DISASTER MANAGEMENT REPORT 2026-27

PM SHRI KENDRIYA VIDHYALYA GOLE MARKET 110001

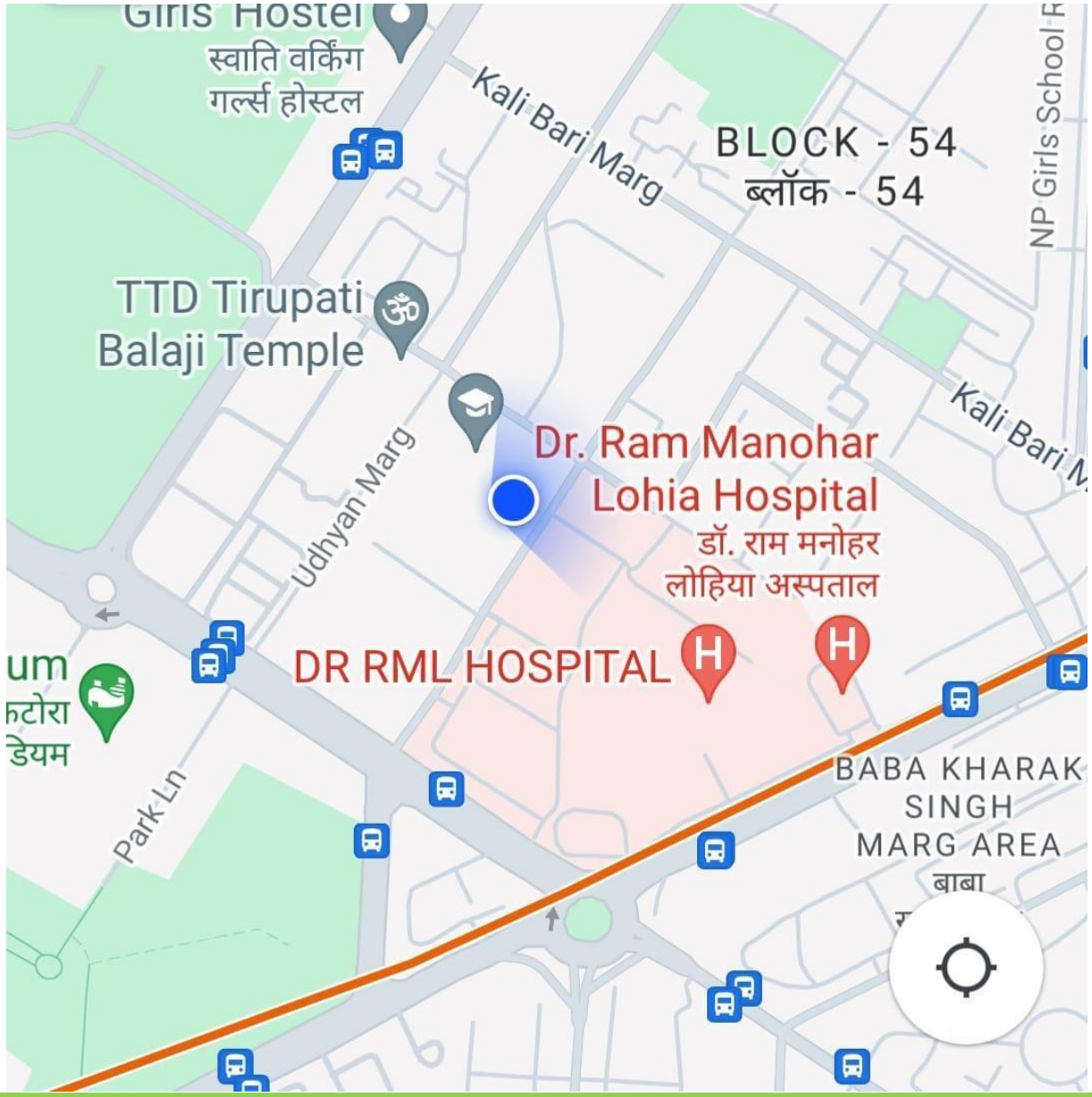
SECTION 1: INTRODUCTION

A. Aim and Objective of the plan

Schools are critical infrastructure entrusted with the responsibility of creating citizens of tomorrow. A safe and secure environment is a prerequisite for effective teaching and learning. Thus ensuring safety of children, teachers and staff members during disasters is necessary. In the light of recent tragedies involving school children, like the Kumbakonam fire tragedy, Dabwali fire incident and earthquakes around the world where school children were affected due to unsafe school buildings. It becomes of utmost importance that safety of children is given due consideration, thus making schools safe also serves the purpose of their dual use as evacuation centres during emergencies.

Building safe schools should be a priority for architects, engineers, policy makers, administrators and emergency response planners. Among all public facilities, children in schools are the most vulnerable during disasters. A large number of schools operate in congested urban centres and are exposed to various hazards. School safety includes within its ambit structural safety of the buildings per se and non-structural measures like awareness generation, ensuring communication, school preparedness plans, capacity building of students and teachers, rehearsals and mock drills etc. Building safe schools will not only ensure safety of children in disasters, but will also promote faster rehabilitation post disaster.

B. Geographical location of the School



C. DETAILS OF SCHOOL PROFILE

a) Name of the School and code number provide by Department of Education:

Name of School: KENDRIYA VIDYALAYA GOLE MARKET, NEW DELHI 110001

School Code: 65860

---

b) Postal Address with pin code:

KENDRIYA VIDYALAYA GOLE MARKET, BEHIND RML HOSPITAL, NEW DELHI 110001

c) **Name of Principal**:**Mrs. Shuchita Kaushal** (**Phone(Office)**:011-23747395

