

S.O.P FOR DISASTER MANAGEMENT
(For Natural Disasters – Earthquake etc)

1. A School Disaster Management (D.M) committee was formed in December 2009. The committee comprises of :

Chairman	-	Principal
Members	-	All Coordinators
	-	PTA Representative
	-	1-2 parents (one lady)
	-	Representative from closest Fire Station
	-	Representative of closest Police Station
	-	Warden of Civil Defence
	-	Doctor(s) – Base Hosp & Army Hosp (R&R), Delhi Cantt

2. The committee will appoint following Disaster Management teams:

(a) **Disaster Awareness Team**

(i) **Role** – Team is responsible for conduct of general awareness activity and organizes demonstrations.

(ii) **Composition** – One teacher in charge (NCC instructors), All Tutorial Heads and Coordinators.

(b) **Warning and Information Dissemination Team**

(i) **Role** – Monitor disaster situation taking regular updates from TV, Radio, Internet and inform committee about disaster situation and disseminate information to all class rooms and teachers. Raise alarms on the onset of an earthquake.

(ii) **Composition** – Principal >Coordinators>Tutorial Heads

(c) **Evacuation Team**

(i) **Role** – Duck, cover and hold at first sign of Disaster, evacuate in an orderly manner with monitor leading and teacher bringing the last student.

(ii) **Composition** – All Class Teachers, Class monitors, Prefects.

(d) **Search & Rescue Team**

(i) **Role** – Check every room in the building (visually and physically), start search and rescue, report location of injured to first aid team, look for obvious structural damages and problems and report it to the administrator/Principal.

(ii) **Composition** - Sports/PETs, NCC boys and girls already trained able bodied students.

(e) **First Aid Team**

(i) **Role** – Administer first aid and keep record all cases of treatment, accompany search and rescue teams during search, help in evacuation of seriously injured and aid physically handicapped at medical centre (MI Room) and refer the seriously injured ones to the nearest hospital / call ambulance at -102.

(ii) **Composition** – School Doctor, School nurse, Students trained in First Aid

- (f) **Fire Safety Team**
- (i) **Role** – Make sure fire extinguishers are in working condition, look for conditions which can cause fire, extinguish fire if it occurs, switch of electricity and gas connections in emergency.
- (ii) **Composition** – Teacher in charge, Estate supervisors, and students trained in use of fire extinguishers.

- (g) **Bus Safety Team (for each bus)**
- (i) **Role** – Pull over at the side of road preferably in open area, instruct students to crouch down between seats and aisle until shaking stops in case of earthquake, move out and stay till DM cell of school is contacted, provide first aid to students, establish contact with school control room. Ensure special need students are assisted.
- (ii) **Composition** – Teacher in charge of bus/Army conductors, Senior most student of bus, prefects in the bus.

3. Workshops for teachers joining in future will be conducted by the Disaster Management cell.
4. Evacuation plan of students during disaster has been prepared and is placed at **Appendix 'B'**. Assembly area and information centre after the evacuation will be as under :-

- (a) **Assembly Area.** Basket ball court near canteen/play ground.
- (b) **Information Centre.** Near the assembly area, to maintain the records of injured or missing students forwarded by class teachers. Info centre i/c - S.G teachers.

5. List of students with serious illnesses is to be prepared every year by the Doctor and handed over to the class teachers. School doctor will also train a team of students in administering first aid.

6. First aid boxes are prepared by every class and are kept ready for emergency.

7. Practice drills for above mentioned teams should be done atleast twice in an academic session.

8. (a) **DOs.**
- (i) Whenever there is an earthquake follow Duck, Cover, Hold rules on 1st alarm bell and even without awaiting an alarm bell as per the situation. Students to duck themselves under the desk, to cover themselves safety hold a book/bag over their head.
- (ii) After the 2nd alarm/warning bell they should come out in a single line alongwith their teacher and assemble at the assembly area or open ground.
- (iii) Teacher to take their head count and report the missing / injured student at the information centre / reception.

- (b) **DON'Ts.**
- (i) Don't panic.
- (ii) Don't touch any open electric appliance / wire.
- (iii) Don't push others.

9. Important telephone numbers.

- (a) Emergency call - 112 (for all common emergencies)
- (b) Police Station - 100
- (c) Fire station - 101
- (d) Ambulance - 102
- (e) CATS - 1099
- (f) Base Hosp - 23337000.
- (g) Army Hosp (R&R)- 23338190, 23338199.

(Komal Sood)
Principal

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