



Bal Bharati
PUBLIC SCHOOL

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SCHOOL SAFETY INITIATIVE

BE PREPARED

BE AWARE

BE READY



DISASTER MANAGEMENT GUIDE



SCHOOL DISASTER MANAGEMENT COMMITTEE

CHAIRPERSON: MRS ASHA PRABHAKAR (PRINCIPAL, BAL BHARATI PUBLIC SCHOOL , NOIDA)

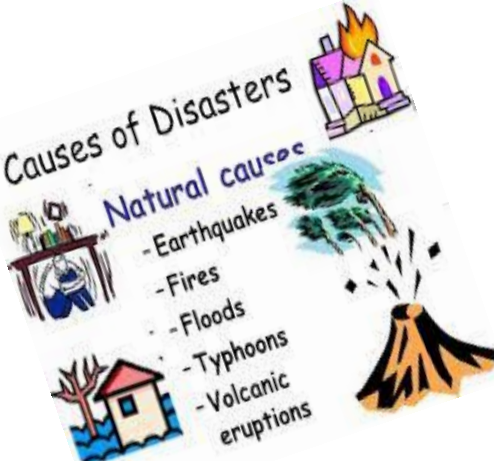
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Causes of Disasters

Natural causes

- Earthquakes
- Fires
- Floods
- Typhoons
- Volcanic eruptions



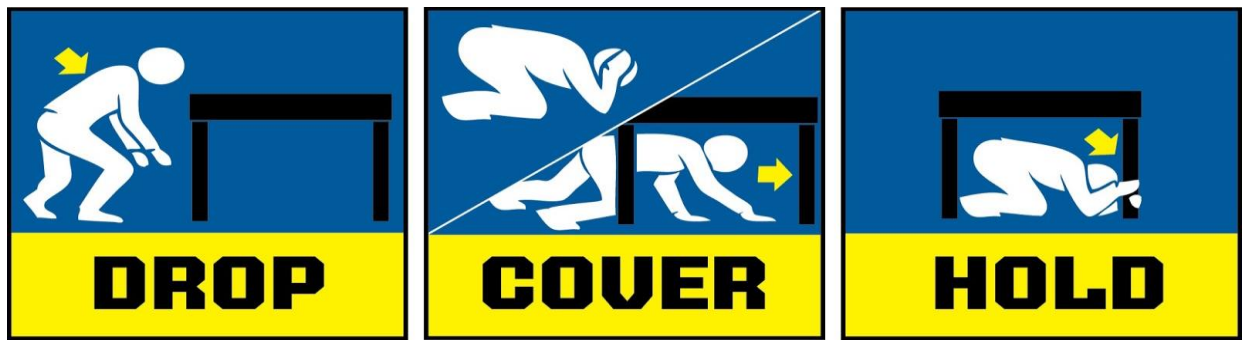
**PLEDGE
to
PREPARE**



**ARE YOU
READY?**

SAFE 
STEPS 

EARTHQUAKE



- ✚ Practice Drop, Cover, Hold.
- ✚ Try to evacuate from the building if possible with pre identified shelter place/open area
- ✚ Take better care of the young children during such events. While running for shelter be careful of falling materials, glass panes, heavy cupboards, sharp materials etc.



- ✚ Check for all possible fire causing places
- ✚ Fire extinguishers must be installed at vital locations like Classrooms, Labs, Halls, Auditoriums etc.
- ✚ Availability of equipments for rescue like Ropes, Ladders, First Aid Boxes etc.

STAMPEDE



- ✚ Avoid congested outlets, must have alternate paths for evacuation.
- ✚ Try to regulate the crowd by nominating specific senior teachers and students.
- ✚ Practice the drills during weekends to ascertain the rescue plans. Proper lanes system must be followed with focus on the most vulnerable age group children.