School Email ID:**pmshrikvgolemarket@gmail.com**

d) **Total Number of Staffs**:**149** Male:**80** Female: **69**

e) **Number of Teachers: 135 Male: 74 Female: 64**

f) **Number of Students: 5080 Male: 3156 Female: 1924**

g) **Number of Non-Teaching Staffs: Male: 08 Female: 03**

h) **Number of differentially able students: Male: 05 Female: 02**

i) **Specify the type of disability: Locomotive Impairment , Hearing Impairment & Down syndrome etc.**

j) **Date of Construction of School Building: 1981**

k) **Number of Buildings/Blocks in the School Compound**:**02**

l) **Number of Class Rooms**: **60**

m) **Whether CCTV Cameras installed**Yes/No: **YES**

If yes, how many Cameras installed: 32

How many Cameras in working condition: ALL (32)

n) **Number of Laboratory (Yes/No): -**YES

- ✓ **Chemistry Laboratory**: **01**
- ✓ **Physics Laboratory**: **01**
- ✓ **Biology Laboratory**: **01**
- ✓ **Home Science Laboratory**: **NIL**

o) **Number of Floors**:**04**

p) Number of Staircases: **02**

- ✓ **Do you have a kitchen? (Yes/No):- NO**
- ✓ **If yes, do you have Gas stove or open fire kitchen or use cooking gas connection**: **NA**

q) Do you have toilets separate for: Boys – Yes/No: **YES**

Girls – Yes/No: YES

r) Do you have toilets separate for Staffs: **Male – Yes/No**: **YES**

Female – Yes/No:**YES**

s) Number of Drinking Water points: **09**

t) Playground size and open area: **7008M² APPROX. & 18090 M² APPROX.**

u) Fire Extinguisher Installed (Yes/No): **YES**

- ✓ **If yes, are they in working condition: YES**
- ✓ **Number of fire extinguisher**: **40**
- ✓ **Date when last checked**: 26/6/2023

v) Whether, Sand Buckets Installed (Yes/No): **NIL**

a. **Number of Sands Buckets Installed: -NIL**

w) Nearest Hospital Health Centre for Emergency Treatment:

Sr. No.	Name of Hospital	Contact No.	Address	Distance (nearest to farthest)
01.	Dr. RAM MANOHAR LOHIA HOSPITAL	011-23404040	Dr. RML HOSPITAL BABA KHARAK SINGH MARG NEW DELHI 110001	250Mtr.

Table – 1.2

x) Police Station:

Sr. No.	Name of Police Station	Contact No.	Address	Distance
01.	NORTH AVENUE	011-23093294	P.S NORTH AVENUE NEAR RASTRAPATHI BHAWAN NEW DELHI	02 KM

Table – 1.3

y) Fire Station:

Sr. No.	Name of Fire Station	Contact No.	Address	Distance (nearest to farthest)
01.	RAKABGANJ FIRE STATION	011-23719479	GURUDWARA RAKAB GANJ RAOD PANT MARG AREA NEW DELHI 110001	1.8 KM
02.				

Table – 1.4

z) Emergency Numbers

Details	Name and Address	Distance from School	Telephone Numbers
1	PRINCIPAL & K.V GOLE MARKET NEW DELHI 110001	NIL	
2	VICE PRINCIPAL (1st SHIFT)	NIL	
3	VICE PRINCIPAL (2nd SHIFT)	NIL	
4	OFFICE	NIL	01123747395 01123343374

Table – 1.5

aa) Evacuation Drill Organized: Yes/No: YES

✓ **(If yes, last date when drill conducted and number of students who participated)**

The last Drill was conducted in the monthwhere in whole school participated in the evacuation drill. The scenario was earthquake resulting into fire. It was a successful drill and it took

in the playground area adjacent to the school building structure. The drills are conducted every 06 month in the school.

SECTION 02: HAZARD RISK AND VULNERABILITY ASSESSMENT

A. Non- structural assessment ***(****to be done practically by all teachers and select students in a group exercise*)

B. Structural assessment (to be done by a Civil Engineer, Licensed Building Surveyor).

C. Identification of hazards outside the school campus (Road Safety, Industrial Hazard, Chemical hazard, open drain flooding etc).

D. Database of past disasters/accidents which has affected the schools.

E. Identification of vulnerable locations within the school campus.

F. Summary of the key findings and identifications of action for mitigation.

HAZARD ASSESSMENT TABLE

S. No.	Questions	Hazard 1	Hazard 2	Hazard 3
1.	**TYPE**: What hazards/disasters commonly affect your community/ locality/school?	Earthquake	Fire	Road safety
2.	**SIGNIFICANCE**: Which would you consider to be the most serious hazard, in terms of impact upon the community/ locality/school? (do a ranking exercise)	Earthquake & FIRE		
3.	**HISTORY**: What was the last significant disaster event to affect this community/locality/school, and when was it?	Moderate Earthquake took place two time but no damage		

		was done.		
	FREQUENCY: How often does this hazard occur (e.g. every year, one year, in three years, etc	It is not certainty.		

5.	**DURATION**: How long does the hazard persist (hours, days, weeks)?	Hours	NA	NA
6.	**LOCATION/AREA**: Which parts of the community/locality/school are worst affected? (could show on map)	NA	NA	NA
7.	**SIGNS**: Any early warnings, traditional or scientific? How quickly (or slowly) does the hazard appear?	Traditional System	NA	NA
8.	**SEVERITY**: How do you measure the severity of the hazard (e.g. depth of water, wind speed, lack of rain, damage)? What would you observe in a good year and a bad year?	Less severity on Richter Scale	NA	NA
9.	**FOREWARNING**: Estimate the time from the signs and actual occurrence of the hazard	NA	NA	NA
10.	**TRENDS**: What changes are happening to the frequency, duration or severity of the hazard? Any new hazards?	NA	NA	NA

Table – 2.1

CLASSROOM HAZARD HUNT- CHECKLIST

Instructions

- Identify and take appropriate steps for each of the tasks mentioned in the list.
- As you complete each of the tasks, put a tick mark against it.
- Check your classroom safety score at the end.

1. We have discussed disaster management plan with our teacher and classmates.

☐ 2. We have identified possible disasters that can affect our school and its surroundings:

Disasters	Probability of Occurrence		
	High	Medium	Low
Earthquake	-------	-------	✓
Flood	------	-------	---------
Cyclone	------	-------	✓
Landslide	------	-------	---------
Industrial Disaster	------	-------	---------
Fire accident	------	-------	✓
Road accident	------	-------	✓
Others	------	-------	✓

Table – 2.2

3. We have learnt about dos and don'ts to be followed before, during and after any disaste ☐

4. We have identified hazards around our school. (Put a tick mark against the applicable category). ☐

Hazards	Very close to our school (less than 1 km away)	Close to our school (1-2 km away)	Far from our school (more than 2 km away)
Hazardous factory	-------	-------	✓
Busy Road	-------	✓	----------
High-rise building	----------	----------	----------
Shop selling and/or selling inflammable material	-------	------	----------

Open/blocked/unclean drains	-------	------	----------
Others	-------	------	----------

Table – 2.3

5. We will follow road safety rules.

6. We know where to assemble in our school in case of an emergency.

7. In case of an emergency we know that we have to evacuate the school building by walking fast and covering our heads with our hands instead of running to avoid stampede.

8. We know the location of safest staircase in our school which can be used in case of emergency.

9. While using the staircase we should move in a queue and to an open ground.

10. We have identified safe escape routes from our classroom.

11. We have identified the safest places in the class (away from windows, large and heavy objects that can fall). ***(****In this case, students perform Drop, Cover, Hold Exercise****).***

12. We have a first aid kit ready with the following materials for our classroom. (We check the expiry date of the medicines and change them from time to time).

