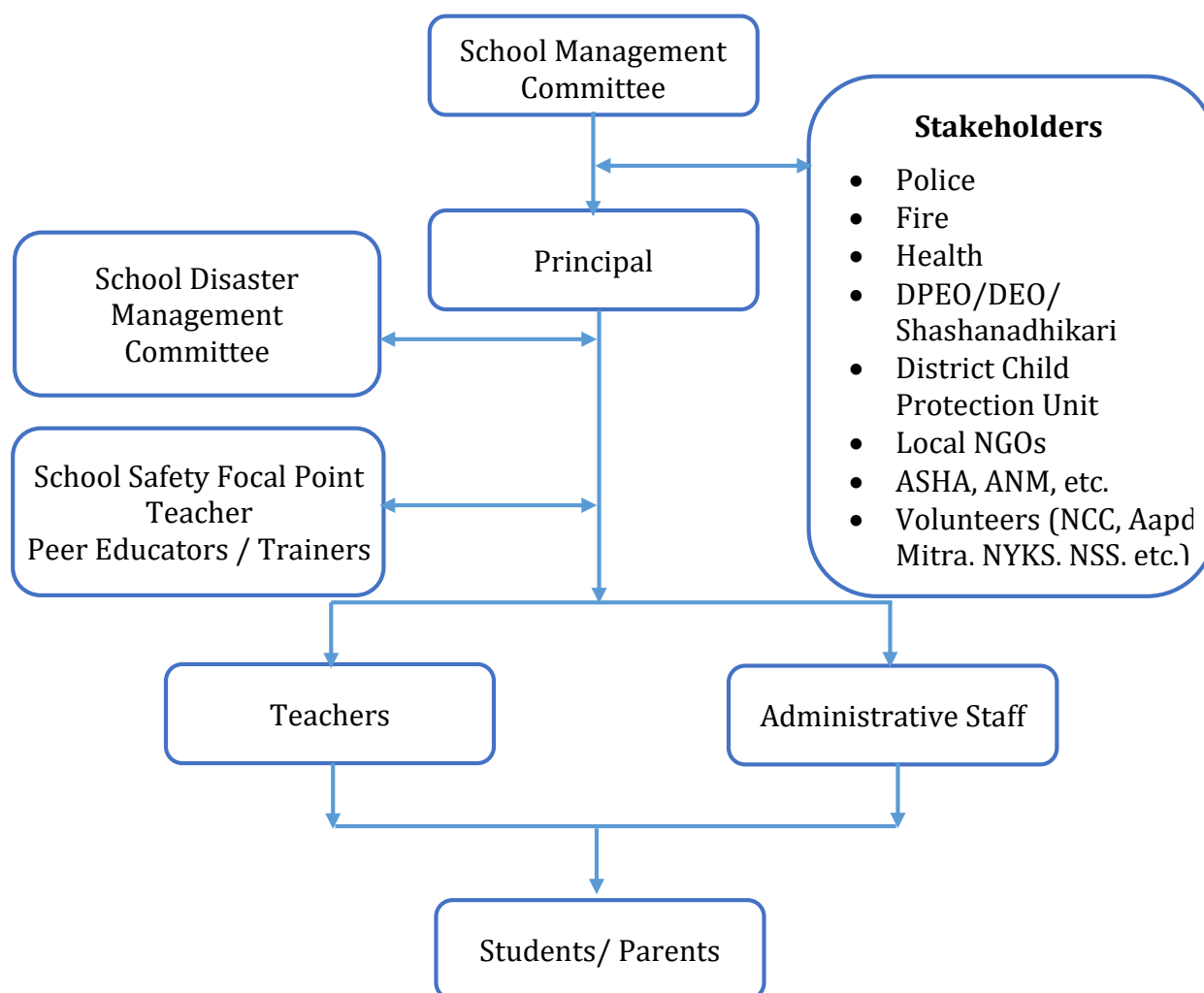
Sr. No.	Name & Designation	Mobile No.	Duties
1			<ol style="list-style-type: none"> <li>1. Assess Multi hazard risks</li> <li>2. Conduct Safety Audits for probable hazard</li> <li>3. Undertake prevention and mitigation measures</li> </ol>
2			

Sr. No.	Name & Designation	Mobile No.	Duties
3			4. Address gaps identified in safety audits by providing financial and technical support.
4			5. Ensure capacity development of all staff members and students on school safety and Disaster Risk Management related aspects
5			6. Assess capacity gaps and conduct regular trainings and furnish resources like first-aid kit, Emergency response kit and develop a detailed resource inventory
6			7. Preparation and regular training of School Disaster Risk Management Plan, Emergency Management plan for all staff members and students
7			8. Strengthen risk governance by developing systems, SoPs and assign roles and responsibilities for Disaster Risk Reduction and Disaster Risk Management
8			9. Ensure Effective risk communication through IEC materials, signages (Dos and Don'ts on various hazards), Evacuation maps, Emergency contact details and conduct regular trainings.
9			10. Test DRM Plan through mock exercises at regular intervals and update plan based on the observation.
10			11. Identify post disaster recovery and educational continuity needs and develop plans to address the needs.
11			12. Maintain documentation of past disaster events, impacts and lesson learnt for regular upgradations
12			13. Ensure adherence to relevant guideline issues by Disaster Management Authorities time to time
13			14. Supervision of different teams/task force constituted in the school.
14			15. Ensure conducting following safety audits at the school level
15			<ul style="list-style-type: none"> <li>• Electric safety audit-checking of the electrical system by an electrician.</li> <li>• Fire safety audit-checking for possible sources of fire and identifying inflammable items within the school</li> <li>• Inspection of quality of food getting served during mid-day meal.</li> <li>• Audit of purity of drinking water supply in school.</li> <li>• Inspection of the hygienic conditions in kitchen and washrooms.</li> </ul>
16			

The Principal on behalf of SDMC has the key responsibility to prepare and update School Disaster Risk Management (DRM) Plan. The Principal may involve different stakeholders

including the elected representatives (Sarpanch/ councillor, NGOs, Volunteers, etc.) during the planning and updation of the DRM Plan.

### 5.5 Organisational Structure for School Safety at School Level



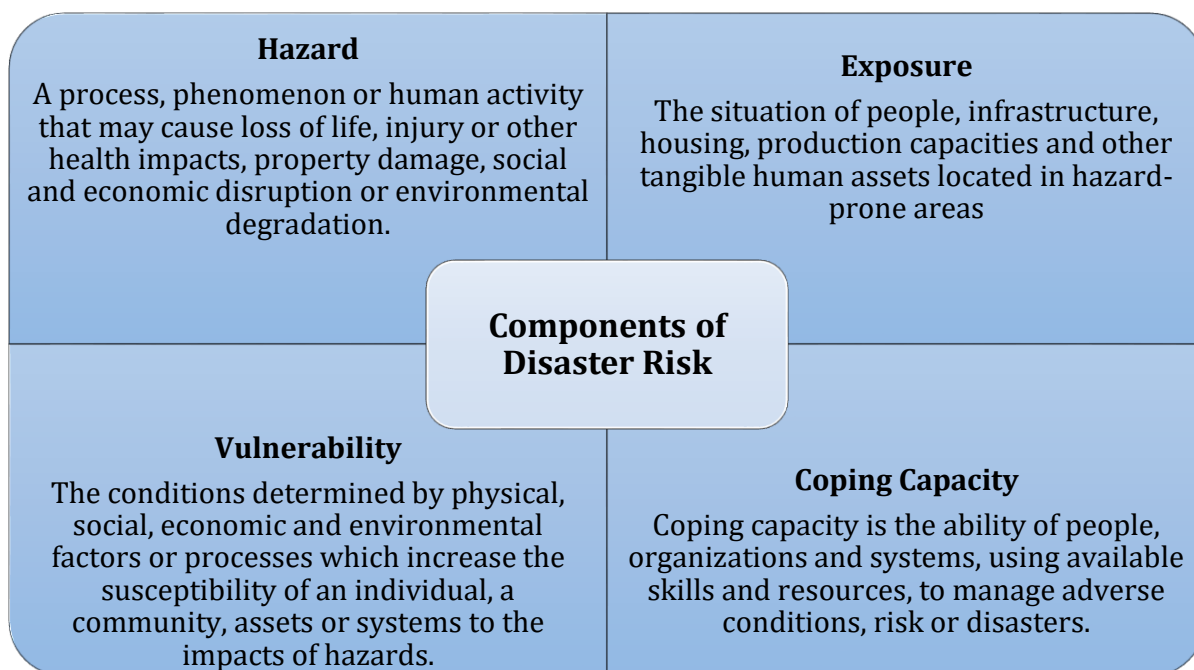
## 6. Plan Updation

School Disaster Management Committee (SDMC) is responsible to ensure that plan is effective updated regularly.

Plan Preparation Date	Plan Updation Date	Responsibility

## B. Understanding Disaster Risk in School

The aim of understanding risk is to make risk based choices of alternate unwanted outcomes of any hazard and to address exposure and vulnerabilities, mitigate hazards and to prepare for response. To understand the disaster risk in the school it is very important to understand the hazards towards which the schools are exposed to and the vulnerable conditions.



### 1. History of past disasters/accidents which have affected the schools

The brief of past disasters/ accidents that have occurred in school/in the area are as under;

Sr. No	Disasters/ Accidents	Year	Brief details about the Disasters/ Accidents
1			
2			
3			
4			
5			

## 2. Likelihood of hazards in the School

Based on the table above the likelihood of hazards/ accidents due to its geographical location and demographic conditions the school is exposed to following hazards.

Sr. No.	Hazards	Likelihood		Likelihood value	Exposure
1		Almost certain	Will definitely happen in a year	5	In-area/ Within school / Outside school
2					
3		Likely	High chance that will happen in a year	4	
4					
5		Possible	May happen in a year	3	
6					
7		Unlikely	Not likely to happen in a year	2	
8					
9		Rare	Very low chances of happening in a year	1	
10					

## 3. Resources available in the School

Sr. No	Resource	Number	Physical Position	Name & Mobile No. of Custodian
1	First Aid Box			
2	Fire Extinguishers			
3	Torch			
4	Thick Rope			
5	Sand Buckets			
6	Stretcher			
7	Ladder			
8	Temporary Shelter (tents and tarpaulins)			
9	Communication System			
10	School Playground			
11	Other resources available, if any			

#### 4. Resources available around/ near the School

Sr. No	Resource	Name	Address	Nodal Person / Mobile Number
1	Health Facility (PHC, CHC, Hospital, etc)			
2	Fire Station			
3	Police Station			
4	Govt. Office (Gram Panchayat, Mamlatdar/ Collector/ Chief Officer/ Municipal Corporation office)			
5	Blood Bank			
6	NGO			
7	Medical Shop			
8	Religious Place (Temple, Church, Mosque etc)			
9	Swimmer, snake catcher, etc.			
10	Trained Volunteers from NCC, NSS, NYKS, Apada Mitra			
11	District Child Protection Unit			
12	Other resources available near School			



## 5. Risk Register of the School

Based on the likelihood of hazards and capacities (in terms of resources and trained personnel) available in and around the school against the exposed elements of the school, the major causes for impacts and effects of hazards/ accidents are as under;

Sr. No.	Hazards	Likelihood	Current Measures	Impact* (Refer to the table below)	Causes	Risk Rating
1						
2						
3						
4						
5						

### \* Impact Rating

Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Critical (5)
Minor injury or discomfort. No medical treatment require	Injury or illness requiring medical treatment. Temporary impairment	Injury or illness resulting in hospital admission	Injury or illness resulting in permanent impairment	Fatality
No damage to the building	Minor damage and Building can be used with minor repairs	Building damage and require repairing before use	Building Severely damage & need structural engineers intervention	Building collapse/ severe damage
No loss of school days	Loss of school days for a day	Loss of school days for more than a weeks	Loss of school days for more than three weeks	Loss of school days for more than four weeks

## 6. Legend

Risk Rating			Effect & Impact (Consequences)				
			Minor injury or discomfort. No medical treatment require.	Injury or illness requiring medical treatment. Temporary impairment	Injury or illness resulting in hospital admission	Injury or illness resulting in permanent impairment	Fatality
			No damage to the building	Minor damage and Building can be used with minor repairs	Building damage and require repairing before use	Building Severely damage & need structural engineers intervention	Building collapse/ severe damage
			No loss of school days	Loss of school days for a day	Loss of school days for more than a weeks	Loss of school days for more than three weeks	Loss of school days for more than four weeks
			Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Critical (5)
Likelihood	Will definitely happen in a year	Almost certain (5)	Low	Medium	High	Extreme	Extreme
	High chance that will happen in a year	Likely (4)	Low	Medium	High	High	Extreme
	May happen in a year	Possible (3)	Low	Medium	High	High	High
	Not likely to happen in a year	Unlikely (2)	Low	Low	Medium	Medium	High
	Very low chances of happen in a year	Rare (1)	Low	Low	Low	Medium	High

## C. Action Plan for Disaster Risk Reduction in School

The objective of Disaster Risk Reduction (DRR) is to anticipate and reduce risks of a disaster by employing various different measures, which can be structural as well as non-structural.

**Structural mitigation measures** are those that involve or dictate a necessity for some kind of construction, engineering, or other mechanical changes or improvements aimed at reducing hazard risk likelihood or consequence.

**Non-structural measures** are those which include awareness and capacity development at all levels and overall promoting a commitment for safety.

Based on the Risk Register, the risk reduction measures to be undertaken in the year 2021 - 2022, as decided by the SDMC, are as under:

Sr. No.	Hazard	Risk Rating	DRR Measures	Implementation Timeline	Fund Requirement	Source of Funds	Implementation Supervisor
1							
2							

Sr. No.	Hazard	Risk Rating	DRR Measures	Implementation Timeline	Fund Requirement	Source of Funds	Implementation Supervisor
3							

*Note: Short term – 3 to 6 months; medium term – 6 to 9 months; long term – 9 to 12 months*

# D. Disaster Preparedness for Effective Response & Recovery

Disaster preparedness is building up of capacities before a disaster situation prevails in order to reduce impacts. The **School Disaster Management Committee (as mentioned in the Section A of this plan)** has a mandate to ensure better preparedness and response in disasters/ accidents. The constitution of School Disaster Management Committee and its roles and responsibilities is mentioned earlier.