ROAD SAFETY



- ✚ Congestion around the school campus must be monitored closely by the school security person.
- ✚ Small children should not be allowed alone on busy main roads until they can assimilate such eaching of rules of roads.
- ✚ Children should not be allowed to play in roads on which there is much traffic.
- ✚ If school is on major highway, it is the responsibility of the school to take safety measures. Do not cross until the road is clear. Look to the right, then look to the left. then look to the right again and then cross.
- ✚ Go straight across. Do not cross at an angle. Walk quickly but calmly. Do not run. At the time of walking along the road always use the pavement or footpath if there is one. If there is no pavement walk on the right side of the road, keep close to the side.

FLOODS



- ✚ Listen to the warning issued by the local administration from time to time.
- ✚ Take shelter at high end places. Evacuation from basements is a must.
- ✚ Never try to venture into unknown places where water depth can't be judged .
- ✚ Be aware of the electrical wires, poles that might be dislocated and further cause damage, preferably switch off electric supply.
- ✚ Never roam in flood water ,possibility of water borne illness cannot be cancelled out. Use plastic bags to save important articles.

LIGHTENING



- ✚ It's a natural phenomenon, never take shelter under tree or highly elevated place.
- ✚ If inside the school be in the school, don't venture out.
- ✚ Take shelter in house, building and avoid touching metal parts.
- ✚ Stay away from electric poles, metal fences and water taps. If anybody is struck with lightning give him a Cardio Pulmonary Resuscitation (CPR) and provide immediate medical help.

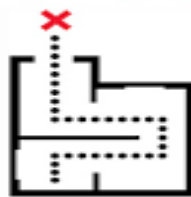


dreamstime.com

Be Red Cross Ready



Get a Kit



Make a Plan



Be Informed



FIRST AID



ESSENTIALS YOU NEED IN YOUR FIRST AID KIT

- Calamine lotion for sunburn and rashes and sting reliever spray for insect bites
- Vaseline to be used as a barrier cream
- Antiseptic cream and wipes for cuts and scrapes
- Tweezers and needles for splinters and thorns, with some matches or alcohol for sterilising them
- A pair of sharp scissors
- Sunscreen lotion Insect repellent
- Adhesive tape
- Finger bandage and applicator
- Sterile gauze, cotton wool and a few cotton buds
- Rehydration sachets
- Immodium
- Water sterilisation tablets
- Paracetamol or Aspirin
- Hypodermic needles and sterilised skin wipes
- Multi-vitamin and mineral tablets
- Course of antibiotics
- A mild oral anesthetic such as Bonjela for soothing ulcers or toothache
- Waterproof Plasters
- A decongestant or cough syrup recommended by your doctor.



Do not depend on others for safety — Help yourself.

AVAILABLE FACILITIES /RESOURCES WITH SCHOOL AUTHORITIES

NO.	AVAILABLE FACILITIES/RESOURCE	NUMBER
1.	Number of rooms available in school(classroom+any other)	61+15
2.	Labs	7
3.	Number of building(if more than one)	1
4.	Number of main entry/exit	2
5.	Number of staircases	4
6.	Number of entry exit for each building	2
7.	Number of floors in each building	4
8.	School library facility	2
9.	Computer room	2
10.	Drinking water facility	16
11.	Toilet	16+16
12.	School bus	12
13.	School playground	1
14.	Electricity facility	Yes
15.	Emergency lightening facility	Yes
16.	Fans	441
17.	Canteen	No
18.	Kitchen room	1
19.	First aid box	12
20.	Fire extinguisher	28

SCHOOL DISASTER MANAGEMENT COMMITTEE (SDMC)

SR NO.	NAME WITH DESIGNATION	POSITION IN COMMITTEE	CONTACT NUMBER
1.	Ms Asha Prabhakar(PPL)	Chairperson	9810502277
2.	Ms Asha Prabhakar(PPL)	Treasurer	9810502277
3.	Mrs Anupama Motwani(VPL)	Vice- chairperson	9818539853
4.	Mr. AnandaHaldar(A.O)	Member	9811899886
5.	Mrs S.Walia (PGT)	Teacher	8800439562
6.	Mrs K Shreya (TGT)	Teacher	9891481054
7.	Ms Nivedita B (TGT)	Teacher	9873533375

