

PM SHRI KENDRIYA VIDYALAYA AFS



CHABUA



Standard Operating Procedure (SOP)

in case of

FIRE

EARTHQUAKE

TERRORIST ATTACK

SECONDARY DRILL WHEN SCHOOL IS FUNCTIONAL

INSIDE CLASSROOM:

Step 1: Immediately close all the doors and Windows of the classrooms

Step 2: Ask children to hide or lie down under the benches.

Step 3: push chairs, benches, heavy items against the door and hide.

Step 4: All the lights of the classrooms will be switched off.

Step 5: Children will maintain pin drop silence inside the classroom.

Step 6: If children are outside teachers, helpers will immediately get them inside the classrooms.

Step 7: Principal through the centralized addressing system will ask the **Teacher incharges, Mr. Purushottam Kumar, Mr. Mahendra Singh Bithu, Mr. Niraj Singh** to control the children.

Step 8: **Ms. Wasim Feroz (main), Mr. Dharendra Singh (Stand by)** will immediately inform the following sections:

- Inform Station Security Section (3317-7262/65/9531105822)
- Inform Director/ Executive Education (3317 Section 7238/7239/7965/9873114966/9481032937/9825998982/9481305216)
- Inform SMC in case of Emergency/injury. (3317-7242/7244/ 7240/8486971255)
- Inform MT Section for Transportation if required (3317-7514/ 7510/7512)
- Inform fire section (3317-7222/9577997372)

Step 9: **Ms. Sabhya Rai (main) and Ms Mamata Hembram (stand by)** will make announcement through School Website/ Social media handles and all class teachers through the respective class WhatsApp groups to alert all parents about the situation. Intimate all to **assemble at Vanashree Auditorium.**

HEAD COUNT AND DISPERSAL

Step 1: After Clearance from security section, evacuation is to be initiated.

Step 2: Class teachers will take a head count of students and tell them make a queue and approach towards the bus and will hand over wards to parents.

EVACUATION ROUTES:

Gate no.1: For classes I to V **Mr. Harvinder Singh, Ms. Reena Targotra, and duty teacher of the day**

Gate no.2: For classes VI to XII **Ms. Babita Das, Mr. Balwant Kumar, and duty teacher of the day.**

SOP FOR TERRORIST ATTACK

RAISING ALARM

The First person whether a Teaching Staff or Helper whoever notices anything suspicious will raise the alarm by raising **FIVE (5) SHORT BELLS** and inform the Incident controller (Principal).

CONTINGENCY DRILL OR DRILL AT THE TIME OF ARRIVAL/DEPARTURE

Step 1: There will be Two (2) Teachers and one (01) Conservancy staff / Helpers in each gate of the school during the time of arrival/ departure of students

Gate no. 1 (Mr. Harvinder Singh, Ms. Reena Targotra),

Gate no. 2 (Ms. Babita Das, Mr. Balwant Kumar)

In case of anything suspicious, the teachers / Sub-staff / Conservancy staff will immediately close the gates and take in all the children and inform Principal.

Step 2: The Sub-staff / Conservancy staff must have keys of the gates with them during arrival and departure of students.

Step 3: The Sub-staff / Conservancy staff will note and give proper description of the incident, of the person, vehicle, colour of the vehicle etc. to Principal.

Step 4: Principal through the centralized addressing system will ask the **Teacher incharges, Mr. Purushottam Kumar, Mr. Mahendra Singh Bithu, Mr. Niraj Singh** to control the children.

Step 6: **Ms. Wasim Feroz (main), Mr. Dharendra Singh (Stand by)** will immediately inform the following sections:

- Inform Station Security Section (3317-7262/65/9531105822)
- Inform Director/ Executive Education Section (3317-7238/7239/7965/9873114966/9481032937/9825998982/9481305216)
- Inform SMC in case of Emergency/injury. (3317-7242/7244/7240/8486971255) Inform MT Section for Transportation if required (3317-7514/ 7510/7512)
- **Inform fire section (3317-7222/9577997372)**

Step 7: All class teachers will send message by WhatsApp groups to alert all parents about the situation. Intimate all to assemble at **Vanashree Auditorium** for further action.