The **sub committees/ teams** mentioned below will work under overall supervision of School Disaster Management Committee (SDMC). Details of the sub-committees are as under;

## 1.1 Awareness Generation Team

Sr. No.	Name	Designation (Student / Teacher / Staff)	Contact No.	Training Required to be imparted	Training imparted date
				<ul style="list-style-type: none"> <li>• Orientation on different aspects of Disaster Risk Management</li> <li>• Effective Risk Communication</li> <li>• Orientation regarding prevention and detection/response to any forms of violence</li> </ul>	

## 1.2 Warning and Information Dissemination Team

Sr. No.	Name	Designation (Student / Teacher / Staff)	Contact No.	Training Required to be imparted	Training imparted date
				<ul style="list-style-type: none"> <li>• Orientation on different aspects of Disaster Risk Management</li> <li>• Understanding of warning messages from relevant authorities</li> </ul>	

### 1.3 Evacuation Team

Sr. No.	Name	Designation (Student / Teacher / Staff)	Contact No.	Training Required to be imparted	Training imparted date
				<ul style="list-style-type: none"> <li>• Orientation on different aspects of Disaster Risk Management</li> <li>• Formulation of floor wise evacuation plan</li> </ul>	

### 1.4 Search and Rescue Team (only teachers to be member of this team)

Sr. No.	Name	Designation (Student / Teacher / Staff)	Contact No.	Training Required to be imparted	Training imparted date
				<ul style="list-style-type: none"> <li>• Basic search and rescue techniques</li> <li>• Orientation on different aspects of Disaster Risk Management</li> </ul>	

### 1.5 Fire Safety Team

Sr. No.	Name	Designation (Student / Teacher / Staff)	Contact No.	Training Required to be imparted	Training imparted date
				<ul style="list-style-type: none"> <li>• Basic Fire safety/ fighting training</li> <li>• Orientation on different aspects of Disaster Risk Management</li> </ul>	

### 1.6 First Aid Team

Sr. No.	Name	Designation (Student / Teacher / Staff)	Contact No.	Training Required to be imparted	Training imparted date
				<ul style="list-style-type: none"> <li>• Basic first aid and Life Support skills</li> <li>• Orientation on different aspects of Disaster Risk Management</li> </ul>	

### 1.7 Bus Safety Team

Sr. No.	Name	Designation (Student / Teacher / Staff)	Contact No.	Training Required to be imparted	Training imparted date
				<ul style="list-style-type: none"> <li>• Road Safety</li> <li>• Orientation on different aspects of Disaster Risk Management</li> </ul>	

### 1.8 Site Security Team

Sr. No.	Name	Designation (Student / Teacher / Staff)	Contact No.	Training Required to be imparted	Training imparted date
				<ul style="list-style-type: none"> <li>• Basic Site Security Awareness Training</li> <li>• Orientation on different aspects of Disaster Risk Management</li> </ul>	

## 2. Annual Calendar for Capacity Development Activities in the School

As identified in Section C, the annual plan for capacity development under non-structural disaster risk reduction measures, as decided by the SDMC for the year 2021 – 2022 are:

Sr. No.	Activities	Timeline	Supporting Organisation	Responsibility
1.				
2.				
3.				
4.				
5				

### 3. Annual Action Plan for conducting Mock drills in the School

As identified in Section C, the annual plan for conducting mock-drills under non-structural disaster risk reduction measures, as decided by the SDMC for the year 2021 – 2022 are:

Sr. No.	Mock exercise / Drill	Timeline	Supporting Organisation	Responsibility
1.				
2.				
3.				
4.				
5				

*Note: The mock drill on various hazards/ topics may be conducted once in every six months and the deficiencies may be assessed for updation of the plan*

### 4. Safe places and evacuation route

The identified safe places where the children and staff members can take shelter in case of any disaster/ accident is \_\_\_\_\_

### 5. Evacuation Route

Sample School Map with evacuation plan is given as Annexure 5.

### 6. Disaster Preparedness Check-list

Disaster Preparedness Check-list is given as Annexure 6.



## **7. School Disaster Management Kit**

The items available (which are up-to-date and ready to use) as part of School DM Kit is given as Annexure 7.

**Note:** Critical health problem record of each child to be maintained by school and also displayed on his I-Card with blood group along with updated contact details of parents/guardian and alternate contact persons.

# E. Hazard Specific Response Plan

## 1. Committees for Disaster Response

Sr. No.	Committees/ Teams	Overall Coordinator/ Leader	Mobile No.
1	School Management Committee		
2	School Disaster Management Committee		
3	Awareness Generation Team		
4	Warning and Information Dissemination Team		
5	Evacuation Team		
6	Search and Rescue Team		
7	Fire Safety Team		
8	First Aid Team		
9	Bus Safety Team		
10	Site Security Team		

## 2. Earthquake

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
<b>School Management Committee</b>	<ul style="list-style-type: none"> <li>Ensure that earthquake risk has been addressed in the course of the implementation of the School Development Plan.</li> <li>Allocation of funds for earthquake risk management activities</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and provide all necessary support to SDMC in managing earthquake.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure funds for post-earthquake recovery and educational continuity needs.</li> <li>Monitor activities and progress of recovery programmes</li> </ul>
<b>School Disaster Management Committee</b>	<ul style="list-style-type: none"> <li>Assess earthquake hazard risks in the school</li> </ul>	<ul style="list-style-type: none"> <li>Monitor the situation and provide latest report to the higher authorities</li> </ul>	<ul style="list-style-type: none"> <li>Identify post disaster recovery and educational continuity needs and develop</li> </ul>

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
	<ul style="list-style-type: none"> <li>• Conduct Safety Audits for earthquake hazard</li> <li>• Undertake earthquake preparedness and capacity building activities</li> <li>• Preparation and regular training of School Disaster Risk Management Plan, for all staff members and students</li> <li>• Conduct mock exercises at regular intervals</li> <li>• Ensure adherence to relevant guideline issues by Disaster Management Authorities time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• Plan and monitor relief activities, if require.</li> <li>• Liaise with DEO, DPEO, Shashanadhikari and other senior offices/ officers for additional requirements</li> <li>• Coordinate with first responders (like police, fire health, etc.) and other agencies</li> </ul>	<p>plans to address the needs.</p> <ul style="list-style-type: none"> <li>• Maintain documentation of earthquake events, impacts and lesson learnt for regular upgradations</li> </ul>
<b>Awareness Generation Team</b>	<ul style="list-style-type: none"> <li>• Conduct awareness generation activities about potential earthquake risk in the whole school, targeting different classes and also staff and teachers</li> <li>• Work with the Warning &amp; Information Dissemination Team in making school community aware about the different warning levels and the colours and locations of flags / signs that will be used.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Warning Team in disseminating the required earthquake safety tip to the entire school</li> </ul>	<ul style="list-style-type: none"> <li>• Disseminate information on do's and don'ts about earthquake so that the situation doesn't worsen, in coordination with the Warning and Information Dissemination Team</li> </ul>
<b>Warning and Information Dissemination Team</b>	<ul style="list-style-type: none"> <li>• Maintain contact with SDMC and communicate any directions to the school authorities</li> </ul>	<ul style="list-style-type: none"> <li>• Disseminate earthquake safety tip to the entire school</li> <li>• Warning the school in case of an earthquake by either ringing a bell/ siren or on the public address system or through a messenger, whatever is available in the school</li> </ul>	<ul style="list-style-type: none"> <li>• Continue monitoring the various information sources</li> <li>• Keep reporting on the situation of the earthquake</li> </ul>

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
<b>Evacuation Team</b>	<ul style="list-style-type: none"> <li>• Update evacuation plan of school and train all about the evacuation procedures in case of an earthquake</li> <li>• Identify the assembly areas in (or nearby) the school premise</li> <li>• Conduct regular drills in coordination with the other teams and practise different evacuation procedures used in case of earthquake</li> <li>• Ensure identification of buildings and spaces to be used as shelters for school community</li> <li>• Plan for Ensure transportation of evacuation of students/ teachers/ staff</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in evacuation who require support in case of an earthquake</li> <li>• Head count of evacuees at assembly areas</li> <li>• Mobilise necessary requirements and dispatch to the designated locations</li> </ul>	<ul style="list-style-type: none"> <li>• Determine if any additional assistance is required for evacuation</li> </ul>
<b>Search and Rescue Team</b>	<ul style="list-style-type: none"> <li>• Organise awareness programmes on search and rescue for school community</li> <li>• Update resource inventory and personnel directory</li> <li>• Regular maintenance and checking of tools and equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate and assist first responders in search and rescue activities.</li> <li>• Coordination with evacuation team to obtain the information regarding trapped person</li> <li>• Evacuation of affected people at safe places in coordination with the evacuation team</li> </ul>	<ul style="list-style-type: none"> <li>• Determine additional resources required for search and rescue for future events</li> </ul>
<b>Fire Safety Team</b>	<ul style="list-style-type: none"> <li>• Ensure firefighting equipment are maintained and ready to use</li> <li>• Ensure that all non-structural earthquake hazards that can be cause of fire (i.e. Chemical Laboratories, Cafeteria Kitchens, etc.) are properly secured</li> </ul>	<ul style="list-style-type: none"> <li>• Control fire, if possible</li> <li>• Coordinate and assist fire services in firefighting activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Determine additional resources required for firefighting for future disasters</li> </ul>

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
	<ul style="list-style-type: none"> <li>• Ensure fire safety assessment of the school premises is conducted by the local fire department and take Fire Safety Certificate (FSC), if require</li> </ul>		
<b>First Aid Team</b>	<ul style="list-style-type: none"> <li>• Ensure first aid kit is ready to use</li> <li>• Ensure training of basic first aid</li> <li>• Identify nearby health facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Provide first aid to the injured</li> <li>• Coordinate and assist medical responder in basic life support to the injured.</li> </ul>	<ul style="list-style-type: none"> <li>• Replenish the first aid kit, post event</li> </ul>
<b>Bus Safety Team</b>	<ul style="list-style-type: none"> <li>• Ensure bus is well maintained and have basic necessary safety equipment (like fire extinguishers, hammer, etc) installed and well maintain.</li> <li>• Ensure road safety rules are being followed.</li> </ul>	<ul style="list-style-type: none"> <li>• Pull over to side of road if possible in the open (away from the electric pole, high rise building, etc.).</li> <li>• Instruct the students to crouch down between seats and in isle until shaking has stopped.</li> <li>• Ensure special needs of young children and differently abled are assisted</li> <li>• Assist any injured students providing First Aid as needed</li> <li>• Establish communications with SDMC</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain documentation of damage done during the earthquake, if any.</li> </ul>
<b>Site Security Team</b>	<ul style="list-style-type: none"> <li>• Develop procedures on release of students, teachers and other staff in case of an earthquake</li> <li>• Define routes for the first responder to access the affected sites</li> </ul>	<ul style="list-style-type: none"> <li>• Ensuring the security of student, teachers and other staff during the earthquake</li> <li>• Lock/ cordon all external gates and doors, and secure school buildings</li> <li>• Guide the first responders to the affected area in the school campus</li> </ul>	<ul style="list-style-type: none"> <li>• Secure the site upon completion of earthquake response.</li> </ul>

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
		<ul style="list-style-type: none"> <li>• Cordon damaged/ destroyed building parts.</li> <li>• Identify triage in coordination with first aid team and Secure the same.</li> </ul>	

### 3. Fire

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
<b>School Management Committee</b>	<ul style="list-style-type: none"> <li>• Ensure that School Development Plan addresses the fire prevention, life safety and fire protection measures in school building and allot sufficient fund for fire risk management activities.</li> <li>• Ensure that funds for procurement/ installation and maintenance of fire protection equipment/ system are allocated in consultation with SDMC.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and provide necessary support to SDMC in managing fire mishaps.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that funds for repairment of assets damaged by fire and other recovery and education continuity need are provided.</li> <li>• Monitor activities and progress of recovery programmes.</li> </ul>
<b>School Disaster Management Committee</b>	<ul style="list-style-type: none"> <li>• Assess fire hazard risks in the school</li> <li>• Conduct Safety Audits for fire hazard.</li> <li>• Undertake fire preparedness and capacity building activities</li> <li>• Preparation and regular training of School Disaster Risk Management Plan, for all staff members and students</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor the situation and provide latest report about the fire incident to the higher authorities.</li> <li>• Liaise with DEO, DPEO, Shashanadhikari and other senior offices/ officers for additional requirements</li> <li>• Coordinate with first responders (like police, fire health,</li> </ul>	<ul style="list-style-type: none"> <li>• Identify post disaster recovery and educational continuity needs and develop plans to address the needs.</li> <li>• Maintain documentation of fire events, impacts and lesson learnt for regular upgradations.</li> </ul>

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
	<ul style="list-style-type: none"> <li>• Conduct mock exercises at regular intervals</li> <li>• Ensure adherence to relevant guideline issues by Disaster Management Authorities time to time.</li> <li>• Ensure fire safety assessment of the school premises is conducted by the local fire department and take/ renew Fire Safety Certificate (FSC), if require</li> </ul>	etc.) and other agencies	
<b>Awareness Generation Team</b>	<ul style="list-style-type: none"> <li>• Conduct awareness generation activities about potential fire risks in the whole school, targeting different classes and also staff and teachers</li> <li>• Work with the Warning &amp; Information Dissemination Team in making school community aware about the fire warning.</li> </ul>	<ul style="list-style-type: none"> <li>• Advice student to take appropriate action.</li> <li>• Assist the Warning Team in disseminating the required fire safety tip to the entire school.</li> <li>• Assist evacuation team in orderly evacuation of school building.</li> </ul>	<ul style="list-style-type: none"> <li>• Disseminate information on do's and don'ts about fire so that the situation doesn't worsen, in coordination with the Warning and Information Dissemination Team.</li> </ul>
<b>Warning and Information Dissemination Team</b>	<ul style="list-style-type: none"> <li>• Take regular updates and maintain contact with SDMC and communicate any directions and updates to the school authorities.</li> <li>• Maintain contact details and communicate regularly with local fire services &amp; other concerned authorities and get appropriate directions for school to follow.</li> </ul>	<ul style="list-style-type: none"> <li>• Warning the school in case of fire by either ringing a bell/siren or on the public address system or through a messenger, whatever is available in the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare updates and disseminate necessary information to other emergency support functionaries in coordination with SDMC.</li> </ul>
<b>Evacuation Team</b>	<ul style="list-style-type: none"> <li>• Update evacuation plan of school and train all about the evacuation</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in evacuation who require support in case of fire.</li> </ul>	<ul style="list-style-type: none"> <li>• Determine if any additional assistance is required for</li> </ul>