FORMATION OF SCHOOL TEAMS FOR VARIOUS PURPOSES

1) AWARENESS GENERATION TEAM

SR.NO	NAME	DESIGNATION	MOBILE
1	Ms.A.Ganjoo	HM 1	9810962954
2	Ms.V.Pujari	HM 2	9350975211
3	Ms D. Khanna	PRT	9811868687
4	Ms Arpita S	PRT	9871802369

2) SEARCH AND RESCUE TEAM

SR NO.	NAME	DESIGNATION	MOBILE
1	Mr. Anoop D	PGT	9589006071
2	Mr. U.Verma	TGT	9811336317
3	Ms.Deepti Mehra	TGT	9873558391
4	Ms. Prabhat K Mishra	PRT	8800204810
5	Ms Shalini G	PRT	8979024664

3) EVACUATION TEAM

SR.NO.	NAME	DESIGNATION	MOBILE
1	Mr. D.Bisht	TGT	9013845901
2	Ms. V.Jain	PGT	9810194984
3	Ms. A.Menon	TGT	9810956329
4	Ms. S.Sengupta	PRT	9871008097
5	Ms.S.Ghosh	Pre Primary Teacher	9999360172

4) FIRST AID TEAM

SR.NO.	NAME	DESIGNATION	MOBILE
1	Ms. I.Mishra	TGT	9868473498
2	Ms.V.Oberoi	TGT	9871775115
3	Ms.Neha Gupta	TGT	9818603341
4	Ms.M.Aggarwal	Pre Primary Teacher	9716928188
5	Ms.D.Khanna	PRT	9811868687

5) WARNING AND INFORMATION DISSEMINATION TEAM

SR NO.	NAME	DESIGNATION	MOBILE
1.	Ms Rumpa B	PGT	9871590185
2.	Ms Anjali Sharma	PGT	9958864255
3.	Ms. S. Passi	HM(PP)	9910773326
4.	Ms.Samra Rehman	TGT	9718631973
5.	Ms.M.Srivastav	PRT	9212327904

6) SITE MANAGEMENT TEAM

SR.NO	NAME	DESIGNATION	MOBILE
1	Mr.A.Haldar	A.O	9811899886
2	Ms.A.Motwani	VPL	9818539853
3	Mr.Sanjay Dua	PGT	9990696770
4	Ms Rani Negi	PRT	8586081433
5	Mr.J.Verghese	ACCOUNTANT	9313804228

7) TEAM FOR STUDENTS WITH SPECIAL NEEDS

SR.NO.	NAME	DESIGNATION	MOBILE
1.	Ms.U.Kumari	TGT	9871920321
2.	Ms.A.Gaur	TGT	9871211383
3.	Ms.N Yadav	Spl.Edu	9873889925
4.	Ms.M.Sethi	PRT	9871800257

8) **DOCUMENTATION TEAM**

SR.NO	NAME	DESIGNATION	MOBILE
1.	Ms.R.Sondhi	PGT	9560788400
2.	Ms.M.Arora	TGT	9810168860
3.	Ms.Kamna Joshi	TGT	9871553483
4.	Ms.N.Nigam	TGT	9871476656
5.	Ms.S.Gupta	TGT	9810759801

PHONE LIST OF SDMC MEMBERS, ESSENTIAL SERVICES AND LOCAL ADMINISTRATION

1	Ms. Asha Prabhakar	Principal	2534064,2538533	9810502277
2	Ms. Anupama Motwani	Vice-principal	2534064,2538533	9818539853
3	Police Station(Thana) sec:20		0120 2523102	8527474008
4	SP City	Police	2422271	
5	Fire Brigade		2521111	
6	Hospital and Ambulance(Kailash)		2444446,2445566	

SCHOOL SAFETY CHECKLIST

1	How safe is your school from fire hazards? Does your school have a fire safety certificate? Is it current and validated periodically?	YES
2	Do you have adequate fire fighting systems in place to meet any emergency?	YES
3	Are you in touch with local fire fighting agencies for mock drill training to a crisis management group?	YES
4	What emergency steps are in place in the school for fire safety management?	ALL POSSIBLE SAFETY MEASURES
5	Is there a trained management team available in the school for initial fire hazard management? Are you in touch with the local fire safety authorities for training and retraining the people?	YES