Cotton - **Yes**

Bandage - **Yes**

Emergency medicines - **Yes**

(Other items can be listed that are available in First Aid Kit)

13. We have an emergency kit ready with the following materials for our classroom. (We check the expiry dates of the objects for effective usage)

Torch with batteries - **Yes**

Medicines and bandages (in sufficient quantity) **Yes**

Dry food material like biscuits (in sufficient quantity) **Yes**

Packaged drinking water (in sufficient quantity) - **Yes**

14. We have completed hazard hunt and mitigated hazards from our schools:

    - We have removed heavy objects from high walls (Yes/No): -**Yes**
    - We have placed objects (like cupboards and almirahs) away from the doors so that they don't fall and create obstruction in the exit (Yes/No): -**Yes**
    - We have secured material in our laboratory to prevent breakage or leak of chemicals (Yes/No): - Yes
    - We have secured books and cupboards in our library to prevent them from falling and causing damage or injuries in case of a disaster (Yes/No): -**Yes**

15. We know how to turn off electricity of our classroom (Yes/No): -**Yes**
16. We have learnt to practice "Duck, Cover, Hold"in case of an earthquake(Yes/No): -**Yes**
17. We have learnt how to practice "Stop, Drop and Roll" in case of fire (Yes/No): -**Yes**
18. We spread awareness on disaster management wherever we go (Yes/No): -**Yes**

(Signature of Principal here)

Vulnerability Assessment:

a) **Physical Vulnerability**: **No such situation is expected.**

b) **Building/ Infrastructure**:**Building safety certificate is obtain on yearly basis.**

c) **Agriculture**:**NA.**

d) **Economic Vulnerability**: **NA**

e) **Social Vulnerability**:**NA**

f) **Environmental Vulnerability**: Infection due to Hospital RML nearby.

g) **Systemic Vulnerability**: **NA**

(Signature of Principal here)

SECTION 03: PREPAREDNESS

This section of the plan should include the following:

a. Constitution of School DM Committee Composition of the Core Team and its roles and responsibility during different phases.

The recommended structure for a School Disaster Management Committee is as follows:

1. Chairperson: -Principal
2. Vice Principal, Heads of primary and middle sections
3. Education Officer/ Deputy Education Officer for the zone
4. Parent Teacher Association President
5. 4 Students (NCC, NSS, Scouts and Guides, Head Boy and Head Girl)
6. Representative of Relief/ Revenue/ Disaster Management Department/ District Administration/ Municipal Corporation
7. Representative of the Fire Services (from Closest Fire Station) or Civil defence personnel.
8. Representative of Police (from Closest Police Station)
9. Representative of Health Department (Local Doctor)
10. A warden from Civil Defence

roles and responsibilities of each of the sub teams/ task force, before, during and after disaster. The school may comprise of the following teams/ task forces.

i. Awareness Generation, Warning and information dissemination team.

ii. Evacuation team.

iii. Search and rescue team (only teachers to be member of this team)

iv. *Fire Safety team*

v. *First aid team**.***

vi. *Bus safety team **(**for each bus**)** – wherever applicable**.***

vii. *Site security team**.***

Table – 3.11

c. Resource Inventory

i. Listing of resources available inside the school's campus: which could be used during any disaster situation for effective response: -

S. No.	Name	Quantity
1.	Stretcher	01
2.	Ladders	01
3.	Thick Rope	01
4.	Torch	02
5.	First Aid Box	02
6.	Temporary Shelter (Tents and tarpaulins)	02
7.	Sand buckets.	NIL
8.	Fire Extinguishers.	40

Table – 3.14

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

(√/×)

1. Have the emergency numbers been confirmed with the concerned Departments ☐
2. Are the emergency contact numbers prominently displayed in the Principal room ☐
3. Does the plan clearly specify procedure for reporting emergencies to the government services and the relevant education authority ☐
4. Are the potential risks within and up to a kilometre form the Workplace identified? ☐
5. Does the plan clearly mention about the evacuation plan? ☐
6. Are the roles and responsibilities of key personnel's clearly defined task force team leaders, class teachers, Office staff and students. ☐
7. Are the staff responsibilities to account for and supervise students during and following the emergency clearly described? ☐
8. Does the plan give emphasis on the more vulnerable children below class V? ☐
9. Does the plan address the students with special physical, mental and medical needs? ☐
10. Does the plan describe about how the DM team will be trained? ☐
11. Does plan provide the calendar for mock drill to be conducted? ☐
12. Has the plan been endorsed by local police and fire brigade? ☐

a) **Mechanism for alerting students and teachers during school time including installation of alarm:**

b) **School map with evacuation plan in place attached in annexure – (I)**

c) **Annual calendar for conducting various preparedness activities** along with plan to implement it.

S. No.	Type of activity	No. of participants	Remarks
1	EVACUATION DRILL	WHOLE SCHOOL	
2	EVACUATION DRILL	WHOLE SCHOOL	

Table – 3.16

d) Action plan for conducting Mock drills

A scenario regarding conduct of mock drill will be decided by the DM Committee with all the departments concerned. A day for the conduct of mock drill will be decided and the DM Committee will assign role and responsibility of the sub team / task force.

MOCK DRILL OBSERVATION

School: K.V GOLE MARKET Address: K.V GOLE MARKET NEW DELHI 01

DrillScenario:_____ Contact:011-23747395

Date:_____

PRE-DRILL PREPARATION			
Y	**N**	**N/A**	
PLANNING PROCESS			
Y	☐	☐	Wereallkeystakeholdersinvolvedintheplanningprocess (i.e. lawenforcement,fire officials, emergency management officials, teachers,etc.)?
☐	☐	NA	Was a specific scenario drilled?
Y	☐	☐	Has this drill been conducted this year?
TRAINING			
Y	☐	☐	HastheSchoolSafetyandSecurityPlanbeendisseminatedtoALLemployees?Have emergency duties been reviewed will ALLemployees?
Y	☐	☐	Were the following included in training? Faculty, Staff, Maintenance, Transportation & other school staff.

Y ☐ ☐	Are staff members familiar with procedures for handling students with special needs?
NOTIFICATION	
Y ☐ ☐	Has notification been sent out to parents regarding the school's drill plan?
Y ☐ ☐	Were parents notified prior to the drill?
Y ☐ ☐	Were emergency responders notified prior to drill?