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
	<p>procedures in case of fire.</p> <ul style="list-style-type: none"> <li>• Identify the assembly areas in (or nearby) the school premise</li> <li>• Conduct regular drills in coordination with the other teams and practise different evacuation procedures used in case of fire incident.</li> <li>• Evacuation procedures to be followed during drills must be disseminated to entire school community through Awareness Generation Team.</li> <li>• Ensure identification of alternative buildings and spaces to be used as shelters for school community.</li> </ul>	<ul style="list-style-type: none"> <li>• Head count of evacuees at assembly area and in case of any mismatch report immediately to Search &amp; Rescue Team.</li> <li>• Mobilise necessary requirements and dispatch to the designated locations</li> </ul>	<p>evacuation and report to SDMC.</p>
<b>Search and Rescue Team</b>	<ul style="list-style-type: none"> <li>• Organise awareness programmes on search and rescue for school community</li> <li>• Ensure that all the team members are properly trained.</li> <li>• Update resource inventory and personnel directory</li> <li>• Regular maintenance and checking of tools and equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate and assist first responders in search and rescue activities.</li> <li>• Coordination with evacuation team to obtain the information regarding trapped person</li> <li>• Evacuation of affected people at safe places in coordination with the Evacuation Team.</li> <li>• Assess thoroughly and look out for any structural/non-structural damage and report to SDMC</li> </ul>	<ul style="list-style-type: none"> <li>• Determine additional resources required for search and rescue for future events</li> </ul>
<b>Fire Safety Team</b>	<ul style="list-style-type: none"> <li>• Ensure firefighting equipment are maintained and ready to use.</li> <li>• Ensure that all inflammable and hazardous materials</li> </ul>	<ul style="list-style-type: none"> <li>• Control fire, if possible.</li> <li>• Coordinate and assist fire services in firefighting activities and provide updates to</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that conditions/sources that may further spread fire are under strict vigilance</li> <li>• Determine additional resources required for</li> </ul>



Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
	<p>present in school campus are properly secured.</p> <ul style="list-style-type: none"> <li>• Ensure that all team members are well versed and trained in usage of existing firefighting equipment</li> <li>• Check and ensure that non-structural risks are secured from causing fire i.e. chemical laboratories, kitchen etc.</li> <li>• Assist SDMC in ensuring fire safety assessment of the school premises.</li> </ul>	SDMC and Site Security Team.	<p>firefighting for future disasters.</p> <ul style="list-style-type: none"> <li>• Documentation of the causative factors of the fire incident and reporting the same to SDMC.</li> </ul>
<b>First Aid Team</b>	<ul style="list-style-type: none"> <li>• Ensure first aid kit is ready to use</li> <li>• Ensure training of basic first aid</li> <li>• Identify nearby health facilities along with burn bed facilities</li> <li>• Ensure that stock of relevant medication are kept full and updated for special medical requirement of student/staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide first aid to the injured</li> <li>• Coordinate and assist medical responder in basic life support to the injured.</li> <li>• If reported of serious injuries, assist the Search &amp; Rescue Team.</li> </ul>	<ul style="list-style-type: none"> <li>• Replenish the first aid kit, post event</li> <li>• Record all cases and treatment provided.</li> </ul>
<b>Bus Safety Team</b>	<ul style="list-style-type: none"> <li>• Ensure bus is well maintained and have basic necessary safety equipment (like fire extinguishers, hammer, etc) installed and well maintain.</li> <li>• Ensure road safety rules are being followed.</li> <li>• Ensure separate plan is developed to assist differently abled students.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that serious victims are safely positioned in vehicle and immediately rushed to designated hospital/ medical centre in coordination with Search &amp; Rescue and First Aid Teams.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that staff/students reach their home/ destination safe and sound.</li> </ul>
<b>Site Security Team</b>	<ul style="list-style-type: none"> <li>• Develop procedures on release of students,</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the security of student, teachers and</li> </ul>	<ul style="list-style-type: none"> <li>• Secure the site upon completion of response.</li> </ul>

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
	<p>teachers and other staff in case of fire incident.</p> <ul style="list-style-type: none"> <li>Define routes for the first responder to access the affected sites.</li> </ul>	<p>other staff during fire incident.</p> <ul style="list-style-type: none"> <li>Lock/ cordon all external gates and doors, and secure school buildings</li> <li>Guide the first responders to the affected area in the school campus</li> <li>Cordon damaged/ destroyed building parts.</li> <li>Identify triage area in coordination with first aid team and Secure the same.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure designated officials are deployed at school gates to deal with parents and other agencies.</li> <li>Ensure students are released as per the established policy.</li> </ul>

#### 4. Floods

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
<b>School Management Committee</b>	<ul style="list-style-type: none"> <li>Ensure that flood risk has been addressed in the during the implementation of the School Development Plan.</li> <li>Allocation of funds for flood risk management activities.</li> <li>Ensure suspension of classes for the duration of flooding activity in coordination with SDMC.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and provide all necessary support to SDMC in managing flood.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure funds for repairment of damaged assets and post-flood recovery and educational continuity needs.</li> <li>Monitor activities and progress of recovery programmes</li> </ul>
<b>School Disaster Management Committee</b>	<ul style="list-style-type: none"> <li>Assess flood hazard risks for the school.</li> <li>Undertake flood preparedness and capacity building activities.</li> <li>Preparation and regular training of School Disaster Risk</li> </ul>	<ul style="list-style-type: none"> <li>Monitor the situation and provide latest report to the higher authorities</li> <li>Liaise with DEO, DPEO, Shashanadhikari and other senior offices/ officers for additional requirements</li> </ul>	<ul style="list-style-type: none"> <li>Identify post disaster recovery and educational continuity needs and develop plans to address the needs.</li> <li>Maintain documentation of flood events, impacts</li> </ul>

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
	<p>Management Plan, for all staff members and students</p> <ul style="list-style-type: none"> <li>• Conduct mock exercises at regular intervals</li> <li>• Ensure adherence to relevant guideline issues by Disaster Management Authorities time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate with first responders (like police, fire health, etc.) and other agencies</li> <li>• Ensure important assets are moved to higher ground or upper floors in wake of flood</li> </ul>	and lesson learnt for regular upgradations
<b>Awareness Generation Team</b>	<ul style="list-style-type: none"> <li>• Conduct awareness generation activities about potential flood risk for the school, which may include preparation of flood hazard seasonality calendar, preparation &amp; dissemination of Do's &amp; Don'ts.</li> <li>• Ensure school staff/students are made aware of authentic sources for gathering rainfall and flood warning.</li> </ul>	<p>Assist other teams, if needed.</p> <p><i>(as school would be closed upon receipt of flood warning)</i></p>	
<b>Warning and Information Dissemination Team</b>	<ul style="list-style-type: none"> <li>• Ensure constant monitoring of rainfall activity through authentic Government sources, media and web applications.</li> <li>• Stay in constant communication with officials responsible for dissemination of early warnings and in case of any potential warning, report the same to SDMC.</li> </ul>	<p>Assist other teams as per their need.</p> <p><i>(as school would be closed upon receipt of flood warning)</i></p>	<ul style="list-style-type: none"> <li>• Continue monitoring the various information sources</li> <li>• Keep reporting on the situation of the flood activity in the school and its vicinity and report the same to SDMC.</li> </ul>
<b>Evacuation Team</b>	<ul style="list-style-type: none"> <li>• Update evacuation plan of school and train all about the evacuation procedures.</li> </ul>	<p>Assist other teams, if needed.</p> <p><i>(as school would be closed upon receipt of flood warning)</i></p>	

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
	<ul style="list-style-type: none"> <li>• Conduct regular drills in coordination with the other teams and practise different evacuation procedures</li> <li>• Ensure identification of buildings and spaces to be used as shelters for school community</li> </ul>		
<b>Search and Rescue Team</b>	<ul style="list-style-type: none"> <li>• Organise awareness programmes on search and rescue for school community</li> <li>• Update resource inventory and personnel directory</li> <li>• Regular maintenance and checking of tools and equipment</li> </ul>	Assist other teams, if needed.  <i>(as school would be closed upon receipt of flood warning)</i>	
<b>Fire Safety Team</b>	<ul style="list-style-type: none"> <li>• Ensure that loose wiring are repaired.</li> <li>• Ensure that inflammable and hazardous material are locked properly in isolated/separate rooms.</li> </ul>	Assist other teams, if needed.  <i>(as school would be closed upon receipt of flood warning)</i>	
<b>First Aid Team</b>	<ul style="list-style-type: none"> <li>• Ensure first aid kit is ready to use</li> <li>• Ensure training of basic first aid</li> <li>• Identify nearby health facilities</li> <li>• Ensure that stock of relevant medication are kept full and updated for special medical requirement of student/staff.</li> </ul>	Assist other teams, if needed.  <i>(as school would be closed upon receipt of flood warning)</i>	
<b>Bus Safety Team</b>	<ul style="list-style-type: none"> <li>• Ensure bus is well maintained and have basic necessary safety equipment (like fire extinguishers, hammer, etc) installed and well maintain.</li> <li>• Ensure road safety rules are being followed.</li> </ul>	Assist other teams, if needed.  <i>(as school would be closed upon receipt of flood warning)</i>	

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
	<ul style="list-style-type: none"> <li>Ensure separate plan is developed to assist differently abled students.</li> </ul>		
<b>Site Security Team</b>	<ul style="list-style-type: none"> <li>Secure the school building and restrict entries in school premise in case of cyclone warning.</li> </ul>	<ul style="list-style-type: none"> <li>Cordon damaged/ destroyed building parts.</li> </ul>	<ul style="list-style-type: none"> <li>Secure the site upon receding of water and check the building before opening of the school.</li> </ul>

## 5. Cyclone

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
<b>School Management Committee</b>	<ul style="list-style-type: none"> <li>Ensure that cyclone risk has been addressed in the during the implementation of the School Development Plan.</li> <li>Allocation of funds for cyclone risk management activities.</li> <li>Ensure suspension of classes for the duration of cyclone activity in coordination with SDMC.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and provide all necessary support to SDMC in managing cyclone.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure funds for repairment of damaged assets and post-cyclone recovery and educational continuity needs.</li> <li>Monitor activities and progress of recovery programmes</li> </ul>
<b>School Disaster Management Committee</b>	<ul style="list-style-type: none"> <li>Assess cyclone hazard risks in the school</li> <li>Conduct Safety Audits for cyclone hazard</li> <li>Undertake cyclone preparedness and capacity building activities</li> <li>Preparation and regular training of School Disaster Risk Management Plan, for all staff members and students</li> <li>Conduct mock exercises at regular intervals</li> </ul>	<ul style="list-style-type: none"> <li>Monitor the situation and provide latest report to the higher authorities</li> <li>Liaise with DEO, DPEO, Shashanadhikari and other senior offices/ officers for additional requirements</li> <li>Coordinate with first responders (like police, fire health, etc.) and other agencies.</li> <li>Ensure important assets are moved to</li> </ul>	<ul style="list-style-type: none"> <li>Identify post disaster recovery and educational continuity needs and develop plans to address the needs.</li> <li>Maintain documentation of cyclone events, impacts and lesson learnt for regular upgradations</li> </ul>

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
	<ul style="list-style-type: none"> <li>• Ensure adherence to relevant guideline issues by Disaster Management Authorities time to time.</li> <li>• Ensure structural safety assessment of school building is conducted periodically</li> </ul>	higher ground or upper floors in wake of storm surges during cyclones.	
<b>Awareness Generation Team</b>	<ul style="list-style-type: none"> <li>• Conduct awareness generation activities about potential cyclone risk for the school, which may include preparation of cyclone hazard seasonality calendar, preparation &amp; dissemination of Do's &amp; Don'ts.</li> <li>• Ensure school staff/students are made aware of authentic sources for gathering cyclone warning.</li> </ul>	Assist other teams, if needed.  <i>(as school would be closed upon receipt of cyclone warning)</i>	
<b>Warning and Information Dissemination Team</b>	<ul style="list-style-type: none"> <li>• Ensure constant monitoring of cyclone activity through authentic Government sources, media and web applications.</li> <li>• Stay in constant communication with officials responsible for dissemination of early warnings and in case of any potential warning, report the same to SDMC.</li> </ul>	Assist other teams as per their need.  <i>(as school would be closed upon receipt of cyclone warning)</i>	<ul style="list-style-type: none"> <li>• Continue monitoring the various information sources</li> <li>• Keep reporting on the situation of the cyclone activity in the school and its vicinity and report the same to SDMC.</li> </ul>
<b>Evacuation Team</b>	<ul style="list-style-type: none"> <li>• Update evacuation plan of school and train all about the evacuation procedures.</li> <li>• Conduct regular drills in coordination with the other teams and practise different evacuation procedures</li> </ul>	Assist other teams, if needed.  <i>(as school would be closed upon receipt of cyclone warning)</i>	

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
	<ul style="list-style-type: none"> <li>• Ensure identification of buildings and spaces to be used as shelters for school community</li> </ul>		
<b>Search and Rescue Team</b>	<ul style="list-style-type: none"> <li>• Organise awareness programmes on search and rescue for school community</li> <li>• Update resource inventory and personnel directory</li> <li>• Regular maintenance and checking of tools and equipment</li> </ul>	<p>Assist other teams, if needed.</p> <p><i>(as school would be closed upon receipt of cyclone warning)</i></p>	
<b>Fire Safety Team</b>	<ul style="list-style-type: none"> <li>• Ensure that loose wiring are repaired.</li> <li>• Ensure that inflammable and hazardous material are locked properly in isolated/separate rooms.</li> </ul>	<p>Assist other teams, if needed.</p> <p><i>(as school would be closed upon receipt of cyclone warning)</i></p>	
<b>First Aid Team</b>	<ul style="list-style-type: none"> <li>• Ensure first aid kit is ready to use</li> <li>• Ensure training of basic first aid</li> <li>• Identify nearby health facilities</li> <li>• Ensure that stock of relevant medication are kept full and updated for special medical requirement of student/staff.</li> </ul>	<p>Assist other teams, if needed.</p> <p><i>(as school would be closed upon receipt of cyclone warning)</i></p>	
<b>Bus Safety Team</b>	<ul style="list-style-type: none"> <li>• Ensure bus is well maintained and have basic necessary safety equipment (like fire extinguishers, hammer, etc) installed and well maintain.</li> <li>• Ensure road safety rules are being followed.</li> <li>• Ensure separate plan is developed to assist differently abled students.</li> </ul>	<p>Assist other teams, if needed.</p> <p><i>(as school would be closed upon receipt of cyclone warning)</i></p>	