STRUCTURAL SAFETY

1	Does your school have any temporary structure or any class-room/other room which has thatched roofing and which is inflammable?	NO
2	Are you aware such inflammable structures are not permissible under the rules?	YES
3	Is your school situated in old or dilapidated buildings?	NO
4	Has it been brought to the notice of the local authorities or management so that adequate steps are taken for relocating the school?	N.A
5	Has your building been certified as safe for housing the students by the local authorities?	WE HAVE A STRUCTURAL SAFETY CERTIFICATE ISSUED BY NOIDA AUTHORITY
6	Are there any cracks in the school structures and are steps being taken to repair them?	NO CRACKS IN THE STRUCTURE
7	Is your school located near any rail track?	NO
8	Has the impact of such locations being examined by the local authorities for the safety of the students?	NA

EARTHQUAKE MANAGEMENT

1	Is your school situated in the earthquake risk zone?	YES, Zone-IV
2	Have necessary steps been taken during construction of the building for earthquake safety for the building?	YES
3	How safe is your construction to face a natural disaster of this kind?	MEETS THE SAFETY STANDARDS
4	Do you need to make modifications in consultation with local authorities?	NO
5	What emergency steps are in place in the school for disaster preparedness?	ALL POSSIBLE SAFETY STEPS ARE IN PLACE
6	Is there a trained disaster management group available in school for initial response?	YES
7	Are you in touch with the local disaster management authorities for training and retraining them?	YES

MANAGEMENT FROM INDUSTRIAL PRODUCTS

1	Is your school located near an industry or a chemical factory producing fatal chemical products?	NO
2	Are you aware of the nature of products?	NA
3	Is your school safe from any eventualities from the leakage of chemicals in this area?	NA
4	Do you have first aid and other medical systems in place to safeguard your students?	YES
5	Are you aware of the procedures to be adopted in case of any emergency?	YES

ELECTRICAL SAFETY

1	How safe are the electrical systems in your school?	SAFE
2	Are they being checked periodically?	YES, Electrical Audit is being carried out once in two years. All Compliances asked are strictly adhered.
3	Have you ensured limited access to the area of electrical installation only to those who are required?	YES

STAMPEDE MANAGEMENT

1	What is the possibility of any stampede outside your school during any emergency?	RARE POSSIBILITY
2	How would you ensure that students and others do not become victims of a stampede?	EXIT PLAN PREPARED FOR THIS PURPOSE
3	How safe are the staircases in your school?	SAFE
4	What alternate mechanisms would you adopt to manage a stampede in the staircase?	CLASSWISE DISPERSAL

SAFETY FROM CONSTRUCTIONAL HAZARDS

1	Does your school have any ongoing construction?	NO
2	Have you obtained necessary permission from the local authorities for the same?	YES
3	Have the constructions been planned during the lean time of students' presence in the school?	YES
4	Have you put barricades and signboards in the construction area prohibiting the movement of students?	YES
5	Are there water storage sources for such constructions and have they been covered to prevent small children from any possible mishap?	YES

SAFETY IN THE PLAYGROUND

1	Is your playground safe for the students to play games?	YES
2	Are they being maintained well?	YES

3	Who ensures that there are no hazardous materials like rusted nails etc., on the ground that will physically hurt them?	PHYSICAL EDUCATION STAFF
4	Do you have a swimming pool?	YES
5	Have you taken adequate precautions for the safety of the students?	YES
6	Are lifeguards available to help the students? 4. What management systems you have in place to meet any emergency?	YES

WATER SAFETY

1	Is the drinking water safe in the school plant?	YES
2	Is the water source well protected?	YES
3	Is the water provided to the students tested by the local authorities periodically?	YES
4	Do you ensure safe potable water always?	YES
5	Do you have a water management system in the event of a fire?	YES
6	Is there access to such sources?	YES