Y ☐ ☐	Were staff members and/or students notified prior to drill?
Y ☐ ☐	Were emergency responders invited to attend the drill?
COMMENTS:	***ADDITIONAL ITEMS TO ASSESS:** What information was shared with staff, students, parents and emergency responders prior to the drill and how far in advance? Have emergencyrespondersattendedanydrillsheldthisyear?Werecommunicatio nprotocols reviewed and tested prior to thedrill?

Table – 3.17

DURING THE DRILL	
Y N N/A	
COMMUNICATION	
Y ☐ ☐	Wassimplelanguageusedtomakeemergencyannouncements (i.e. Lockdown, Evacuation, Shelter-in-Place, BombThreat.)?
☐ N ☐	Was an emergency code used (i.e. Code Red, Code Green, Code Yellow etc.)?
Y ☐ ☐	Were cell phones and walkie-talkies and other electronic devices used?
Y ☐ ☐	Was the fire alarm system activated?
Y ☐ ☐	Wastheemergencyannouncementheardeverywhereontheschoolcampus, including outside the building, gym, cafeteria, bathrooms,etc.?

Y ☐ ☐	Doteachers/classroomshaveameans/method tocommunicatewiththemainoffice/ command post?
Y ☐ ☐	Was there an “All Clear” procedure to terminate the action?
COMMENTS:	***ADDITIONALITEMSTOASSESS:** Whomadetheannouncementandhowwasitmade? Did staff and students know the notificationlanguage?

Table – 3.18

N N/A	
GENERAL PROCEDURES – EVACUATION	
Y ☐ ☐	Were building occupants evacuated to a location off school grounds?
Y ☐ ☐	Are there multiple evacuation locations?
Y ☐ ☐	Did all building occupants evacuate? (i.e. office staff, cafeteria staff, etc.)
Y ☐ ☐	Do all staff and students know where the evacuation location is?
Y ☐ ☐	Did students/staff bring their personal belongings when evacuating?
☐ N ☐	Did teachers bring class rosters and other necessary items?
☐ ☐ NA	Were missing students identified and was someone notified?
Y ☐ ☐	Wasanotificationsystemused (ie: redcard/greencard) toassistwithattendanceand crowd control at the evacuation location?
Y ☐ ☐	Arestudentsandstafffollowingproceduresandprotocolsaccordingtothesch ool’s emergency procedures?
Y ☐ ☐	Areproceduresforstudentsandstaffinhallways,bathroomsandopenareasb eing followed?
Y ☐ ☐	Areproceduresforstudentsandstaffinthecafeteriaandoutsidethebuildingb eing followed?
Y ☐ ☐	Was a command post identified and used?

COMMENTS:	***ADDITIONAL ITEMS TO ASSESS:** Has a drill included evacuating to an alternative location? Did all occupants evacuate to the same location? How long did it take to evacuatethebuilding?Doestheschoolhaveprocedurestodismissstudentsfromthe evacuation location? If staff have emergency classroom kits what's in them? Is the schoolawareoftheresponsetimeforemergencypersonnel?Howmanyemergency responderswouldarriveandwherewouldtheyparktheirvehicles?

Table – 3.19

POST-DRILL FOLLOW UP

Y	N	N/A	
			DEBRIEF
Y	☐	☐	Once completed will staff debrief the drill with students?
Y	☐	☐	Once completed will administrators debrief the drill with staff?
Y	☐	☐	Will the drill debrief include emergency responders?
Y	☐	☐	Will parents be notified of the drill?
Y	☐	☐	Will after-action items be identified?
COMMENTS:			***ADDITIONAL ITEMS TO ASSESS:** How will information be collected from staff, students and those who observed the drill? How long did the drill take? Were substitutesprepared? **LESSONS LEARNED** **Operation of fire extinguishes** **Following of evacuation plan** **How to evacuate and when instructed with in second..**

Table – 3.20

Table – 3.23

✓ **Prepare floor wise School Disaster Management Plan and display in corridors and other important areas. Mark evacuation routes on this map.** The same has been Annexure.

- **Attach a copy of the following maps along with document:**

  - **Resource Map**
  - **Vulnerability Map**
  - **Safe Place and Evacuation Route Map**

Signature of Principal: **Signature of Officer**
DDMA

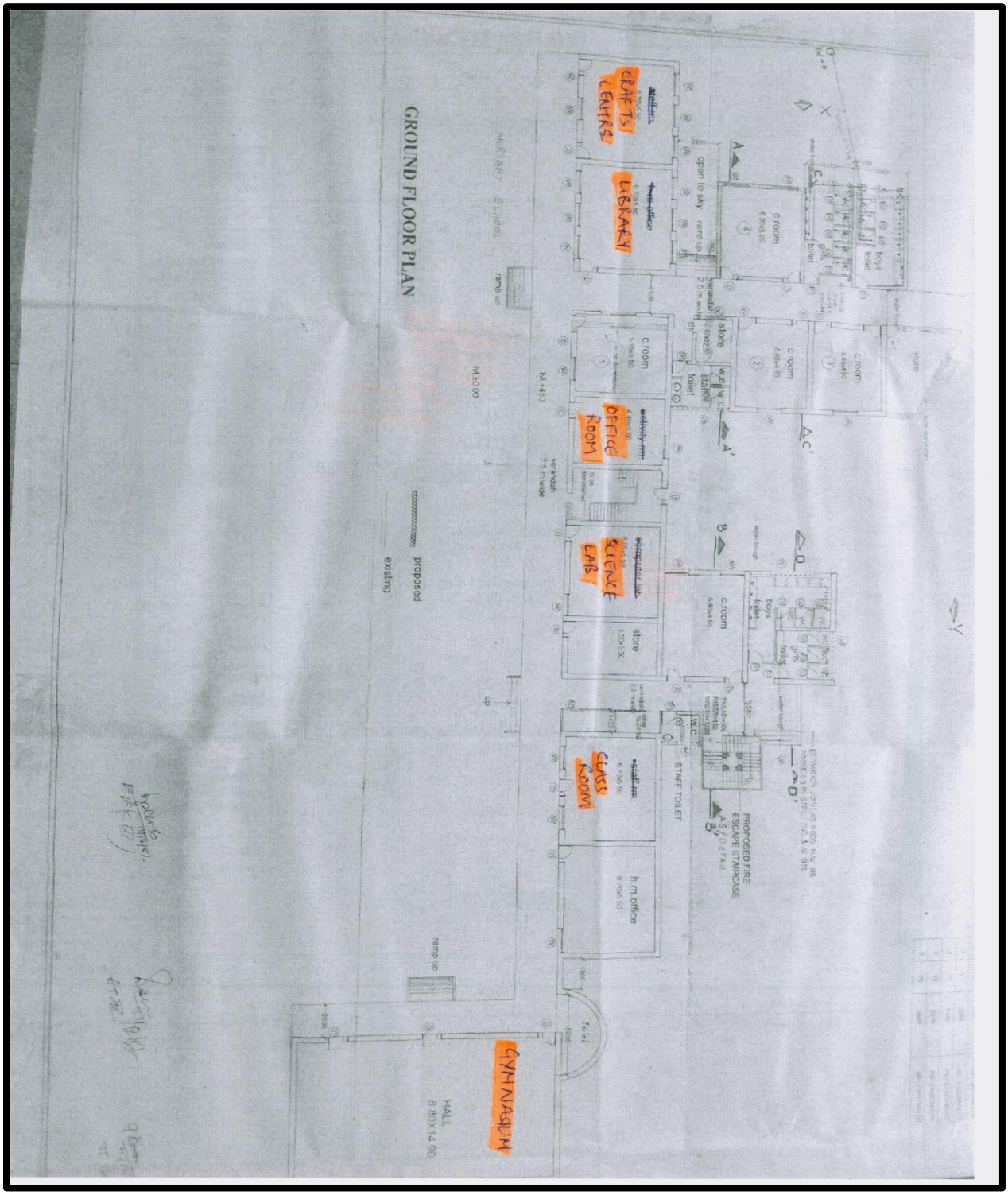
Submit to:

The Chief Executive Office, DDMA (New Delhi)/ ADM (New Delhi)
O/o District Magistrate (New Delhi)
12/1, Jamnagar House, Shahjahan Road, New Delhi – 110011

Date: - _____

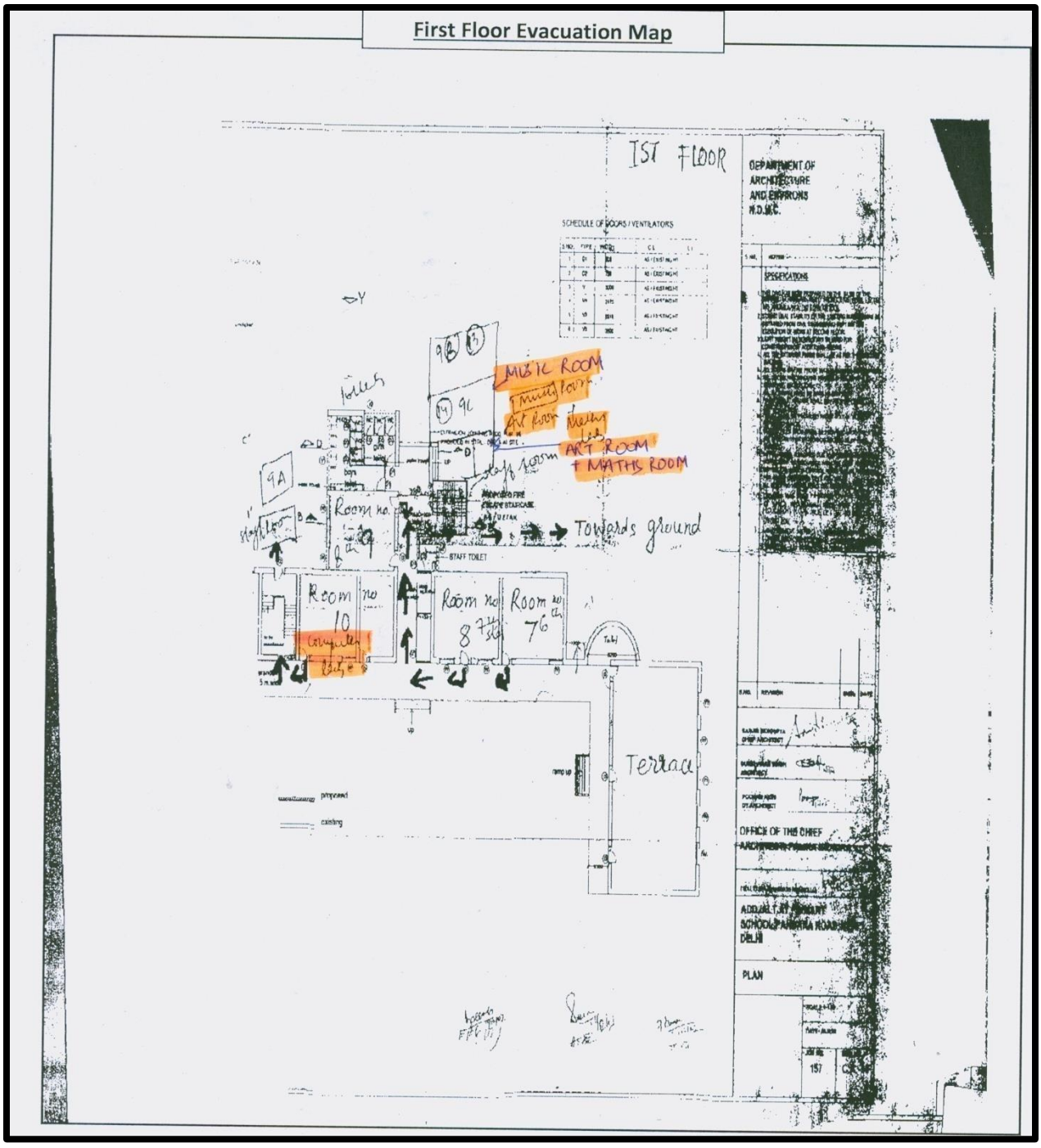
ANNEXURE – I

➢ Evacuation Map (Ground Floor)