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
<b>Site Security Team</b>	<ul style="list-style-type: none"> <li>Secure the school building and restrict entries in school premise in case of cyclone warning.</li> </ul>	<ul style="list-style-type: none"> <li>Cordon damaged/ destroyed building parts.</li> </ul>	<ul style="list-style-type: none"> <li>Secure the site upon cease of cyclone and check the building before opening of the school.</li> </ul>

## 6. Chemical Accident

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
<b>School Management Committee</b>	<ul style="list-style-type: none"> <li>Ensure that School Development Plan addresses chemical hazard risk due to nearby chemical factory/ oil &amp; gas Pipeline/ refinery/ etc.</li> <li>Ensure that funds for procurement of safety equipment are allocated in consultation with SDMC.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and provide necessary support to SDMC in managing risks poses by chemical accidents.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure education continuity.</li> </ul>
<b>School Disaster Management Committee</b>	<ul style="list-style-type: none"> <li>Assess chemical &amp; Industrial hazard risks hazard risk in the school due to nearby chemical factory/ oil &amp; gas Pipeline/ refinery/ etc.</li> <li>Undertake chemical &amp; Industrial preparedness and capacity building activities</li> <li>Develop antidote plan for the hazardous chemicals, if require</li> <li>Preparation and regular training of School Disaster Risk Management Plan, for all staff members and students</li> <li>Conduct mock exercises at regular intervals</li> </ul>	<ul style="list-style-type: none"> <li>Monitor the situation and provide latest report to the higher authorities</li> <li>Liaise with DEO, DPEO, Shashanadhikari and other senior offices/ officers for additional requirements</li> <li>Coordinate with first responders (like police, fire health, etc.) and other agencies</li> </ul>	<ul style="list-style-type: none"> <li>Identify post disaster recovery and educational continuity needs and develop plans to address the needs.</li> <li>Maintain documentation of chemical &amp; Industrial events, impacts and lesson learnt for regular upgradations</li> </ul>



Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
	<ul style="list-style-type: none"> <li>• Ensure adherence to relevant guideline issues by Disaster Management Authorities time to time.</li> </ul>		
<b>Awareness Generation Team</b>	<ul style="list-style-type: none"> <li>• Maintain Material Safety Data Sheet (MSDS) of the hazardous chemicals and aware school community about its characteristics and preparedness measures.</li> <li>• Ensure that relevant IEC material are prepared and disseminated to school staff/ students and posted in chemistry and other relevant laboratories, inventories containing hazardous/ inflammable materials and chemicals.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Warning Team in disseminating the required chemical hazard safety tips to the entire school.</li> </ul>	<ul style="list-style-type: none"> <li>• Disseminate information on do's and don'ts about chemical accidents so that the situation doesn't worsen, in coordination with the Warning and Information Dissemination Team.</li> </ul>
<b>Warning and Information Dissemination Team</b>	<ul style="list-style-type: none"> <li>• Coordinate with Awareness Generation Team for conducting the training programs.</li> <li>• Prepare the detailed list of emergency contact numbers such as nearest hospital/health center (108), police station, fire station, etc</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate with first aid team and call 108 team immediately, if necessary.</li> <li>• Ensure the accident information has been disseminated to emergency responders such as police station, fire brigade, hospitals etc.</li> <li>• Ensure the accident information has reached to each and every one in the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure and verify the safety of the site through relevant authorities and disseminate this information to each and every one.</li> </ul>
<b>Evacuation Team</b>	<ul style="list-style-type: none"> <li>• Prepare an evacuation plan</li> <li>• Coordinate with Awareness Generation Team in conducting scenario based mock exercises</li> </ul>	<ul style="list-style-type: none"> <li>• Evacuate the site immediately.</li> <li>• Ensure the evacuation plan has been followed.</li> <li>• Assist site security team in cordoning off site.</li> </ul>	<ul style="list-style-type: none"> <li>• Determine if any additional assistance is required for evacuation and report to SDMC.</li> </ul>

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
		<ul style="list-style-type: none"> <li>• Ensure head count and verify it with attendance sheet. Provide this information to Search &amp; Rescue team.</li> </ul>	
<b>Search and Rescue Team</b>	<ul style="list-style-type: none"> <li>• Contextualize search and rescue techniques based on the available hazardous chemicals in and around the school.</li> <li>• Ensure maintenance of search and rescue equipment regularly</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Evacuation team in evacuating the site.</li> <li>• Ensure, everyone is safely evacuated.</li> <li>• Search for people in accordance with list provided by Evacuation team.</li> </ul>	<ul style="list-style-type: none"> <li>• Determine additional resources required for search and rescue for future disasters</li> <li>• Assess thoroughly and look out for any structural/non-structural damage and report to SDMC.</li> </ul>
<b>Fire Safety Team</b>	<ul style="list-style-type: none"> <li>• Make sure fire-fighting equipment (extinguishers, etc.) are in working order and necessary training is given to the concerned</li> <li>• Ensure the electrical equipment, wires are in proper condition.</li> </ul>	<ul style="list-style-type: none"> <li>• In case of fire, use extinguishers immediately.</li> <li>• Assist Site security team in cordoning the site</li> </ul>	<ul style="list-style-type: none"> <li>• Determine additional resources required for firefighting for future disasters.</li> <li>• Documentation of the causative factors of the fire incident and reporting the same to SDMC.</li> </ul>
<b>First Aid Team</b>	<ul style="list-style-type: none"> <li>• Prepare first-aid kit as per the standard.</li> <li>• Keep contact details of nearby PHCs, CHS, hospitals and ambulance services ready to handle any unforeseen emergency</li> </ul>	<ul style="list-style-type: none"> <li>• Provide basic first aid to all students / personnel, if required</li> <li>• Coordinate with Warning and Information Dissemination Team for shift injured students / personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• Update / refill the first-aid kit.</li> <li>• Dispose-off used medical equipment.</li> <li>• Sanitize equipment like scissors, thermometer etc.</li> </ul>
<b>Bus Safety Team</b>	<ul style="list-style-type: none"> <li>• Ensure bus is well maintained and have basic necessary safety equipment (like fire extinguishers, hammer, etc) installed and well maintain.</li> <li>• Prepare a safe route map for emergencies</li> <li>• Ensure road safety rules are being followed.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that serious victims are safely positioned in vehicle and immediately rushed to designated hospital/ medical centre in coordination with Search &amp; Rescue and First Aid Teams.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean /sanitize the bus.</li> </ul>

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
		<ul style="list-style-type: none"> <li>• Ensure bus driver is following safe route map.</li> </ul>	
<b>Site Security Team</b>	<ul style="list-style-type: none"> <li>• Categorise all the chemicals as per safety standards with the help of lab assistant.</li> <li>• Maintain database of Chemicals with date of manufacture</li> <li>• Dispose-off chemicals adequately as per the standards</li> <li>• Acquire adequate cordon techniques.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the site is vacant in coordination with evacuation team.</li> <li>• Cordon the site immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• Secure the contaminated site and check thoroughly before opening of the school.</li> </ul>

## 7. Epidemic

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
<b>School Management Committee</b>	<ul style="list-style-type: none"> <li>• Ensure that measure to minimize the risk of epidemic are included in the school disaster risk management plan.</li> <li>• Reserve funds for epidemic prevention and response in school disaster risk management funds.</li> <li>• Ensure to have WASH (Water, Hygiene and Sanitation) practices in schools.</li> </ul>	<ul style="list-style-type: none"> <li>• Work as coherence with SDMC and local health authorities to respond to ongoing outbreak situations.</li> <li>• Ensure adequate supplies of PPE, medicines and other medical and paramedical resources/supplies.</li> <li>• In-case of suspected disease falling under list notifiable diseases, immediately inform the district health authorities.</li> </ul>	<ul style="list-style-type: none"> <li>• Work with SDMC and other teams on recovery activities.</li> <li>• Review prevention and response measures and suggest necessary changes in school disaster risk management plan, if any.</li> </ul>
<b>School Disaster Management Committee</b>	<ul style="list-style-type: none"> <li>• Assess epidemic hazard risks in the school</li> <li>• Undertake epidemic preparedness and capacity building activities</li> <li>• Preparation and regular training of School</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor the situation and provide latest report to the higher authorities</li> <li>• Liaise with DEO, DPEO, Shashanadhikari and other senior offices/</li> </ul>	<ul style="list-style-type: none"> <li>• Identify post disaster recovery and educational continuity needs and develop plans to address the needs.</li> <li>• Maintain documentation of</li> </ul>

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
	Disaster Risk Management Plan, for all staff members and students • Ensure adherence to relevant guideline issues by Disaster Management Authorities time to time.	officers for additional requirements • Coordinate with PHC, CHC, Hospitals, etc.	epidemic events, impacts and lesson learnt for regular upgradations
<b>Awareness Generation Team</b>	• Carry out regular IEC activities related to healthy life style, food and nutrition. • Promote good WASH practices among students and school staff and protect them from getting sick.	• Raise awareness about Do's and Don'ts of specific biological agent/vector of concern that has cause outbreak. • Arrange for Online classes along with other teams in case of school closure.	• Carry out recovery activities and decontamination measures if necessary. • Compile and manage all information, review it and provide suggestions based on it to SDMC.
<b>Warning and Information Dissemination Team</b>	• Work with awareness generation team developing effecting outbreak risk communication plan.	• Issue alerts and warnings to all students, parents, school staff and all other teams regarding pertaining outbreaks situations in school. • Liaison with local health authorities and keep all the teams updated with latest information.	• Review the warning and information dissemination plan and make necessary changes based on learnings.
<b>Evacuation Team</b>	• Assist other teams as per their need.	• Help SDMC team in screening, quarantine, isolation, containment and hospital referral activities.	• Assist other teams as per their need.
<b>Search and Rescue Team</b>	• Assist other teams as per their need.	• Assist other teams as per their need.	• Assist other teams as per their need.
<b>Fire Safety Team</b>	• Assist other teams as per their need.	• Assist other teams as per their need.	• Assist other teams as per their need.
<b>First Aid Team</b>	• Ensure first aid kits are available at all necessary places in school.	• Provide necessary first aid to affected students and staff under guidance of	• Refill first aid kits.

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
	<ul style="list-style-type: none"> <li>Keep first aid kits well equipped and updated.</li> <li>Conduct ToT's on First Aid.</li> </ul>	<ul style="list-style-type: none"> <li>local health authorities.</li> <li>Help SDMC team in screening, quarantine, isolation, containment and hospital referral activities.</li> </ul>	
<b>Bus Safety Team</b>	<ul style="list-style-type: none"> <li>Assist other teams as per their need.</li> </ul>	<ul style="list-style-type: none"> <li>Help SDMC team in hospital referral activities.</li> </ul>	<ul style="list-style-type: none"> <li>Assist other teams as per their need.</li> </ul>
<b>Site Security Team</b>	<ul style="list-style-type: none"> <li>Assist other teams as per their need.</li> </ul>	<ul style="list-style-type: none"> <li>Carry out decontamination activities with the help of SDMC team.</li> </ul>	<ul style="list-style-type: none"> <li>Assist other teams as per their need.</li> </ul>

## 8. Snake Bite

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
<b>School Management Committee</b>	<ul style="list-style-type: none"> <li>Assess snake bite risks while developing a school and made aware SDMC about the same.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and provide necessary support to SDMC in managing snake bite incidents.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor such incidents and take necessary measures to prevent it.</li> </ul>
<b>School Disaster Management Committee</b>	<ul style="list-style-type: none"> <li>Ensure that garbage is not accumulated in the school premises as food waste attracts rats, and this in turn invites snakes.</li> <li>Arrange for first aid training and Antidotes.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor the situation and provide latest report to the higher authorities.</li> <li>Coordinate with PHC, CHC, Hospitals, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain documentation of such events.</li> </ul>
<b>Awareness Generation Team</b>	<ul style="list-style-type: none"> <li>Conduct awareness generation activities about potential snake bite risk in the school campus, which may include dissemination of Do's &amp; Don't related to snake bite events.</li> </ul>	<ul style="list-style-type: none"> <li>Assist other teams as per their need.</li> </ul>	<ul style="list-style-type: none"> <li>Assist other teams as per their need.</li> </ul>
<b>Warning and Information Dissemination Team</b>	<ul style="list-style-type: none"> <li>Make a list on types of poisonous snakes in the area.</li> <li>Ensure list of hospitals/health centres that have anti-venom</li> </ul>	<ul style="list-style-type: none"> <li>Assist other teams as per their need.</li> </ul>	<ul style="list-style-type: none"> <li>Assist other teams as per their need.</li> </ul>

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
	injections is prepared and regularly updated. • Prepare list of snake catchers/charmers		
<b>Evacuation Team</b>	• Assist other teams as per their need.	• Assist other teams as per their need.	• Assist other teams as per their need.
<b>Search and Rescue Team</b>	• Assist other teams as per their need.	• Assist other teams as per their need.	• Assist other teams as per their need.
<b>Fire Safety Team</b>	• Assist other teams as per their need.	• Assist other teams as per their need.	• Assist other teams as per their need.
<b>First Aid Team</b>	• Prepare first-aid kit as per the standard. • Ensure the team members are trained to provide first aid in case of snake bite.	• Provide first aid to the injured • Coordinate and assist medical responder in basic life support to the injured.	• Replenish the first aid kit, post event • Record all cases and treatment provided
<b>Bus Safety Team</b>	• Ensure road safety rules are being followed. • Ensure directions to the nearest hospitals are clearly marked in a map with alternative routes.	• Ensure that serious victims are safely positioned in vehicle and immediately rushed to designated hospital/ medical centre.	Assist other teams as per their need.
<b>Site Security Team</b>	• Define routes for the first responder to access the affected individuals.	• Ensuring the security of student, teachers and other staff during fire incident. • Lock/ cordon off the area where snake bite incident has happened and call snake catcher for removing the snake in coordination with warning & information dissemination team. • Guide the first responders to the affected individual in the school campus.	Assist other teams as per their need.