LABORATORY SAFETY

1	Are the laboratories in your school positioned as per rules?	YES
2	Is there space for free mobility for students in case of an emergency?	YES
3	Are the chemicals and instruments kept safely beyond the access of others?	YES
4	Is there a first aid box available in your lab?	YES
5	Do you have an exhaust facility for the gases?	YES
6	Have you displayed the first aid procedures for the students in the laboratory?	YES
7	Is your school team trained to meet any emergency in the laboratory?	YES

TRANSPORT MANAGEMENT AND SAFETY

1	Is your school owning/ running buses on lease for students?	YES
2	Have you complied with the rules and regulations stipulated by the local transport authorities?	YES
3	Are your teachers' delegated responsibilities for transport management?	YES
4	Are your drivers trained and have a regular license?	YES
5	Do they ensure whether the students are cautioned to keep a safe distance before starting the bus?	YES
6	Are there speed governors in your school buses?	YES
7	What controls do you exercise on contractors/ lessees for the safety of the mode of transport?	ADVISORY ISSUED ON NONCOMPLIANCE
8	Have your students been trained in orderliness in buses? Have they been exposed to traffic rules?	YES

TRAUMA MANAGEMENT

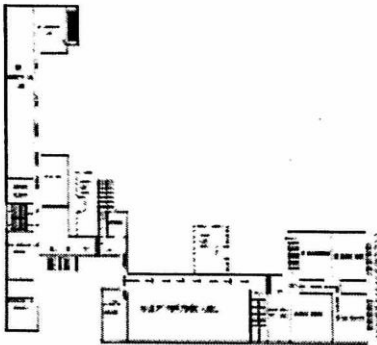
1	Do you have a trauma management team to meet any accident or disaster?	YES
2	Do you have the contacts available for trauma management?	YES
3	Are you or any senior persons in the school aware of the telephone number of the hospitals, ambulance and the fire stations near your school?	YES
4	Do you have a small school nursing room?	YES

SAFETY OF THE CHALLENGED

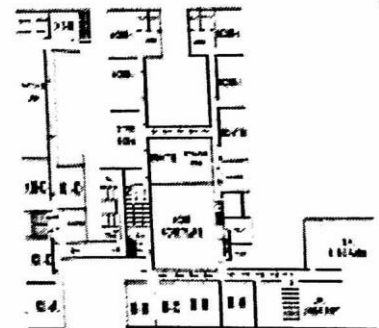
1	How many physically challenged students are studying in your school?	8
2	Are you aware of their limitations and procedures to help them in the event of any emergency?	YES
3	Are there any designated official in the school who is entrusted with the exclusive responsibility of their needs in any emergency?	YES