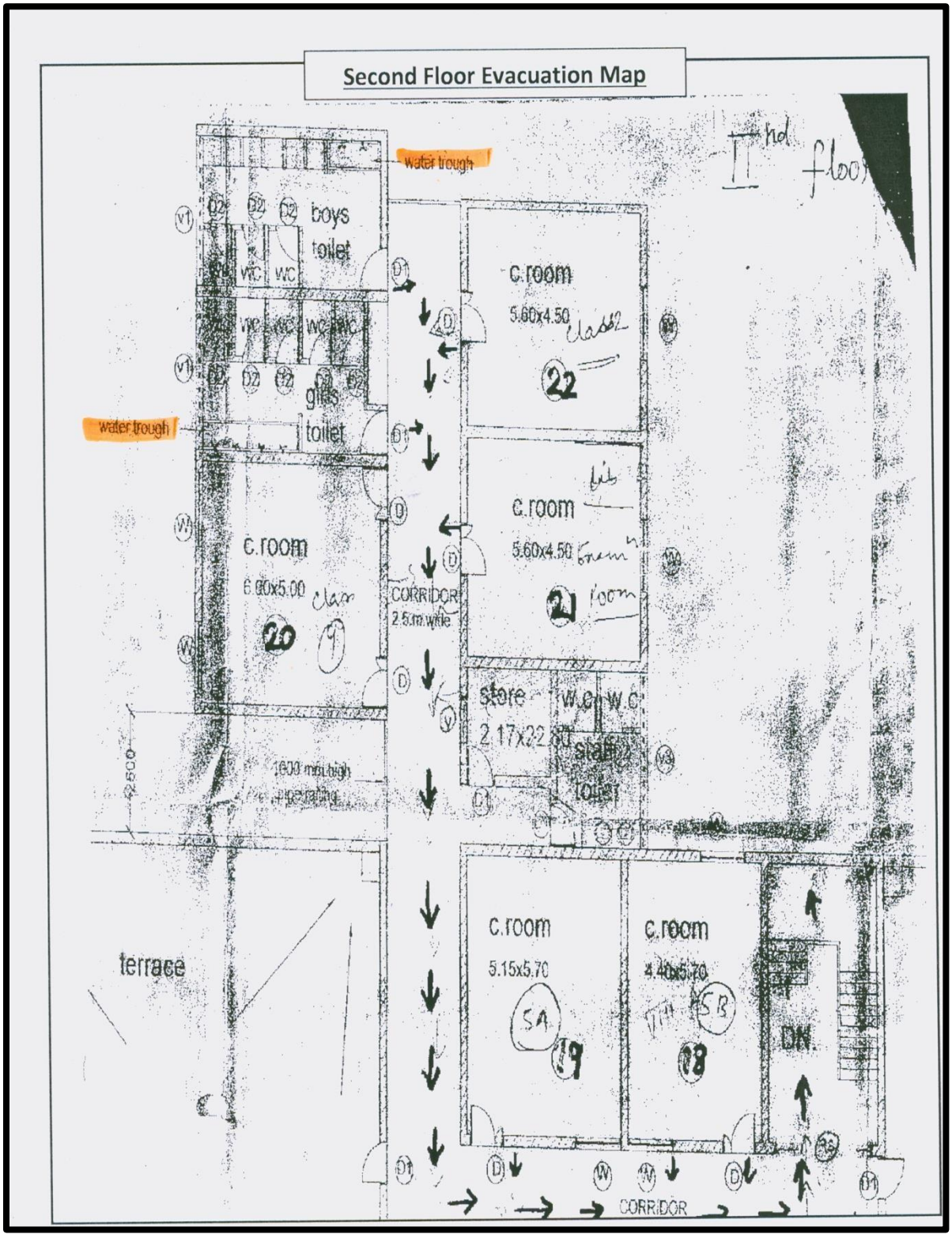
ANNEXURE – II

➢ Evacuation Map (1st Floor)