## 9. Tsunami

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
<b>School Management Committee</b>	<ul style="list-style-type: none"> <li>• Ensure that tsunami risk has been addressed in the course of the implementation of the School Development Plan.</li> <li>• Allocation of funds for tsunami risk management activities</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and provide all necessary support to SDMC in managing tsunami.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure funds for post-tsunami recovery and educational continuity needs.</li> <li>• Monitor activities and progress of recovery programmes</li> </ul>
<b>School Disaster Management Committee</b>	<ul style="list-style-type: none"> <li>• Assess tsunami hazard risks in the school</li> <li>• Conduct Safety Audits for tsunami hazard</li> <li>• Undertake tsunami preparedness and capacity building activities</li> <li>• Preparation and regular training of School Disaster Risk Management Plan, for all staff members and students</li> <li>• Conduct mock exercises at regular intervals</li> <li>• Ensure adherence to relevant guideline issues by Disaster Management Authorities time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor the situation and provide latest report to the higher authorities</li> <li>• Plan and monitor relief activities, if require.</li> <li>• Liaise with DEO, DPEO, Shashanadhikari and other senior offices/ officers for additional requirements</li> <li>• Coordinate with first responders (like police, fire health, etc.) and other agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Identify post disaster recovery and educational continuity needs and develop plans to address the needs.</li> <li>• Maintain documentation of tsunami events, impacts and lesson learnt for regular upgradations</li> </ul>
<b>Awareness Generation Team</b>	<ul style="list-style-type: none"> <li>• Conduct awareness generation activities about potential tsunami risk in the whole school, targeting different classes and also staff and teachers</li> <li>• Work with the Warning &amp; Information Dissemination Team in making school community aware about the different warning levels and the colours</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Warning Team in disseminating the required tsunami safety tip to the entire school</li> </ul>	<ul style="list-style-type: none"> <li>• Disseminate information on do's and don'ts about tsunami so that the situation doesn't worsen, in coordination with the Warning and Information Dissemination Team</li> </ul>

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
	and locations of flags / signs that will be used.		
<b>Warning and Information Dissemination Team</b>	<ul style="list-style-type: none"> <li>• Ensure constant monitoring of tsunami activity through authentic Government sources, media and web applications.</li> <li>• Stay in constant communication with officials responsible for dissemination of early warnings and in case of any potential warning, report the same to SDMC.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the tsunami information has reached to each and every one in the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue monitoring the various information sources</li> <li>• Keep reporting on the situation of the tsunami activity in the school and its vicinity and report the same to SDMC.</li> </ul>
<b>Evacuation Team</b>	<ul style="list-style-type: none"> <li>• Update evacuation plan of school and train all about the evacuation procedures in case of a tsunami</li> <li>• Conduct regular drills in coordination with the other teams and practise different evacuation procedures used in case of tsunami</li> <li>• Ensure identification of buildings and spaces to be used as shelters on higher grounds for school community</li> <li>• Plan for Ensure transportation of evacuation of students/ teachers/ staff</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in evacuation who require support in case of a tsunami</li> <li>• Mobilise necessary requirements and dispatch to the designated locations</li> </ul>	<ul style="list-style-type: none"> <li>• Determine if any additional assistance is required for evacuation</li> </ul>
<b>Search and Rescue Team</b>	<ul style="list-style-type: none"> <li>• Organise awareness programmes on search and rescue for school community</li> <li>• Update resource inventory and personnel directory</li> <li>• Regular maintenance and checking of tools and equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate and assist first responders in search and rescue activities.</li> <li>• Coordination with evacuation team to obtain the information regarding trapped person</li> <li>• Evacuation of affected people at safe places</li> </ul>	<ul style="list-style-type: none"> <li>• Determine additional resources required for search and rescue for future events</li> </ul>



Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
		in coordination with the evacuation team	
<b>Fire Safety Team</b>	<ul style="list-style-type: none"> <li>• Ensure fire safety assessment of the school premises is conducted by the local fire department and take Fire Safety Certificate (FSC), if require</li> </ul>	<ul style="list-style-type: none"> <li>• In case of a fire, Coordinate and assist fire services in firefighting activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Determine additional resources required for firefighting for future disasters</li> </ul>
<b>First Aid Team</b>	<ul style="list-style-type: none"> <li>• Ensure first aid kit is ready to use</li> <li>• Ensure training of basic first aid</li> <li>• Identify nearby health facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Provide first aid to the injured</li> <li>• Coordinate and assist medical responder in basic life support to the injured.</li> </ul>	<ul style="list-style-type: none"> <li>• Replenish the first aid kit, post event</li> </ul>
<b>Bus Safety Team</b>	<ul style="list-style-type: none"> <li>• Ensure bus is well maintained and have basic necessary safety equipment (like fire extinguishers, hammer, etc) installed and well maintain.</li> <li>• Ensure road safety rules are being followed.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that serious victims are safely positioned in vehicle and immediately rushed to designated hospital/ medical centre in coordination with Search &amp; Rescue and First Aid Teams.</li> <li>• Ensure bus driver is following safe route map.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean /sanitize the bus.</li> </ul>
<b>Site Security Team</b>	<ul style="list-style-type: none"> <li>• Develop procedures on release of students, teachers and other staff in case of a tsunami</li> <li>• Define routes for the first responder to access the affected sites</li> </ul>	<ul style="list-style-type: none"> <li>• Cordon damaged/ destroyed building parts.</li> </ul>	<ul style="list-style-type: none"> <li>• Secure the site upon cease of cyclone and check the building before opening of the school.</li> </ul>

## 10. Heat Wave

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
<b>School Management Committee</b>	<ul style="list-style-type: none"> <li>• Assess Heat wave hazard risks in the school with sufficient fund allocated for heat management activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and provide necessary support to SDMC in managing issues related to heat</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that funds for education continuity need are provided.</li> </ul>

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
	<ul style="list-style-type: none"> <li>• Ensure new structures in school premises are built in ways that reduces exposure to heat e.g. room ventilation, access to additional fans, shade provision (plant trees or build structures), source alternative venues for outdoor activities.</li> <li>• Ensure school activity are rearranged/ suspended during excessive heat days to minimise physical exertion in the heat in coordination with SDMC.</li> </ul>	<p>wave risk management.</p>	
<b>School Disaster Management Committee</b>	<ul style="list-style-type: none"> <li>• Undertake Heat wave preparedness and capacity building activities</li> <li>• Preparation and regular training of School Disaster Risk Management Plan, for all staff members and students</li> <li>• Ensure adherence to relevant guideline issues by Disaster Management Authorities time to time.</li> <li>• Ensure trees are planted in vicinity of school in coordination with SMC.</li> <li>• Ensure supply of safe drinking water in the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor the situation and provide latest report to the higher authorities</li> <li>• Liaise with DEO, DPEO, Shashanadhikari and other senior offices/ officers for additional requirements</li> <li>• Coordinate with PHC, CHC, Hospitals, etc.</li> <li>• Ensure supply of safe drinking water in the school</li> <li>• Close or Restrict the school timings, if necessary</li> <li>• Ensure avoidance of physical activities during afternoon school hours.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify educational continuity needs and develop plans to address the needs.</li> <li>• Maintain documentation of heat wave impacts and lesson learnt for regular upgradations.</li> </ul>
<b>Awareness Generation Team</b>	<ul style="list-style-type: none"> <li>• Ensure preventative training and outreach efforts are organised for school students and teachers.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that school staff/student are communicated to keep cool and hydrated during the heat season by drinking water,</li> </ul>	<ul style="list-style-type: none"> <li>• Disseminate information on do's and don'ts about heatwave in coordination with the Warning and</li> </ul>

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
	<ul style="list-style-type: none"> <li>• Ensure that students are educated and age-appropriate pamphlets are sent at home about the heat season.</li> <li>• Ensure that IEC material are prepared to communicate to school staff/students to keep cool and hydrated during the heat season by drinking water, staying out of the sun, and wearing light clothing.</li> </ul>	staying out of the sun, and wearing light clothing.	Information Dissemination Team.
<b>Warning and Information Dissemination Team</b>	<ul style="list-style-type: none"> <li>• Maintain contact with SDMC and communicate any directions to the school authorities</li> <li>• Ensure heatwave alerts are received authentic Government sources and same is disseminated to school staff/ students and parents.</li> </ul>	<ul style="list-style-type: none"> <li>• Disseminate heatwave safety tip to the entire school.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue monitoring the various information sources</li> <li>• Keep reporting on the situation of the heatwave.</li> </ul>
<b>Evacuation Team</b>	Assist other teams as per their need.		
<b>Search and Rescue Team</b>			
<b>Fire Safety Team</b>			
<b>First Aid Team</b>	<ul style="list-style-type: none"> <li>• Ensure that health check-up sessions are conducted for school staff/ students in coordination with SDMC.</li> <li>• Ensure stock of ORS is maintained.</li> <li>• The team members should be aware of signs, symptoms and treatment of heat</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that treatment is provided to the victims as per the signs and symptoms of heat cramps, heat exhaustion, and heat stroke</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure replenishment &amp; updation of First Aid kit.</li> </ul>

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
	cramps, heat exhaustion, and heat stroke.		
<b>Bus Safety Team</b>	<ul style="list-style-type: none"> <li>• Ensure bus is well maintained and have basic necessary safety equipment (like fire extinguishers, hammer, etc) installed and well maintain.</li> <li>• Ensure road safety rules are being followed.</li> <li>• Ensure separate plan is developed to assist differently abled students.</li> <li>• Ensure contact details of nearby health centre &amp; hospitals are kept handy to handle any unforeseen health emergency due to extreme heat.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that serious victims are safely positioned in vehicle and immediately rushed to designated hospital/ medical centre.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain proper documentation of school student/staff mobilised to hospitals &amp; health centres due to heatwave and report it to SDMC.</li> </ul>
<b>Site Security Team</b>	Assist other teams as per their need.		

## 11. Thunderstorm & Lightning

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
<b>School Management Committee</b>	<ul style="list-style-type: none"> <li>• Ensure that School Development Plan addresses the lightning &amp; thunderstorm risk within school campus with sufficient fund allocated for carrying out lightning &amp; thunderstorm risk management activities.</li> <li>• Ensure that funds for procurement and installation of lightning safety measures such</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and provide all necessary support to SDMC in managing lightning &amp; thunderstorm.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that funds for repairment of assets damaged by lightning &amp; thunderstorm and other recovery needs are provided.</li> </ul>

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
	as lightning rods, lightning detection system, electrical earthing etc. are allocated in consultation with SDMC.		
<b>School Disaster Management Committee</b>	<ul style="list-style-type: none"> <li>• Undertake thunderstorm &amp; lightning preparedness and capacity building activities</li> <li>• Ensure adherence to relevant guideline issues by Disaster Management Authorities time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure temporary suspension of outdoor activities in wake of lightning activity in coordination with Warning and Information Dissemination Team.</li> <li>• Monitor the situation and provide latest report to the higher authorities</li> <li>• Liaise with DEO, DPEO, Shashanadhikari and other senior offices/ officers for additional requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain documentation of thunderstorm &amp; lightning events, impacts and lesson learnt for regular upgradations.</li> </ul>
<b>Awareness Generation Team</b>	<ul style="list-style-type: none"> <li>• Conduct awareness generation activities about potential lightning risk in the school campus, which may include preparation of lightning hazard seasonality calendar, preparation &amp; dissemination of Do's &amp; Don't pertaining to lightning &amp; thunderstorm.</li> <li>• Work with the Warning &amp; Information Dissemination Team in making school community aware about lightning &amp; thunderstorm warning levels and different actions to be taken while being inside and</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Warning Team in disseminating the required lightning &amp; thunderstorm safety tips to the entire school.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that gaps identified either due inaction or ignorance by school staff/students are covered through proper dissemination of information on do's and don'ts in case of lightning &amp; thunderstorm.</li> </ul>

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
	outside of the school building.		
<b>Warning and Information Dissemination Team</b>	<ul style="list-style-type: none"> <li>• Ensure constant monitoring of lightning &amp; thunderstorm activity through authentic Government sources and web applications.</li> <li>• Stay in constant communication with officials responsible for dissemination of early warnings and in case of any potential warning, report the same to SDMC.</li> </ul>	<ul style="list-style-type: none"> <li>• Disseminate lightning &amp; thunderstorm safety tip to the entire school</li> <li>• Warning the school in case of detection of lightning activity by either ringing a bell/siren or on the public address system or through a messenger, whatever is available in the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue monitoring the various information sources</li> <li>• Keep reporting on the situation of the lightning activity in the school vicinity.</li> </ul>
<b>Evacuation Team</b>	<ul style="list-style-type: none"> <li>• Ensure development of an evacuation plan and train all about the evacuation procedures in case of lightning &amp; thunderstorm.</li> <li>• Ensure identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area.</li> <li>• Conduct regular drills in coordination with the other teams and practise different evacuation procedures used in case of lightning &amp; thunderstorm.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure commencement of evacuation process when thunderstorm is heard or lightning flashes are seen.</li> <li>• Ensure suspension of all outdoor activity and update the same to SDMC.</li> <li>• Head count of all school staff/students to check if no one is outside in open.</li> </ul>	<ul style="list-style-type: none"> <li>• Determine if any additional assistance is required for evacuation</li> </ul>
<b>Search and Rescue Team</b>	<ul style="list-style-type: none"> <li>• Organise awareness programmes on search and rescue for school community</li> <li>• Update resource inventory and personnel directory</li> <li>• Regular maintenance and checking of search and rescue tools and equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate and assist first responders in search and rescue activities.</li> <li>• Evacuation of affected people at safe places in coordination with the evacuation team.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordination with evacuation team to obtain the information regarding missing personnel if any identified during headcount.</li> <li>• Determine additional resources required for search and rescue for future disasters</li> </ul>
<b>Fire Safety Team</b>	<ul style="list-style-type: none"> <li>• Ensure firefighting equipment are</li> </ul>	<ul style="list-style-type: none"> <li>• Control fire, if possible</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that conditions/sources that may further</li> </ul>