BAL BHARATI PUBLIC SCHOOL, NOIDA
EVACUATION PLAN AS PER DISASTER MANAGEMENT NORMS

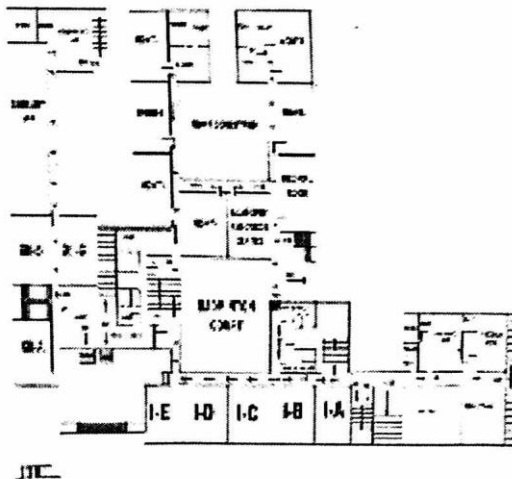
BASEMENT PLAN



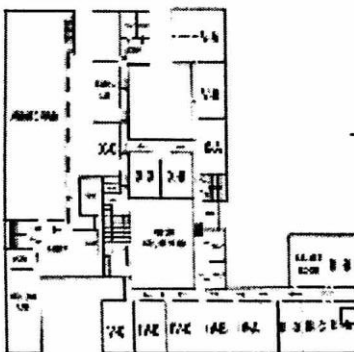
FIRST FLOOR PLAN



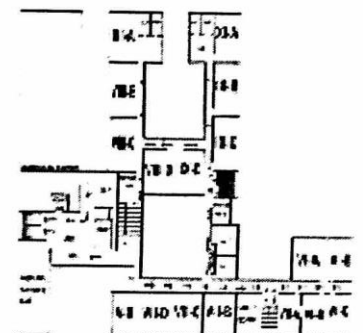
GROUND FLOOR PLAN



SECOND FLOOR PLAN



THIRD FLOOR PLAN



GUIDELINES FOR TRANSPORT FACILITIES IN SCHOOL

1. Exterior of the Bus

- a) School buses should be painted yellow with name of the school written prominently on both sides of the bus so that these can be identified easily.
- b) School Bus' must be prominently written on the back and front of the bus carrying school children. If it is a hired bus' On School Duty' should be clearly written.
- c) Details of the driver (name, address, licence number, badge number) and telephone number of the school and the owner of the bus. Transport Department's Helpline number and Registration number of the vehicle shall be displayed at prominent places inside and outside the bus in contrast colour. It is to be clearly visible to all the passengers in the bus and to the public so that in case of necessity ,the school authority /police or other authorities can be informed.

2. Interior of the Bus

- a) The windows of the bus should be fitted with horizontal grills and with mesh wire.
- b) The door of the bus should be fitted with reliable locks that can be locked.
- c) The school authorities must ensure that emergency exit doors are installed in each school bus.
- d) The school buses should be fitted with speed governors with maximum speed limit of 40km/hr.
- e) The school authorities should ensure that every school bus should possess two fire extinguishers of ABC type of 5 kg capacity having ISI mark. One of which should be kept in the driver's cabin and second near the emergency exit door. Similarly ,training should be given to the driver ,conductor and lady attendant /guard to operate the fire extinguisher.
- f) The seats of the school bus must be of non-combustible materials for safety of school children
- g) Global Positioning System and CCTV arrangements should be made compulsory in each school bus and is kept in working condition at all the time .

3. Manpower in the Bus

- a) Each school should designate one Transport Manager who will be entrusted with the responsibility to ensure the safety of school children travelling by school bus. Name and contact details of the Transport Manager of the school must be prominently displayed outside and inside the school bus.
- b) The driver of the school bus shall possess a valid driving licence and must have minimum five years of experience of driving heavy vehicles.
- c) In addition to the driver, there shall be a conductor ,holding a valid licence ,deployed in each bus ,and his qualification ,duties and functions should be in consonance with the provisions in Rule 17 of Motor Vehicles Rules,1993.
- c) Provision shall be made by the school authorities for at least one well -trained lady attendant in each school bus to attend to the children travelling in the bus. She has to ensure safe travel of the children and render adequate assistance for safe boarding and de-boarding of the children.

- d) The school authorities are also directed to voluntarily evolve an arrangement, that in each school bus at least one parent present ,who would oversee the conduct of the driver and other staff present in the bus during the journey. This step would ensure that safety measures are complied with in letter and spirit and the driver drives carefully.
- f) Under no circumstances any outsider except the bus driver , conductor ,lady attendant and one parent of wards ,shall be allowed to board the school bus.

4. Facilities in the Bus

- a) The school bus must have a First Aid Box and drinking water.
- b) To keep the school bags safely ,there shall be a space fitted under the seats or at a convenient place inside the bus.
- c) The school buses shall be fitted with alarm bell and siren so that in case of emergency everyone can be alerted.
- d) The school bus shall not be fitted with curtains or glasses having films.
- e) The school bus shall have sufficient white lighting inside the bus.
- f) Activities inside the school bus should be visible from outside whenever the bus is plying on road.

