

PM SHRI KENDRIYA VIDYALAYA VF JABALPUR (SHIFT 1)

DISASTER EVACUATION DRIL PLAN

SOP/NDMA SOP (Standard Operating Procedures)/ NDMA (National Disaster Management Authority)

Standard Operating Procedures (SOPs) form the backbone of disaster management within our school, ensuring a swift, coordinated, and effective response in times of crisis. These meticulously crafted protocols provide a comprehensive roadmap for all stakeholders involved, from administrators and teachers to students and support staff. By outlining clear roles, responsibilities, and procedures, SOPs instill confidence and preparedness among our school community, fostering a culture of safety and resilience. Regular training and drills based on these SOPs not only hone our readiness but also cultivate a sense of unity and purpose, as we work together to mitigate risks and protect the well-being of our students and staff. With SOPs in place, our school stands ready to navigate any challenge with precision and diligence, ensuring the safety and security of all.

PREPAREDNESS AND RESPONSE AT THE LOCAL LEVEL

SCHOOL DISASTER MANAGEMENT PLAN HAS

1. Systems of warning (centralized PA system)
2. Identification of evacuation routes
3. Access to emergency vehicles
4. Care of children with special needs
5. Stockpiling of emergency equipment and regular maintenance
6. Arrangement for orderly evacuation of students during emergency

SOP FOR DEALING WITH TERRORIST ATTACKS

PREVENTIVE MEASURES TAKEN BY VIDYALAYA

1. Boundary wall around Vidyalaya building
2. Emergency numbers displayed
3. CCTV Cameras
4. Centralised PA system
5. Alarm system

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DISASTE MANAGEMENT/ EVACUATION DRIL PLAN

S.NO.	ROOM	EXITGATE/POINT	Teachers on Duty AT EXITGATE/EXITPOINT	Ground Where to assemble
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GROUND FLOOR

1	(PRINCIPAL OFFICE) (OFFICE 1ST SHIFT) (VPOFFICE) (STAFF ROOM)	RECEPTION CHANNEL GATE	TEACHERS PRESENT IN STAFF ROOM	ARENA
2	WING A (CLASS 9A, 9B, 9C, VIIIA)	EXIST GATE IN FRONT OF GODESS SRASWATI	TEACHERS PRESENT IN CLASS ROOM	ARENA
3	WING B, LEFT SIDE (CHEMISTRY LAB, BIO LAB, 12A, EXAM ROOM)	EXIST GATE BESIDES BIO LAB	TEACHERS PRESENT IN CLASSROOM AND OTHER ROOMS	FRONT GARDAN OF THE SCHOOL
4	WING B, RIGHT SIDE (CLASS 12B, 11A, 11B, 11C,)	GATE BESIDES ASSEMBLY PLATFORM	TEACHERS PRESENT IN CLASSROOM	ASSEMBLY GROUND
5	GALLERY BETWEEN WING B & C (CLASS 12C, ART ROOM COUNCELLOR ROOM, BIO TEC LAB, SCOUT & GUID ROOM, SPORT ROOM)	GATE BESIDES BIO TEC LAB	TEACHERS PRESENT IN CLASSROOM AND OTHER ROOMS	ASSEMBLY GROUND

PRIMARY SECTION

4	WING C LEFT SIDE (CLASS IA, B, C HM ROOM, STAFF ROOM SHIFT 1 & 2)	GATE BESIDES CLASS IA	TEACHERS PRESENT IN CLASSROOM	CHILDREN PARK
5	WING C RIGHT SIDE (CLASS IIA, B, C)	GATE BESIDES SPORTS ROOM	TEACHERS PRESENT IN CLASSROOM	BASKETBALL GROUND

FIRST FLOOR

S.NO.	ROOM NO	EXITGATE/POINT	Teacher on Duty AT EXITGATE/EXITPOINT	Ground Where to assemble
6	WING A (CLASS 6A, B, C 7A, 7B) & CLASS VIIC, LIBRARY, WE ROOM LANGUAGE LAB	DOWN THE STAIRS TOWARDS GATE IN FRONT OF GODESS SARASWATI	TEACHERS PRESENT IN CLASSROOM	ARENA
7	WING B (CLASS 10A, PHY. LAB, MULTIMEDIA)	DOWN STAIR TOWARDS WING B GROUND FLOOR	TEACHERS PRESENT IN CLASSROOM	ASSEMBLY GROUND
8	WING B (CLASS VIIIA, B, 10A, B)	DOWN THE STAIR TOWARDS WING B GROUND FLOOR	TEACHERS PRESENT IN CLASSROOM	ASSEMBLY GROUND OF SHIFT 2
9	GALLERY BETWEEN WING B & C (COMPUTER LABS, MUSIC ROOM)	DOWN THE STAIR TOWARDS GATE NEAR BASKETBALL GROUND	TEACHERS PRESENT IN CLASS ROOM	BASKETBALL GROUND

PRIMARY SECTION

10	WING C (CLASS 3A, B, C, 4A, B,)	DOWN THE STAIR TOWARDS WING B GROUND FLOOR	TEACHERS PRESENT IN CLASS ROOM	ASSEMBLY GROUND
11	WING C (CLASS 4C, SA, B, C)	DOWN THE STAIR TOWARDS GATE NEAR BASKETBALL GROUND	TEACHERS PRESENT IN CLASS ROOM	BASKETBALL GROUND



MAIN GATE



GATE NEAR GODESS SRASWATI

FIRE EMERGENCY AND PREPAREDNESS

1. Initiate a building evacuation using the nearest alarm pull station.
2. Dial 101 to notify Public Safety and request fire department assistance.
3. If the fire is small and you have been trained in the use of portable fire extinguishers, you may attempt to extinguish the fire.
4. Use the nearest safe exit route to exit the building. Close all doors on the way out to prevent the spread of smoke and fire.
5. After exiting, immediately proceed to a safe location at least 100 feet from the building.
6. Do not re-enter the building until the all-clear is given by Public Safety or the fire department.

DISASTER MANAGEMENT DURING EARTHQUAKE

A. If inside:

1. Drop down onto your hands and knees.
2. Take cover in a safe place and hold on.
3. If you are in CLASS, stay there and cover your head and neck with a school bag.
4. Quickly try to turn off the BURNING ITEMS like spirit lamp, stove, if possible.
5. Stay away from pictures, windows, light fixtures or anything that could fall and break.

B. If outdoors:

1. Move into the open, away from buildings, street lights, poles and utility wires.
2. Get down low and stay there until the shaking stops.

Following is the list of emergency helpline numbers.

Police: 100.

Fire: 101.

Ambulance: 102.

Women Helpline: 1091.

Women Helpline for Domestic Abuse: 181.

Missing Child And Women: 1094.

Children In Difficult Situation: 1098.