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
	<p>maintained and ready to use.</p> <ul style="list-style-type: none"> <li>• Ensure that all inflammable and hazardous materials present in school campus are properly secured.</li> <li>• Ensure that all team members are well versed and trained in usage of existing firefighting equipment</li> <li>• Check and ensure that non-structural risks are secured from causing fire i.e. chemical laboratories, cafeteria, kitchen etc.</li> <li>• Assist SDMC in ensuring fire safety assessment of the school premises.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate and assist fire services in firefighting activities and provide updates to SDMC and Site Security Team.</li> </ul>	<p>spread fire are under strict vigilance</p> <ul style="list-style-type: none"> <li>• Determine additional resources required for firefighting for future disasters.</li> <li>• Documentation of the causative factors of the fire incident and reporting the same to SDMC.</li> </ul>
<b>First Aid Team</b>	<ul style="list-style-type: none"> <li>• Ensure first aid kit is ready to use</li> <li>• Ensure training of basic first aid</li> <li>• Identify nearby health facilities</li> <li>• Ensure that the team member understand and are able to resolve complexities that may arise to the victim of a lightning strike.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide first aid to the injured</li> <li>• Coordinate and assist medical responder in basic life support to the injured.</li> </ul>	<ul style="list-style-type: none"> <li>• Replenish the first aid kit, post event.</li> <li>• Record all cases and treatment provided.</li> </ul>
<b>Bus Safety Team</b>	<ul style="list-style-type: none"> <li>• Ensure bus is well maintained and have basic necessary safety equipment (like fire extinguishers, hammer, etc) installed and well maintain.</li> <li>• Ensure road safety rules are being followed.</li> <li>• Ensure separate plan is developed to assist differently abled students.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that serious victims are safely positioned in vehicle and immediately rushed to designated hospital/ medical centre in coordination with Search &amp; Rescue and First Aid Teams.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that staff/students are mobilized only after lightning &amp; thunderstorm activity ceases.</li> </ul>

Committee/ Team	Roles & Responsibility		
	Before Disaster	During Disaster	After Disaster
<b>Site Security Team</b>	<ul style="list-style-type: none"> <li>Define routes for the first responder to access the affected sites.</li> </ul>	<ul style="list-style-type: none"> <li>Guide the first responders to the affected area in the school campus</li> <li>Cordon damaged/ destroyed building parts.</li> <li>Identify triage in coordination with first aid team and Secure the same.</li> </ul>	<ul style="list-style-type: none"> <li>Secure the site upon completion of response.</li> </ul>

## 12. Alternate arrangement for continuation of school education

Delivery of education during and post disaster situation (wherein school building cannot be used) will be imparted at following location;

Location of Identified Permanent Building for School	Location of Temporary Structure for School

*Note: Provisions for Online Classes using different platforms, wherever possible, can also be recognized and necessary training to be imparted amongst the teachers/ staff members.*

## 13. Reporting of Disaster/ Accident to the Government

The template for disaster reporting is given as Annexure 6

## 14. Special provision for specially abled children

The specially abled are the most vulnerable people in disaster situation. To avoid further disability cases and to secure the existing, special provisions must be included for specially abled people.



**Checklist for specially abled people:**

<b>Sr. No.</b>	<b>Provisions</b>	<b>Implementation Status</b>
1	School is accessible for the movement of specially abled people	
2	Special provision in the school building for hurdle free entry and exit for free movement in and around school campus	
3	Drinking water facility and washroom facility is accessible	
4	Allocation of Buddy system	
5	Sensitization of school community and other stakeholders about mainstreaming disability	
6	Organise Training programs for specially abled people	
7	Awareness generation programs organized for parents, students and local community about disability	
8	Preparation and dissemination of Special IEC material to spread the information about disability care in different disaster scenarios.	

# F. Recovery Plan for Continuity of Operations

Recovery means restoring or improving of livelihoods and health, as well as economic, physical, social, cultural and environmental assets, systems and activities, of a disaster-affected community or society, aligning with the principles of sustainable development and “build back better”, to avoid or reduce future disaster risk (UNDRR).

Effective post-disaster recovery usually has the following three broad aspects:

- i. Physical aspects of recovery, i.e. restoration and reconstruction of damaged school building
- ii. Functioning aspects of recovery, i.e. loss of school days
- iii. Social recovery, i.e. social and psychological aspects on school community (i.e. Students, teachers, parents and other school staff)

## 1. Action Plan for Physical Recovery

### 1.1 Recovery of damaged/ destroyed Building

Sr. No	Damaged / Destroyed Building	Recovery Measures	Funding Source	Implementing Agency	Tentative Duration (Months)	Budget	Responsible officer
1							
2							
3							

### 1.2 Recovery of damaged equipment/ furniture

Sr. No	Damaged / Destroyed equipment/ furniture	Recovery Measures	Funding Source	Implementing Agency	Tentative Duration (Months)	Budget	Responsible officer
1							

2							
3							

## 2. Functioning of Education

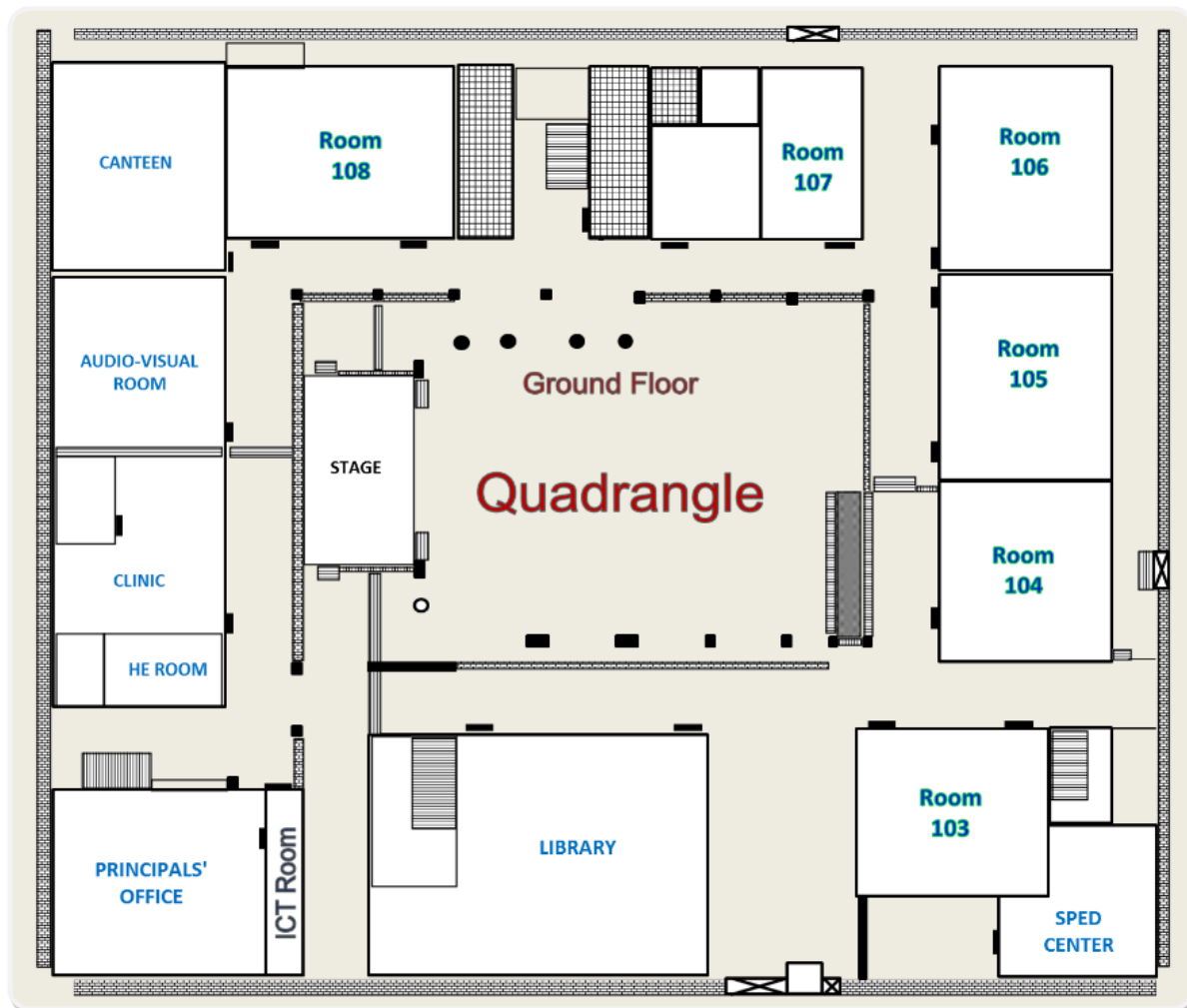
Sr. No.	Identified alternate location for School Education	Provisions for Online Education	Funding source to meet expenditure	Responsibility

## 3. Psychological Recovery

Sr. No.	No. of Students/ Teachers/ Staff need support	Name and number of counselor	Location (s)/ Address of Clinics of Counselor	Responsibility

# Annexure

## Annexures-1: School Plot Map Sample



## Annexures-2 Sample: Floor map of school building



*Note: Similar plan may be developed for hostels in residential school*

## Annexures-3

### Governement Order : Formation of School Management committee (SMC)

155

(Gujarati to English Translation of GoG Resolution)

**Formation of School Management  
Committee at school level as per the  
provision of Right of Children to Free  
and Compulsory Education Act - 2009**

Government of Gujarat  
Education Department  
Resolution No.PRE-1295-2425-K,  
Sachivalaya, Gandhinagar.  
Dt.22/03/2011

**Read:**

- (1) Resolution No: PRE-1295-1419(99)-K, Dated 19-10-1996 of Education Department.
- (2) Resolution No: PRE-1295-1419(99)-K, Dated 20-9-1999 of Education Department.
- (3) Resolution No: PRE-1295-1419(99)-K, Dated 22-8-2000 of Education Department.
- (4) Resolution No: PRE-1295-1419(99)-K, Dated 4-6-2003 of Education Department.
- (5) Resolution No: PRE-1295-1419(99)-K, Dated 31-1-2004 of Education Department.
- (6) Circular No:SSAM/TT/SAMITIRACHANA/2007/20379-417, Dated 4-7-2007 of Gujarat Council of Primary Education, State Project office.
- (7) Letter No: SSAM/RTE/(SMC)/10/33396, Dated 1-9-2010 of State Project Director, Sarva Shiksha Abhiyan Mission, Gandhinagar.

**Preamble :**

As per section-21 of the Right of Children to Free and Compulsory Education Act-2009 of the Government of India coming to force on 1/4/2010; it has been intended to form School Management (SMC) consisting of elected representatives of local authority, parents or guardian of the school children and teachers in the school except non-granted schools which do not get any type of assistance or grant from State Government or local authority to meet with its expenditure at the basic level. At the moment, for effective implementation of Sarva Shiksha Abhiyan Mission and for extending scheme benefits upto village level, village / ward construction committees are prevalent vide resolution mentioned in read (1) to (4); to take up construction, maintenance and repair works the medium of rural education committees and local

public participation. It has to be desolved and the School Management Committee at school level has to be created as per the structure mentioned below referring to rule-13 of draft Model Rules prepared by Government of India under article-21 of RTE Act, 2009 and RTE Act. As per the provision of the Act, in the minimum 75 percent members of the proposed School Management Committee, parents or guardian of students (Including deprived group and parents or guardian of weaker sections should be equally represented) and 50 percent women members; it was under consideration by the Government to form School Management Committee. After careful consideration in this regards, it has been resolved to form following composition of committee.

**Resolution :-**

**1. Structure for formation of school management committee.**

- (1) In the jurisdiction of every school except non-granted school specified in para (4) of sub section (THA) of article – 2 of the RTE Act, 2009; School Management Committee has to be formed and it should be re-structured on every two years.
- (2) School Management Committee will be consisting of total 12 (twelve) members in which 75 percent (9) members will be from the parents or guardians of school studying children and deprived group and weaker section group parents or guardians should be equally represented.
- (3) In the remaining 25 percent members, following persons should be included.
  - a. One member – an elected members of local authority which will be decided by local authority (Gram Panchayat, Nagar Sikshan Samiti)
  - b. One member – a teacher from school teachers decided by the teachers.
  - c. One member - decided by the local educationist / parents included in the committee from school children.
  - d. Local Mason ( a mason from nearby village if there is no mason in the village)  
(This member has to be appointed by the chairman of the School Management Committee)

- (4) School Management Committee will select chairman and deputy chairman from the member included as parent in the committee to run its daily administration. School Principal or Senior Teacher of school where there is no Principal in the school / will be ex-officio member secretary of School Management Committee.
- (5) The meeting School Management Committee has to be held at least once in every month. The notes on minutes and the decisions taken should be made / maintained properly and put before the public for their intimation.
- (6) Besides the duties mentioned in paragraph (K) to (GH) of sub-section (2) of article-21 of RTE Act; School Management Committee has to perform duties prescribed below and for which, the committee can form small work groups from its members.

## **2. Duties of School Management Committee**

- 1. It will monitor on school functionary.
- 2. It will prepare school development plan and recommended.
- 3. It will monitor ours use of grant received from state government or local authority or any other source.
- 4. It will explain about the rights received by the children under RTE Act-2009 in s simple and creative style in the nearby public of school.
- 5. It will ensure implementation of sub-section (K) and (G) of article-24 and article -28 of RTE Act-2009.
- 6. It will monitor that no other non-education duties other than these described in the section-27 of RTE Act-2009
- 7. It will ensure nominations and regular presence of all the children of nearby area of the school.
- 8. It will monitor so that norms and criteria for the school prescribed is schedule of Right of Children to Free and Compulsory Education Act-2009.



9. It will bring to the notice of local authority like violation of right to education of children specially physical punishment and mental torture of children, ban on entry and non-payment of financial assistance in time, prescribed in section-3 (2) of RTE Act-2009.
10. It will prepare scheme to identify requirements of children who have been deprived from admission or who have not completed primary education; for the implementation of provision of article-4 of RTE Act-2009.
11. It will monitor on identification of handicapped children, their nomination and facilities for their for their education and ensure their partnership so that they complete primary education.
12. It will monitor on implementation of Mid Day Meal scheme for children in the school.
13. It will prepare annual accounts of income and expenditure of school.
14. It will have to maintain separate accounts for the money to be received by School Management Committee to perform its duties under the act and show them to audit every year.
15. The accounts prescribed in above serial number (13) and (14) has to be signed by chairman / vice-chairman of School Management Committee and submit before the local authority in one month of its preparation.
16. It will take up construction, maintenance and repairing works of school building by public participation and supervise / monitor them.
17. It will have to observe that financial fund received in School development / improvement program is properly utilized, the materials are purchased by inviting competitive rates from the merchant offering lowest rate and if is used in a qualitative and economic manner as per the school requirement and scheme guide for the benefit of school.
18. It will execute other work prescribed by the State Government or Director (Primary Education) or State Project Director (Sarva Shiksha Abhiyan) or District / Nagar Sikshan Samiti.