SOP FOR FIRE DRILL

RAISING ALARM

The First person whether a Teaching Staff / Sub-staff / Conservancy staff whoever witnesses the Fire first will raise the alarm by raising **THREE (3) LONG BELLS** and inform the Incident controller (Principal). Principal through the centralized addressing system will ask to do the following:

INSIDE CLASSROOMS

STEP 1: Teachers present in the classrooms will instruct all students to keep calm, not to move and not to create chaos.

STEP 2: Teachers present in the classrooms will ask students to maintain discipline and make a queue for immediate evacuation /exiting the classrooms.

STEP 3: Teacher will lead classes to line up at open space near Gate no.2, Assembly Area or Sports ground of the school.

COMMUNICATION

TEACHER IC: Ms. Wasim Feroz (main), Mr. Dharendra Singh (Stand by) will

- Inform Station Fire section (3317-7222/9577997372)
- Inform Station Security Section (3317-7262/65/9531105822)
- Inform Executive Director / Education Section (3317-7238/7239/7965/9873114966/9481032937/9825998982/9481305216)
- Inform SMC in case of Emergency/injury. (3317-7242/7244/ 7240/8486971255)
- Inform MT Section for Transportation if required (3317-7514/ 7510/7512)

TRANSPORTATION IF REQUIRED

TEACHER I/C: Mr. Balwant Kumar, Mr. Rajeev Kant

Teacher I/Cs will ensure safe passage of Evacuated children to Vanashree Auditorium. Teacher I/C will report back to incident controller (Principal) after completion of the task.

HEAD COUNT AND DISPERSAL

In case students are evacuated to the assembly area, sports ground, gate no. 1 and gate no. 2 of the school, class Teachers will take head count of the students and will ensure safe revert of the students to their respective classrooms.

Similarly, in case of emergency if students are required to shift to Vanashree Auditorium, **Teacher incharges, Mr. Purushottam Kumar, Mr. Mahendra Singh Bithu, Mr. Niraj Singh** will take head count of the students and ensure that after clearance each student gets back to school safely.

SOP FOR EARTHQUAKE

RAISING ALARM-The First person whether a Teaching Staff or Helper whoever notices anything suspicious in nature first will raise the alarm by raising TWO (2) LONG BELLS and inform the Incident controller (Principal). Principal through the centralized addressing system will ask to do the following:

INSIDE CLASSROOM

STEP1: Teachers present in the classrooms will instruct students to TAKE COVER under desks or tables immediately and to keep faces away from windows.

STEP2: Teachers present in the classrooms will instruct students to take CRASH POSITION (Lay down on knees, head down, hands clasped on back of neck or head covered with book) and keep calm

STEP 3: Teachers present in the classrooms will instruct students not to open shoes. (to prevent electric shocks)

STEP 4: Teachers to evacuate and lead the classes to the open space-sports ground near gate no. 1 and gate no.2 of the school.

STEP 5: Teachers present in the classrooms will instruct students to make queue for immediate evacuation

STEP 6: Teacher I/C **Mrs. Babita Das** (main) and **Ms Mamata Hembram** (Stand by) along with Sub-staff / Conservancy staff will carry the First-Aid kit to the designated open spaces where students will assemble.

COMMUNICATION PART

Teacher I/C **Mrs Ms. Wasim Feroz (main), Mr. Dharendra Singh (Stand by)** will call/ inform higher authorities

- Inform Station Fire section (3317-7222/9577997372)

Inform Station Security Section (3317-7262/65/9531105822)

| | | | | |
|--|-----------|-----------|-----------|---------|
| Inform | Executive | Director/ | Education | Section |
| (33177238/7239/7965/9873114966/9481032937/9825998982/9481305216) | | | | |

HEAD COUNT AND DISPERSAL

Teacher incharges, Mr. Purushottam Kumar, Mr. Mahendra Singh Bithu, Mr. Niraj Singh

Inform SMC in case of Emergency/injury (3317-7242/ 7244/ 7240/8486971255)

Inform MT Section for Transportation if required (3317-7514/ 7510/7512)

STEP 1: Class Teachers will take head count of the students after immediate evacuation into the open space and also after shifting students to classrooms after clearance.

STEP2: Class Teachers will report back to incident controller (Principal) after completion of the task.