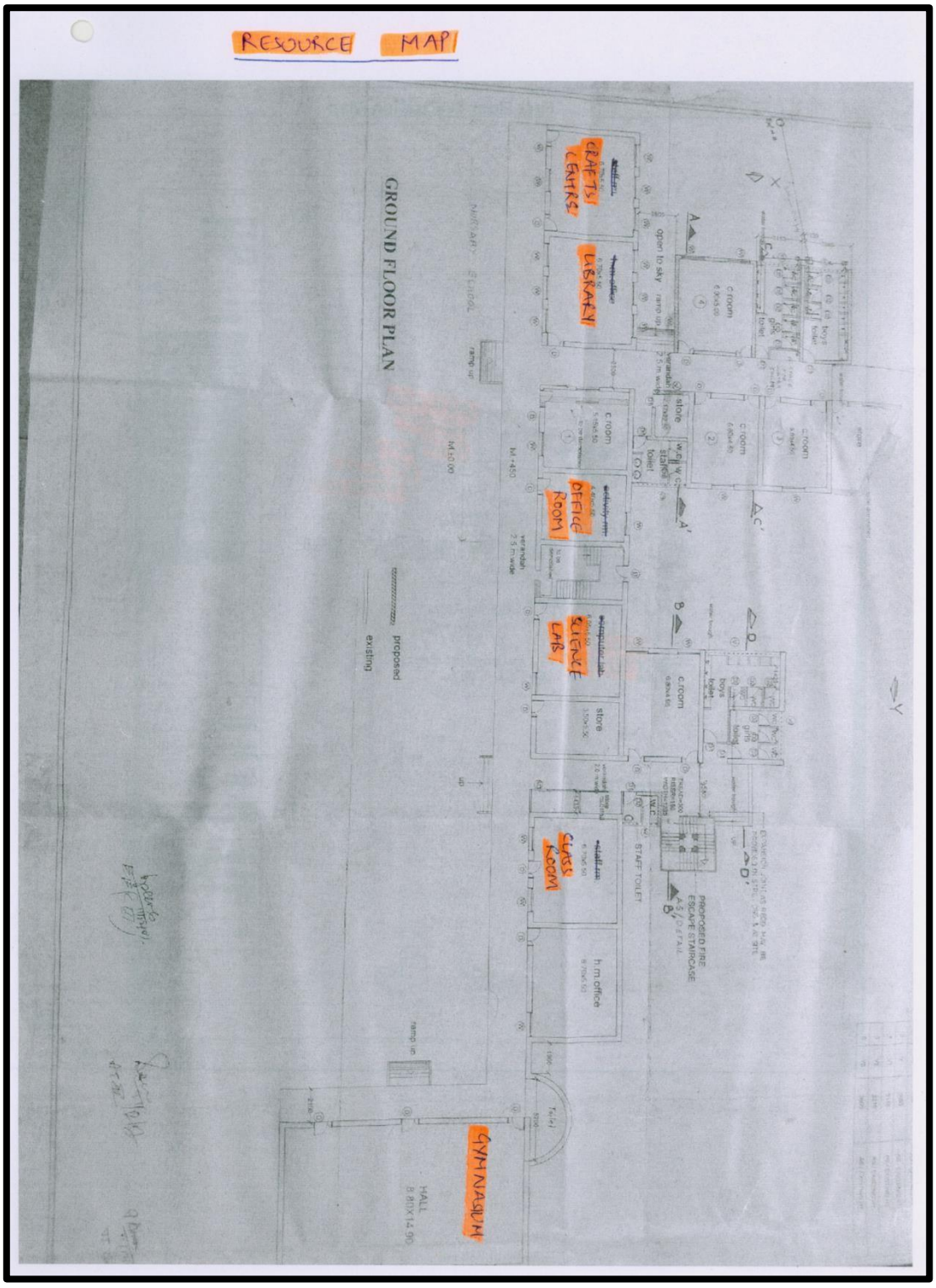
ANNEXURE – III

- **Evacuation Map (2nd Floor)**



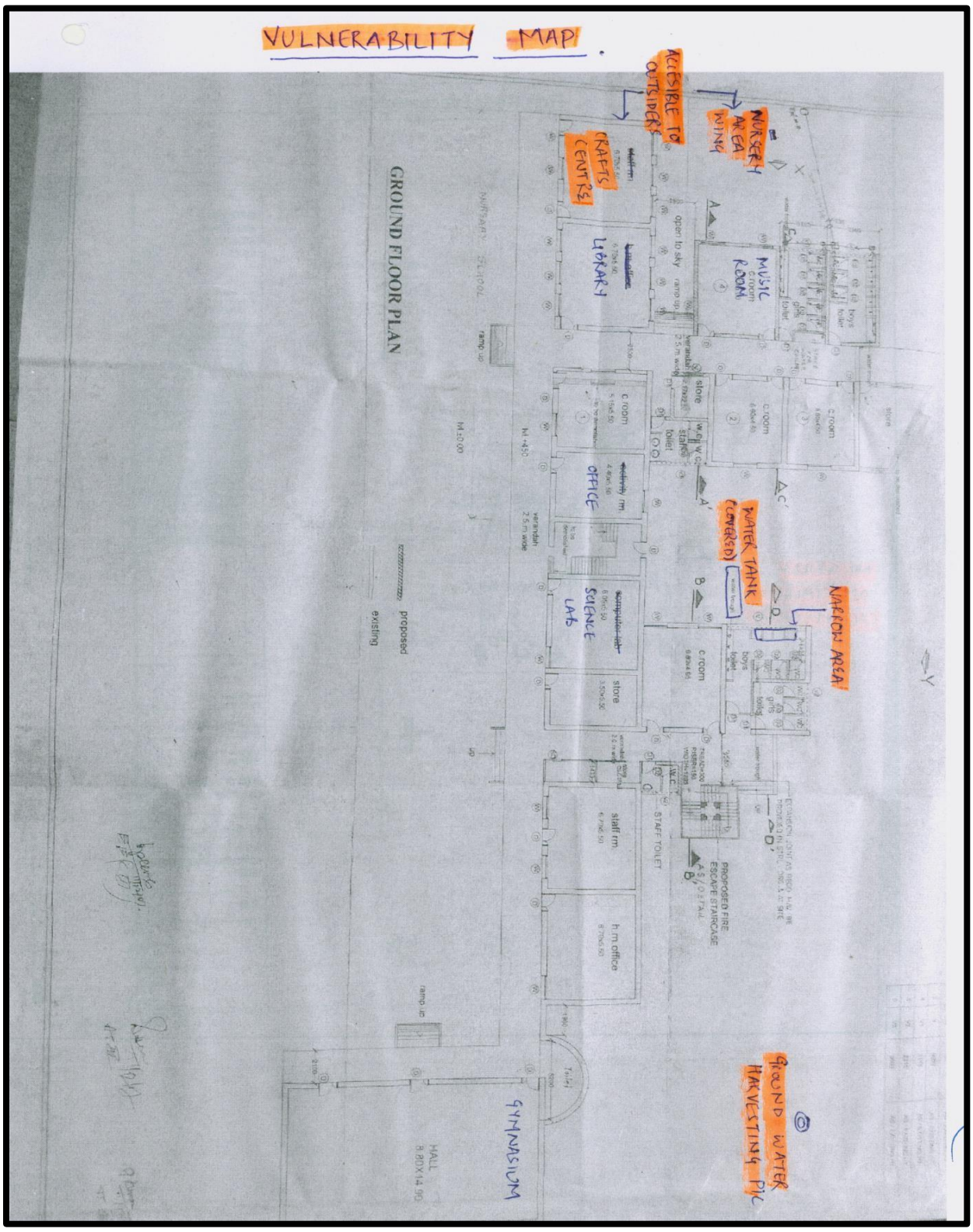
ANNEXURE – IV

➢ Resource Map



ANNEXURE – V

➢ Vulnerability Map



ANNEXURE – VI

TEAM 01 ROLE AND RESPONSIBILITIES SCHOOL DISASTER MANAGEMENT COMMITTEE

1. Maintaining liaison with the local administration.
2. Hold quarterly meeting for working out the School's strategy for Disaster Preparedness.
3. Identification of the Master Trainers who would take training imparted by the District Disaster Management Committee.
4. Ensure training of teachers and students in the school by the Master Trainers.
5. Preparation of the School Disaster Management Plan and regular update.
6. Conduct of Mock Drills twice a year and evaluation of the plan thereafter.
7. Mobilisation of funds for carrying out preparedness and mitigation measures in the school – through school funds, corporate sectors, civil societies.
8. Establish linkages with various departments and organizations working in the field of disaster management.
9. Coordinate the functioning of Groups and Teams during a disaster.
10. Mobilising relief and any external support in case necessary for those who have taken shelter in the school (children and if outsiders).
11. Identification of separate shelter places for school children and for outsiders too as necessitated.
12. Identification of Hazards and Safety and Vulnerability Assessment.
13. Development of School Safety Plan including preparation of the school map, floor plans, organization charts, details of children and their guardians, creation of an inventory of both the school's resources and the local resources.
14. Media management to be carried out by the SDMC.

TEAM 2 ROLE AND RESPONSIBILITIES OF AWARENESS GENERATION TEAM

1. Develop IEC materials posters, pamphlets, simple tips on do's and don'ts in different disasters, street plays and "nukkad nataks".
2. Conduct awareness generation activities systematically in the whole schools, targeting different classes and also staff and teachers.

3. Organise innovation activities and exercises for students and teachers on Disaster Management to ensure continuing interest on the issue during normal times.
4. The school can organize – Art Work: Posters, bulletin boards, exhibitions, wallpaper, cards, bookmarks, creative writhing competitions Essays, Poetry, Slogans.
5. Organise demonstrations on fire safety, first aid, and search and rescue through linkages with Fire Brigade, Health officials and Civil Defence and Home Guards.
6. Assist in organisation on the Evacuation Drills for various hazards.
7. Work with the Warning & Information Dissemination Team in making students, faculty, and staff aware about the different warning levels and the colours and locations of flags/ signs that will be used.

During the Disaster

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

Post Disaster

1. Disseminate information of do's and don'ts so that the situation doesn't worsen. This can be done in coordination with the Warning and information Dissemination Team.

TEAM 3 ROLES AND RESPONSIBILITIES OF WARNING AND INFORMATION DISSEMINATION TEAM

Various activities are necessary to be carried out by this group therefore; it may be practical to have some separate roles indentified for carrying out the responsibilities. In general however the members should be creative and have an inclination for art and culture. While developing the materials for awareness generation the cultural background of the area should be kept in mind. Both the rural and the urban community should be targeted.