19. It will have powers to appoint and remove manager, and assistant of Mid Day Meal scheme for effective control of Mid Day Meal scheme.
3. School Management Committee has to appoint manager, cook and assistant of Mid Day Meal scheme. In the case when School Management Committee is not appointing in time and the committee is not removing them in time even on irregularities, the powers to remove them is entrusted to Taluka Mamaltadar or the authority prescribed time and again by the State Government.
4. As 75 percent of members in School Management Committee are guardians and 50 percent members are women and it has to monitor are of every grant; Village Education Committee, Village Construction Committee, Parents Teachers Association, Mother Teachers Association are terminated as they are not required.

This resolution is forwarded by the approval received on the note dated 1-3-2011 from the government on the even numbered file.

By the order and in the name of the Government of Gujarat.

**Sd/-**  
**( S. B. Garasia )**  
Deputy Secretary (Primary Education),  
Education Department,  
Government of Gujarat

To

- Principal Secretary to the Hon. Governor, Rajbhavan, Gandhinagar.
- The Secretary to Hon. Chief Minister, Gandhinagar.
- The Personal Secretaries to all Hon. Ministers / Ministers of State / Hon. Parliamentary Secretaries, Sachivalaya, Gandhinagar.
- The Personal Secretary to Principal Secretary (Education), Sachivalaya, Gandhinagar
- The Personal Secretary to the Secretary (Primary Education), Sachivalaya, Gandhinaga.
- All Departments of Secretariat, Gandhinagar.
- Commissioner, Mid Day Meal and Schools, Gujarat State, Gandhinagar
- Director, Primary Education, Gujarat State, Gandhinagar.
- State Project Director, Sarva Shiksha Abhiyan, Sector - 17, Gandhinagar

- Director, Continuing Education, Gujarat State, Gandhinagar
- Director, GCERT, Gujarat State, Gandhinagar
- Director, Gujarat State Board of School Textbooks, Gandhinagar
- Secretary, Gujarat Secondary and Higher Secondary Education Board, Gujarat State, Gandhinagar
- All Municipal Commissioners
- All District Development Officers
- All District Primary Education Officers / Education Officers
- All Administrative Officers, Municipal Corporations, Municipalities and Nagar Panchayat
- Accountant General, Rajkot / Ahmedabad
- Pay and Accounts Officer, Ahmedabad / Gandhinagar
- All District Treasury Officers
- The Examiner, Local Fund Accounts, Gujarat State, Gandhinagar.
- Director of Information, Gujarat State, Gandhinagar. For publication in prominent Daily Newspapers of State.
- All Officer in Education Department
- All Branches in Education Department
- Computer Cell, Education Department, Secretariat, Gandhinagar (To put Online)
- Select file / Deputy Section Officer, Select file, K - Branch

Through Director,  
Primary Education

(Gujarati to English Translation of GoG Resolution)

Right of Children to free and  
Compulsory Education Act - 2009  
structure of School management  
committee

Government of Gujarat  
Education Department  
Amendment Resolution No.PRE-1295-2425-K,  
Sachivalaya, Gandhinagar.  
Dt.02/08/2011

**Read:**

- (1) Resolution No: PRE-1295-2425-K, Dated 22-3-2011 of Education Department.
- (2) Letter No: SSA/Community (SMC Resolution)/2011/18984, Dated 25-5-2011 of State Project Director, Sarva Shiksha Abhiyan Mission, Gandhinagar.

**Amendment Resolution**

**Read:**

Education department resolution Dt. 22-3-2011 , No.1 School management Committees are formed in primary schools.

According to the provisions mentioned in para-1 (3) (Kh) and (Gh) as well as para-1(5) resolution for the structure of School management Committee are changed in place of following provisions are made.

- 1 (3): Kh. One of the members is selected by school teachers served as a Senior Teacher. In the absence of a Principal that teacher will perform the duty as a secretary
- Gh. Local mason (if local mason is not available in the village then a mason from the nearest village) (Chair person of School management committee has to appoint the mason) mason has to perform a duty as a adopted member and does not have a right to vote.
- 1(5) Minimum one meeting of School management Committee is required to be call every three

By order and in the name of the Governor of Gujarat.

Sd/-  
( S. B. Garasia )  
Deputy Secretary (Primary Education),  
Education Department,  
Government of Gujarat

To

- Principal Secretary to the Hon. Governor, Rajbhavan, Gandhinagar (Through Letter)

- The Secretary to Hon. Chief Minister, Gandhinagar.
- The Personal Secretaries to all Hon. Ministers / Ministers of State / Hon. Parliamentary Secretaries, Sachivalaya, Gandhinagar.
- The Personal Secretary to Principal Secretary (Education), Sachivalaya, Gandhinagar
- The Personal Secretary to the Secretary (Primary Education), Sachivalaya, Gandhinaga.
- All Departments of Secretariat, Gandhinagar.
- Commissioner, Mid Day Meal and Schools, Gujarat State, Gandhinagar
- Director, Primary Education, Gujarat State, Gandhinagar.
- State Project Director, Sarva Shiksha Abhiyan, Sector - 17, Gandhinagar
- Director, Continuing Education, Gujarat State, Gandhinagar
- Director, GCERT, Gujarat State, Gandhinagar
- Director, Gujarat State Board of School Textbooks, Gandhinagar
- Secretary, Gujarat Secondary and Higher Secondary Education Board, Gujarat State, Gandhinagar
- All Municipal Commissioners
- All Collectors
- All District Development Officers
- All District Primary Education Officers / Education Officers
- All Administrative Officers, Municipal Corporations, Municipalities and Nagar Panchayat
- All Mamlatadar and Taluka Development Officers,
- Accountant General, Rajkot / Ahmedabad
- Pay and Accounts Officer, Ahmedabad / Gandhinagar
- All District Treasury Officers
- The Examiner, Local Fund Accounts, Gujarat State, Gandhinagar.
- Director of Information, Gujarat State, Gandhinagar. For publication in prominent Daily Newspapers of State.
- All Officer in Education Department
- All Branches in Education Department
- Computer Cell, Education Department, Secretariat, Gandhinagar (To put Online)
- Select file / Deputy Section Officer, Select file, K - Branch

Through Director,  
Primary Education



(Gujarati to English Translation of GoG Resolution)

**Change in structure and functions  
of School Management Committee  
at School level**

Government of Gujarat  
Education Department  
**Amendment Resolution No.PRE-1295-2425-K,**  
Sachivalaya, Gandhinagar,  
**Dt.04/11/2011**

**Read:**

- (1) Resolution No: PRE-1295-2425-K, Dated 22-3-2011 of Education Department.  
(2) Revised Resolution No: PRE-1295-2425-K, Dated: 2-8-2011 of Education Department.

**Amendment in Resolution:**

It is bring to the notice number (1) declared by the Education Department dated 22-3-2011 and number (2) update/amendment of the resolution dated 2-8-2011 by the formation of School Management Committee at the school level.

2. According to resolution paragraph-2 functions and responsibilities of school management committee have been provisioned. Sub paragraph 19 of paragraph 2 powers of the district Mamlatdar are now Following powers are transferred to the School Management Committee.

(19) Appointment of mid Day meal administrator, cook and assistant are appointed by the School management Committee for effective control of the Mid day meal Scheme.

Now the above mentioned powers are taken back from school management committee and re-assigned to the Taluka Mamlatdar.

3. Resolution dated 22-3-2011 preceding paragraph- 3 has been removed.  
4. Except/Apart from above change mentioned in the reference (1) in the Resolution dated 22-3-2011 and Reference (2) mentioned in Dt. 2-8 -11 Update Status of the other provisions shall remain same.

By order and in the name of the Governor of Gujarat.

**Sd/-**  
**( S. B. Garasia )**  
Deputy Secretary (Primary Education),  
Education Department,  
Government of Gujarat

To  
- Principal Secretary to the Hon. Governor, Rajbhavan, Gandhinagar (Through Letter)

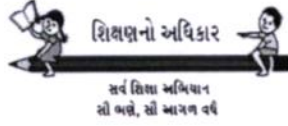
- The Secretary to Hon. Chief Minister, Gandhinagar.
- The Personal Secretaries to all Hon. Ministers / Ministers of State / Hon. Parliamentary Secretaries, Sachivalaya, Gandhinagar.
- The Personal Secretary to Principal Secretary (Education), Sachivalaya, Gandhinagar
- The Personal Secretary to the Secretary (Primary Education), Sachivalaya, Gandhinagar.
- All Departments of Secretariat, Gandhinagar.
- Commissioner, Mid Day Meal and Schools, Gujarat State, Gandhinagar
- Director, Primary Education, Gujarat State, Gandhinagar.
- State Project Director, Sarva Shiksha Abhiyan, Sector - 17, Gandhinagar
- Director, Continuing Education, Gujarat State, Gandhinagar
- Director, GCERT, Gujarat State, Gandhinagar
- Director, Gujarat State Board of School Textbooks, Gandhinagar
- Secretary, Gujarat Secondary and Higher Secondary Education Board, Gujarat State, Gandhinagar
- All Municipal Commissioners
- All Collectors
- All District Development Officers
- All District Primary Education Officers / Education Officers
- All Administrative Officers, Municipal Corporations, Municipalities and Nagar Panchayat
- All Mamlatadar and Taluka Development Officers,
- Accountant General, Rajkot / Ahmedabad
- Pay and Accounts Officer, Ahmedabad / Gandhinagar
- All District Treasury Officers
- The Examiner, Local Fund Accounts, Gujarat State, Gandhinagar.
- Director of Information, Gujarat State, Gandhinagar. For publication in prominent Daily Newspapers of State.
- All Officer in Education Department
- All Branches in Education Department
- Computer Cell, Education Department, Secretariat, Gandhinagar (To put Online)
- Select file / Deputy Section Officer, Select file, K - Branch

Through Director,  
Primary Education



જયશ્રી દેવાંગન, GAS

એડીશનલ સ્ટેટ પ્રોજેક્ટ ડાયરેક્ટર  
સમગ્ર શિક્ષા



શિક્ષણનો અધિકાર

સર્વ શિક્ષા અભિયાન  
સૌ ભણે, સૌ આનંદ વધે

ગુજરાત શાળા શિક્ષણ પરિષદ

સ્ટેટ પ્રોજેક્ટ ડાયરેક્ટરની કચેરી,

સમગ્ર શિક્ષા, સેક્ટર-૧૭, ગાંધીનગર.-૩૮૨૦૧૭

ફોન.૦૭૯-૨૩૨ ૩૨૪૧૩, ફેક્સ: ૦૭૯-૨૩૨ ૩૮૪૦૪

Email : - [aspdssaguj@gmail.com](mailto:aspdssaguj@gmail.com)

Toll Free No.1800-233-7965

ક્રમાંક : સમગ્ર શિક્ષા/કોમ્યુ. મોબી./2021/૭૪૧૨૭-૧૧૭

તા.૩૦/૧૧/૨૦૨૧

પ્રતિ,

- જિલ્લા શિક્ષણાધિકારીશ્રી, જિલ્લા શિક્ષણાધિકારીની કચેરી, જિલ્લા : તમામ
- જિલ્લા પ્રોજેક્ટ કો. ઓર્ડિનેટરશ્રી અને જિલ્લા પ્રાથમિક શિક્ષણાધિકારીશ્રી, જિલ્લા પ્રોજેક્ટ કચેરી, સમગ્ર શિક્ષા, જિલ્લા : તમામ
- એડી. જિલ્લા પ્રોજેક્ટ કો. ઓર્ડિનેટર અને શાસનાધિકારીશ્રી, નગર પ્રાથમિક સમિતિ, સમગ્ર શિક્ષા, મહાનગરપાલિકા : અમદાવાદ, રાજકોટ, સુરત, વડોદરા

વિષય : SMC/SMDC સભ્યોએ શાળામાં આપત્તિ વ્યવસ્થાપનની જવાબદારી નિભાવવા અંગે

સંદર્ભ : (૧) GIDM/Teg/MoU/GIDM-SSA ના તા.૨૮/૦૬/૨૦૨૧ ના પત્ર અન્વયે.

(૨) માન. એસપીડીશ્રીની મંજૂર રહેલ નોંધ અન્વયે.

ઉપરોક્ત વિષય અને સંદર્ભ અન્વયે પ્રાથમિક શાળામાં શાળા વ્યવસ્થાપન સમિતિ (SMC) અને માધ્યમિક શાળાઓમાં શાળા સંચાલન અને વિકાસ સમિતિ (SMDC) ની રચના કરવામાં આવેલી છે તે સભ્યોએ તમામ બાબતો જેવી કે, ભૌતિક સુવિધાઓ, મધ્યાહ્ન ભોજન, શાળાનું સંચાલન, શૈક્ષણિક પ્રવૃત્તિઓ, બાળકોની શૈક્ષણિક સિધ્ધિઓ વગેરે જેવી પ્રવૃત્તિઓ પર દેખરેખ રાખે છે. તેમજ જરૂર પડે શાળા સ્ટાફનું સદર બાબતો પરત્વે ધ્યાને દોરે છે. શાળામાં બાળકો, દીકરીઓ તથા શિક્ષકોએ આપત્તિના સમયમાં કેવા પ્રકારની તકેદારી રાખવી તેની સમજ પણ આપવામાં આવે છે. આ ઉપરાંત શાળા સલામતીમાં SMC ના સભ્યોની મહત્વની જવાબદારી છે.

નેશનલ સ્કૂલ સેફ્ટી પોલીસી (NSSP)-૨૦૧૬ ની ગાઈડલાઈન અનુસાર શાળા સલામતીની જવાબદારી પણ SMC તથા SMDC ના સભ્યોએ નિભાવવાની થાય છે. આથી, શાળામાં આપત્તિ વ્યવસ્થાપનની જવાબદારી SMC/SMDC સભ્યોને સોંપવા સંબંધિતોને સૂચના આપવા જણાવવામાં આવે છે.