5. Permits

- a) Affiliated schools shall not own or hire any transport service which does not have valid permit or do not fulfill the requisite permit conditions prescribed by the State Transport Department.
- b) There should be valid insurance of the school bus as well as passengers in the bus as per ‘The Motor Vehicles Act 1988.’
- c) Medical checkup regarding the physical fitness of the driver including eye testing shall be made every year. Fitness certificate issued by the competent authority shall be obtained as per the safety standards under ‘The Motor Vehicles Act 1988.’
- d) The driver who has been challaned more than twice in a year for any kind of offence which inter alia include red light jumping, violation of lane discipline or allowing unauthorized person to drive ,cannot be employed by the school authorities.
- e) The driver who has been challaned even once for the offence of over speeding, driving dangerously or for the offence under section 279,337,338 and 304A of the Indian Penal Code or under POSCO Act,2012 cannot be employed by the school authorities.
- f) The driver shall be dressed in the uniform of grey trouser and jacket or as prescribed by the State Transport Department with his name plate along with name of owner of the school bus distinctly embossed.
- g) The school bus shall be driven by a driver having valid public service vehicle badge with photograph issued by the State Transport Department.
- h) If age of the student is below 12 yrs ,the number of students carried shall not exceed one and a half times the permitted seating capacity and the student above 12 yrs shall be treated as one person.

- i) Periodical fitness certificate regarding roadworthiness of the school bus shall be obtained as per 'The Motor Vehicles Act 1988.'
- j) Any school authority and/or the driver of the school bus found to have violated the provision of 'The Motor Vehicles Act 1988.' And the rules framed thereunder as well as of the directions of the Board ,State Government and the courts must be penalized.
- k) In case of hired school buses ,the school authorities shall enter into a valid agreement with the owner of the school bus and the driver shall carry a copy of such agreement.
- l) The record having details of the students ferried indicating the name, class, residential address, blood group, point of stoppage ,route plan should always be kept in readiness with the bus conductor inside the school bus.
- m) Whenever a contract carriage is used for carrying the school children, the owner of the vehicle must give intimation to the local police station as well as the concerned District Traffic Police Authority clearly indicating the name of the driver and particulars of the vehicle etc.
- n) The school bus drivers are restricted to use mobile phone while driving the school bus and are restricted to have interactions with the students and bus staff beyond a limit.

6. Arrangements to be made by school authorities

- a) The school authority shall ensure that the doors of the school buses shall remain shut while the bus is in moving condition.
- b) They will ensure that the school buses halt only at bus stops designated for the purpose and within the marked area.
- c) The school authority shall make safe arrangements for boarding and de-boarding of school children from the school bus.
- d) The school bus will remain in stationary mode while boarding and de-boarding of school children from the school bus.
- e) Refresher training course with a view to fine-tune and increased proficiency of driving shall be imparted to drivers periodically i.e. twice in a year.
- f) No driver shall be allowed to drive the school bus in a drunken condition .Regular check up in this regard shall be undertaken by the school authorities. In case of any suspicion ,the driver must be subjected to 'Medical Test' immediately and appropriate action including action for cancellation of the driving licence shall be undertaken.
- g) The school authority must provide one mobile phone in each school bus so that in case of emergency the school bus can be contacted or the driver/ conductor can contact the police, State authority and the school authority.
- h) The school authority shall ensure that the school buses are not permitted to over-take any four wheeler while carrying the school children.
- i) The school authority shall ensure to train the students to maintain discipline while boarding and ,commuting and de-boarding the school bus so that no one gets hurt.
- j) The school authority shall make necessary arrangements for parking of the school buses inside the school campus at the time of boarding and de-boarding of school children.

- k) In case it is not possible to park the school buses inside the school campus ,the school buses must be parked in such a way so that it does not create any traffic hazard for other vehicles.
- l) Periodic feedback from school children using school transport facility with regards to driver/conductor be taken and records are to be maintained.
- m) The school authority should encourage the students to conduct programs through play, exhibition etc. during the road safety week to create the awareness in public.

7. Advisory to Parents

- a) Parents are equally responsible for the safety of their children during school journeys.
- b) Parents must ensure that the mode of transport arranged by the school authorities or by themselves is absolutely safe for their children.
- c) They should note down the violations committed by the driver and the other staff of the school buses and immediately report to the school authorities or the concerned state authorities.
- d) Parents must participate in PTA meetings and discuss the safety aspects of their children.
- e) Parents must avoid using the transport services from vehicles not having valid license or permit to carry the school children.
- f) Parents must play the role of a vigilant observer on this sensitive subject.