Before Disaster

1. Monitoring and taking regular updates from TV/ Radio/Internet on the potential hazard that school can face, e.g. weather updates in case any disaster occurs.
2. Inform the school authorities of any impending hazardous situation.
3. Post warning signs/ flags of appropriate colour for different warning level at prominent and designated places in the school.
4. Disseminate the information to all the classrooms and teachers.
5. Coordinate with the other teams and inform them about the latest weather/ warning situation.

During Disaster

1. Cross check the warning received from various sources.
2. Warning the school in case of an emergency by either ringing a bell/siren or on the public address system or through a messenger, whatever is available in the school.
3. In case of the school being used as a shelter, inform the shelter staff about the latest updates and weather reports.
4. Reporting to the school disaster management committee about the disaster in the school building.
5. Reporting to the government emergency response departments (Fire, SDM, Police etc.)

After Disaster

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

TEAM 4 ROLES AND RESPONSIBILITIES OF EVACUATION TEAM

Before Disaster

1. Assist the Planning Committee in developing options in the vent evacuation is required during inclement weather/ fire.
2. Identify the open areas where the school can assemble after evacuation in an emergency.
3. Check that Exit points are not blocked. Make sure there are no hazards present for evacuating to the designated area.
4. Make sure that necessary supplies are accessible.
5. Be prepared for special equipment needs for mobility impaired students.

During Disaster

1. Duck, Cover and Hold at first sign of earthquake, hold on the furniture legs if furniture moves, if outside, move away from buildings in case of earthquake and otherwise evacuate the building.
2. Evacuation in an orderly fashion as practiced in the drills.

After Disaster

1. Ensure that emergency assembly area is accessible and safe.
2. Determine if any additional assistance is required for evacuation.
3. Take roll call and report group status.

TEAM 5 ROLES AND RESPONSIBILITIES OF SEARCH AND RESCUE

Before Disaster

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

During Disaster

1. Start rescue and search operations in case of another disaster.

After Disaster

1. According to pre-established pattern, check (visually, vocally, physically) every room in the building.

2. Report location of injured to First Aid Team.
3. Report location of other problems to School Administration.
4. Look for obvious structural problem/ significant structural damage as sweep is made through the building(s).
5. Report any damage to the Deputy Commissioner in-charge District Control Room.

TEAM 6 ROLES AND RESPONSIBILITIES OF FIRST AID TEAM

Before Disaster

1. Make sure that first aid supplies are up to date and always complete.
2. Keep emergency cards and health cards up-to-date.
3. Ensure training for all new members and refresher training for existing members (every year) through the School Disaster Management Committee.
4. Participate in regular drills.
5. Be aware of special medical requirements of students/ employees and ensure that some stock medication (may be 1-2 days medicines) are kept in the school and regularly updated.

During Disaster

1. The team should provide help quickly, save lives, before professional help arrives on the scene.
2. Provides psycho-social support for the injured or sick.
3. The team should ensure that treatment should be given first to the severe injured and afterwards to minor injured.
4.

After Disaster

1. Administer first aid and record all cases and treatments.
2. Determine need for further medical assistance; coordinate requests for assistance through the administrator.
3. Assign First Aid Team members to accompany Search and Rescue Teams during their search operations.

TEAM 7 ROLES AND RESPONSIBILITIES OF FIRE SAFETY TEAM

Before Disaster

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

During Disaster

1. The team should ensure that Fire department has been informed about the fire incident.
2. The team should ensure that all the building has been evacuated and all the staff and children have assembled at the assembling point.
3. The team should ensure that Head count has been done and all the children have been safely evacuated.
4. Control fire, if possible (ensure personal safety)
5. In case of electrical fire, turn off the electric main switches.

After Disaster

1. According to pre established pattern, check (visually, vocally, physically) every room in the building.
2. Report location of injured to First Aid Team.
3. Report location of other problems to Administration/Fire Department.
4. Look for structural problems/ significant structural damage as sweep in made through the building(s).
5. Report any damage to the Deputy Commissioner In-charge District Control Room (EOC).
6. Look for conditions that may cause a fire to develop and seek maintenance staff assistance in removal of condition.

TEAM 8 ROLES AND RESPONSIBILITIES OF SITE SECURITY TEAM

Before Disaster

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

During Disaster

1. To provide assistance to the school and administration during the disaster.

After Disaster

1. Lock all external gates and doors, and secure buildings, (Note: Be sure locked doors can be opened from inside to prevent entrapment.)
2. Station one team member at main gate/front door to deal with community/ parents. It should be ensured that members may route fire, police, rescue, Disaster Management teams and medical teams to area of need.
3. Keep the Administrator (EOC)1077 informed of activities, release students according to pre-arranged policy.

TEAM 9 ROLES AND RESPONSIBILITIES OF HELPDESK TEAM WHOM PARENTS CAN CONTACT

Before Disaster

1. Helpdesk team should have all the emergency contact numbers of all the Emergency Support Functionaries to be contacted during emergencies.
2. The Team should have the contact numbers of guardian/ parents of each and every child.

During Disaster

1. The helpdesk team should contact the ESF's and update about any emergency situation.

After Disaster

1. The team should provide appropriate information to the parents so that any panic may not be created.

TEAM 10 ROLES AND RESPONSIBILITIES OF BUS SAFETY TEAM

Before Disaster

1. Know school policy for procedures in the event a damaging earthquake occurs while buses with students are on route to or from school.
2. Carry emergency cards with information on contact numbers for the school EOC, and important district contact numbers (district administration, police, fire, medical, etc.)

During Disaster

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

After Disaster

1. Assist any injured students providing First Aid as needed.
2. Establish communications with School EOC.
3. Implement school policy for earthquake occurrence while students are on route to or from school.
4. In condition of bus and transportation routes, allow movement of bus proceed cautiously.
5. If crossing a bridge is necessary; stop bus, get out and physically inspect bridge if damage is apparent to make judgement that bridge is safe for bus passage, if not, follow established school policy regarding the continued movement/ release of the students.

TEAM 11 ROLES AND RESPONSIBLITIES OF TEAM FOR STUDENTS WITH SPECIAL NEEDS (IF CHILDREN ARE THERE)

1. The School/ Team should have all the proper details such as contact number of the parents, address etc for the children with special needs.
2. The team should ensure that the children with special needs should be kept at priority during any emergency.

3. The team should have proper equipments such as Wheel Chair/ Stretcher etc. for the shifting of children with special needs.
4. The team should ensure that all the children with special need have been moved to safelyto the assembling point.