એડી. સ્ટેટ પ્રોજેક્ટ ડાયરેક્ટર  
સ્ટેટ પ્રોજેક્ટ કચેરી, ગાંધીનગર

સવિનય નકલ રવાના :

- શ્રી પી. કે. તનેજા, માન. ડાયરેક્ટર જનરલ, કોબા-ગાંધીનગર રોડ, ગામ : રાયસણ, પંડીત દિનદયાલ પેટ્રોલિયમ યુનિવર્સિટી, ગાંધીનગર-૩૮૨૦૦૭ (ગુજરાત)



## Annexures-4

### Government Order: Formation of School Disaster Management Committee

સ્કૂલ ડીઝાસ્ટર મેનેજમેન્ટ કમિટી  
(SDMC) ની રચના કરવા બાબત.

ગુજરાત સરકાર  
શિક્ષણ વિભાગ  
ઠરાવ ક્રમાંક : પીઆરઇ/૧૧૨૦૨૧/૧૦૮૩/૬  
સચિવાલય, ગાંધીનગર  
તારીખ : ૨૬/૧૦/૨૦૨૧

વંચાણે લીધાં :

(૧) Gujarat Institute Of Disaster Management નો તારીખ ૧૮/૦૩/૨૦૨૧નો પત્ર ક્રમાંક : GIDM/Trg/GIDM-SS/02/2021/208-209  
(૨) સમગ્ર શિક્ષા અભિયાન, ક્યુઇ સેલની તારીખ ૨૧/૦૬/૨૦૨૧ની સ્કૂલ ડીઝાસ્ટર મેનેજમેન્ટ કમિટી (SDMC) ની રચના કરવા અંગેની દરખાસ્ત.

**પ્રસ્તાવના :**

Gujarat Institute Of Disaster Management ના વંચાણે લીધા ક્રમાંક (૧) ઠેઠળના તારીખ ૧૮/૦૩/૨૦૨૧ ના પત્રથી શાળાની તેમજ શાળાના બાળકોની સલામતી અને સુરક્ષા માટે કુદરતી હોનારત/આફતો કે માનવસર્જિત આફતોનો સામનો કરી શકે તેની તાલીમ મળે તે માટે ગુજરાત રાજ્યની તમામ શાળાઓમાં સ્કૂલ ડીઝાસ્ટર મેનેજમેન્ટ કમિટી (SDMC) ની રચના કરવા બાબતે જણાવેલ છે. સદર કમિટી રચવા અંગે સમગ્ર શિક્ષા અભિયાન, ક્યુઇ સેલ દ્વારા સીગલ વિન્ડો ફાઇલથી વંચાણે લીધેલ ક્રમાંક (૨) ઠેઠળના તારીખ ૨૧/૦૬/૨૦૨૧ પત્રથી દરખાસ્ત કરેલ હતી. જે વિચારણા ઠેઠળ હતી.

**ઠરાવ :**

પુખ્ત વિચારણાને અંતે, નીચે જણાવેલ સભ્યોની કમિટીમાં સમાવિષ્ટ કરવા આથી મંજૂરી આપવામાં આવે છે.

ક્રમ	હોદ્દો	સમિતિમાં હોદ્દો
૧	આચાર્યશ્રી	ચેર પર્સન
૨	મદદનીશ આચાર્ય, આર્થિક શિક્ષક	સચિવ
૩	જિલ્લા શિક્ષણાધિકારી/ જિલ્લા પ્રાથમિક શિક્ષણાધિકારીશ્રી / શાસનાધિકારીશ્રીના પ્રતિનિધિ	પ્રતિનિધિ
૪	સ્કૂલ સેફ્ટી FOCAL POINT TEACHER	સભ્ય
૫	વાલી-શિક્ષક મંડળના અધ્યક્ષ	સભ્ય
૬	૪-વિદ્યાર્થીઓ(NCC,NSS, Scouts and Guides, Head Boy and Head Girl, Peer Educator	સભ્ય

૭	Relief/Revenue/Disaster management Department/ District Administration /Municipal Corporation ના પ્રતિનિધિ	સભ્ય
૮	પોલીસ વિભાગના પ્રતિનિધિ (નજીકના પોલીસ સ્ટેશન માંથી)	સભ્ય
૯	ફાયર વિભાગના પ્રતિનિધિ (સ્થાનિક ડીક્ટર)	સભ્ય
૧૦	Fire Service, Electrical safety ના પ્રતિનિધિ (નજીકના Fire સ્ટેશનમાંથી)	સભ્ય
૧૧	સિવિલ ડીફેન્સમાંથી વોર્ડન	સભ્ય
૧૨	એન્જીનીયર (સમગ્ર શિક્ષા દ્વારા નિયુક્ત કરેલ)	સભ્ય
૧૩	સ્થાનિક કુટિયો	સભ્ય
૧૪	Aapda Mitra (જો હોય તો)	સભ્ય
૧૫	અન્ય પ્રતિનિધિ (ચેરપર્સન નક્કી કરે તે)	સભ્ય

આ હુકમો આ વિભાગની સરખા ક્રમાંકની ફાઇલ પર તારીખ ૨૦/૦૯/૨૦૨૧ની નોંધથી મળેલ મંજૂરી અન્વયે બહાર પાડવામાં આવે છે.

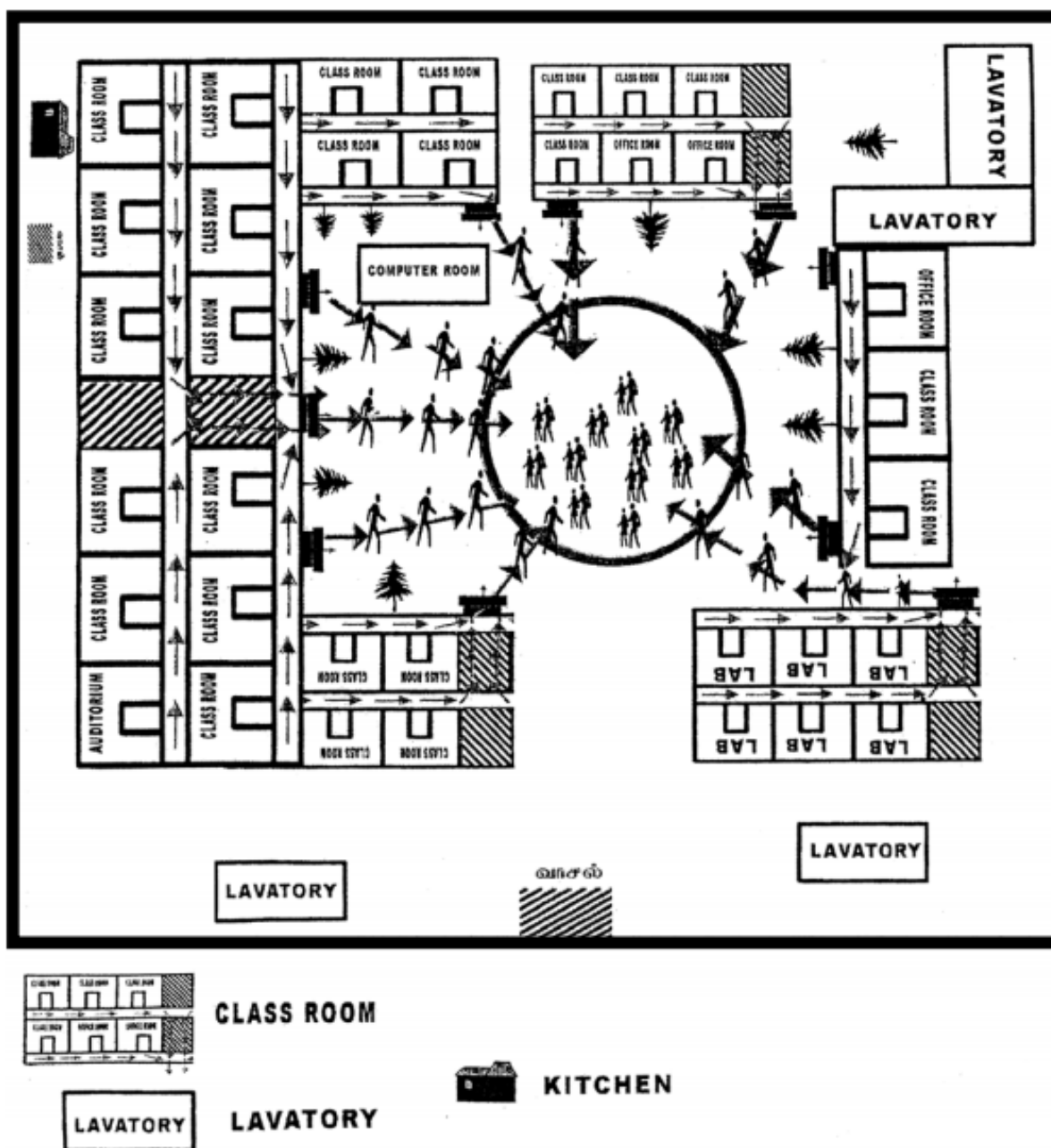
ગુજરાતના રાજ્યપાલશ્રીના હુકમથી અને તેમના નામે,

(હિલીપ નાઇ)  
સેક્શન અધિકારી  
શિક્ષણ વિભાગ

નકલ રવાના :

- ✧ માન. મંત્રીશ્રી (શિક્ષણ), માન. મંત્રીશ્રી (શિક્ષણ) નું કાર્યાલય, સ્વર્ણિમ સંકુલ-૧, સચિવાલય, ગાંધીનગર.
- ✧ માન. રા.ક.મંત્રીશ્રી (શિક્ષણ), માન. રા.ક.મંત્રીશ્રી (શિક્ષણ) નું કાર્યાલય, સ્વર્ણિમ સંકુલ-૨, સચિવાલય, ગાંધીનગર
- ✧ નિયામકશ્રી, પ્રાથમિક શિક્ષણ, ગુજરાત રાજ્ય, ગાંધીનગર.
- ✧ શાસનાધિકારીશ્રી, શહેરી વિસ્તાર, બહુમાળી ભવન, પશ્ચિમ કક્ષા પાસે, ગાંધીનગર.
- ✧ સ્ટેટ પ્રોજેક્ટ ડાયરેક્ટરશ્રી, સમગ્ર શિક્ષા અભિયાન, સેક્ટર-૧૩, ગાંધીનગર
- ✧ સચિવશ્રી, પ્રાથમિક અને માધ્યમિક શિક્ષણ, શિક્ષણ વિભાગ, સચિવાલય, ગાંધીનગર.
- ✧ અગ્રસચિવશ્રી, શિક્ષણ વિભાગ, સચિવાલય, ગાંધીનગર.
- ✧ નાયબ સેક્શન અધિકારી સિલેક્ટ ફાઇલ.
- ✧ શાખા સિલેક્ટ ફાઇલ.

## Annexure-5: Sample School Evacuation Plan



*Note: Similar evacuation plan may be developed for hostels in residential school*

## Annexure-6: Disaster Preparedness Check-list

Sr. No	Particulars	Yes/No
1	Have the emergency numbers and relevant number of child protection services (e.g. Child line, police, ambulance, fire-brigade, District Emergency Operation Centre etc.) are available to teachers and students as well as are displayed?	
2	Does the plan clearly mention about the evacuation plan ?	
3	Has School displayed Emergency Evacuation Plan and Resource Map on the board	
4	Does School have adequate emergency exits with signages?	
5	Does school have adequate number of fire extinguishers installed and refilled regularly.	
6	Does the plan clearly specify procedures for reporting emergencies to the government services and the relevant education authority?	
7	Are the potential risks within and up to a kilometre from the workplace identified?	
8	Are the roles and responsibilities of key personnel's clearly defined - task force team leaders, class teachers, office staff and students ?	
9	Does the plan address the students with special needs ?	
10	Does the plan describe about how the DM team will be trained?	
11	Does plan provide the calendar for conducting mock exercises?	
12	Has school conducted the mock exercises?	
13	Has Non-structural mitigation measures been taken in libraries, laboratories, offices and classrooms (like almirahs, shelves, black boards, ceiling fans, coolers, water tanks etc. are secured to the walls, roof or floor)	
14	Has Structural and Non-structural safety audit has been carried out in the school?	
15	Has school adhere to safety norms with respect to storage of inflammable and toxic materials	
16	Is there any open underground water tanks, borewell, dig-well pits in the school campus	
17	Has the plan been endorsed by local police and fire brigade ?	
<b>WASH Specific Checklist</b>		
18	Has proper ventilation been provided in the toilets?	

<b>Sr. No</b>	<b>Particulars</b>	<b>Yes/No</b>
<b>19</b>	Has the door with child-friendly latch is provided in the toilets?	
<b>20</b>	Is 1 toilet seat per every 40 girls/boys is provided?	
<b>21</b>	Is 1 urinal for every 15 girls/boys is provided	
<b>22</b>	Does school have separate entrances for boys and girls for privacy and security needs	
<b>23</b>	Is dustbins inside the toilets are provided?	
<b>24</b>	Is water supply for flushing in the toilet seats and urinals is provided and maintained?	
<b>25</b>	Is Soap and water for cleaning and handwashing is available in the toilet?	
<b>26</b>	Is Sanitary pad vending machine inside girls' toilet is available?	
<b>27</b>	Is functional toilet for children with special needs (CWSN) (at least one in school) is available?	
<b>28</b>	If yes, then is access without physical barrier by creation of ramps, rails, holding support, undulating path etc. is provided?	

## **Annexure-7: School Disaster Management Kit**

- Torch/ Battery-powered flashlight
- First-aid kit, bleeding control products
- Temporary shelter (tents and tarpaulins)
- Three layered Masks
- Disinfecting wipes
- Sand buckets
- Fire Extinguishers
- Hat or whistle to designate the teacher in charge
- List of students with photos
- List of students requiring special needs and what they entail
- Blankets
- Stretcher
- Ladders
- Thick rope
- Non-perishable food and water, enough for every student
- Water purification tablets

### Annexure-8: Disaster/ Accident Reporting Format

<b>Name of School</b>			
<b>Address</b>			
<b>Contact</b>			
<b>Date</b>			
<b>Time</b>			
<b>Type of Disaster/ Accident</b>			
<b>No. of people Affected persons</b>			
<b>Deaths</b>	<b>Teachers</b>	<b>Students</b>	<b>Other staff</b>
<b>Injured</b>			
<b>Loss of Property</b>			
<b>Response Agencies</b>	1.		
	2.		
	3.		
	4.		
	5.		
<b>Description of the event</b>			
<b>Description of the response</b>			

