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20 FEB 2018				
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Government of Odisha
School & Mass Education Department

No. 3756 /
SME-MSSA-MSSA1-0023-2018

Dated : 20-02-18

From

Shri P. K. Mohapatra, IAS
Principal Secretary to Government

To

All District Education Officers

Sub: Plan of Action for the School Disaster Management Plan (SDMP) / School Safety Plan (SSP) including checklist for school safety policy as per the NDMA guidelines (Attached)

Ref : - Govt Order No. 357 & 364, dated 05-01-2018 and OPEPA letter No. 398, dated 11-01-18

Madam/ Sir,

In inviting reference to the subject and reference cited above, I am to say that following action plan for implementing the NDMA guidelines has been prepared in consultation with professionals, planning personnel, persons working in the field of inclusive education, gender and equity, NGO, Directors and Education administrators at state level. This is indicative and suggestive. You may take more innovative ways to implement the NDMA guidelines as per the kind direction of Hon'ble Supreme Court of India for ensuring safety and security of all children in all categories (Govt, Aided, Private & Special Category) of Elementary and Secondary schools.

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1. SMC will be constituted by all Govt & Aided schools coming under the category of Primary, Upper Primary, Primary with Upper Primary and composite schools i.e. both elementary and secondary school. For the Secondary (class – IX & X) schools, School Management and Development Committee (SMDC) will be formed. Both SMC and SMDC will be constituted as per the guidelines issued by the School & Mass Education Department, Govt of Odisha.
 2. **SMC & SMDC will be responsible for implementing the NDMA guidelines at school level and ensure the safety and security of all children in Elementary and Secondary schools respectively.**
 3. As per Para No. 3.4 of SMC Notification, the SMC will prepare the School Development Plan annually. The School Disaster Management Plan (SDMP)
- K.T.O

/School Safety Plan (SSP) will be an integral part of SDP under section 22 of RCFCCE Act 2009. In case of composite (elementary and secondary) schools, the school safety plan will be prepared by SMC. In case of secondary (Class IX & X) school, SSP will be prepared by the SMDC. **In case of private unaided schools, the management of the school will constitute a sub-committee for preparing the SSP.**

4. For all matters related with disaster management, District Education Officer (DEO) as per the notification of Govt no. 357 Dated 05-01-2018 has been declared as Nodal Officer. The Nodal Officer will be responsible for planning, implementing, monitoring and reporting of disaster management matters as per the NDMA guidelines. However, point of accountability will be on BEO at block level, CRCC at cluster level and SMC/SMDC/Head Master/Mistress at school level, as the case may be.
5. **All DEOs-Cum-Nodal Officers will submit quarterly progress report (QPR) to SPD, OPEPA at the end of every quarter i.e. by the end of June for first quarter, by September for second quarter, by December for third quarter and by March for fourth quarter as per the letter no 364 dated 05-01-2018. The reporting format (attached) has already been communicated by SPD, OPEPA to all districts (Letter no 398/OPEPA, Dated 11-1-18).** The format has been designed at national level. You are requested not to change the structure of format at your level. In case of non-availability of information, you may put "0" in the specified cell of the format.
6. Annual SSP will be prepared along with preparation of a time calendar, emergency response plan and Disaster Risk Reduction Plan. All schools including private un-aided schools will complete the School Safety Plan (SSP) along with the School Development Plan (SDP) before December every year.
7. After the completion of SSP, one copy of the plan document to be submitted to the Local Authority (PRI) and another to BEO through CRCC. BEO will consolidate the plan and submit to DEO for including the same in the District level Annual District Disaster Management Plan (DDMP)/ SSP of the same year.
8. District Education Officers (DEOs) will monitor the process & progress strictly to ensure the timely preparation & submission of safety plan and implementation of the school safety policy as per the guidelines. **It is to be ensured that**

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Certificate of Recognition should be issued to all Private Un-aided Schools that comply with structural safety norms alongwith other norms as prescribed Govt.

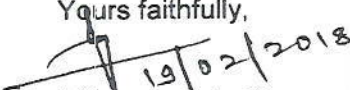
9. An indicative to-do checklist for SMC/SMDC is provided below for ensuring implementation of SSP. Detailed checklist can be found in the Section-5 of the National Disaster Management (NDM) Guidelines (School Safety Policy), 2016 communicated by NDMA, Govt of India.

- a) SMC/ SMDC, as the case may be, will conduct safety audit every quarter both structural and non-structural in the prescribed format by the Government from time to time.
- b) SMC/SMDC will conduct annual Mock Drills.
- c) SMC/SMDC shall ensure the availability of adequate numbers of the fire extinguishers inside the school as per norm.
- d) SMC/SMDC will adhere to the safety norm with respect to the storage of inflammable and toxic materials, if applicable.
- e) SMC/SMDC will comply the safety standards inside the campus of school as per the local building bye-laws (as approved by local authority).
- f) SMC/SMDC will ensure for the regular students and teacher training on the matters related with the school safety with the help of the Department.
- g) Risk Mapping (Risks from Home to School and school to home)
- h) Mapping of probable/ potential disaster in the locality
- i) Road Safety guideline (Transport facility shall be provided as per the notified guideline by the transport authority)
- j) Structural Risk (Infrastructural such as cracks, dilapidated buildings etc.)
- k) Non-Structural Risk (Electric points, fan installation, drains etc.)
- l) The local mitigation of activities will be chalked out and prioritized.
- m) Resources will be generated to address the risks.
- n) Training on disaster management and school safety will be an integral part of all training programmes conducted from school to state level i.e. like SMC training, HM training, teacher training, education administrator training, RP training etc.
- o) Timeline will be framed for each and every activity
- p) Inclusiveness should be the key factor for all planning process. All schools should be barrier free.
- q) Safe storage of food grains, Kitchen shed, maintenance of hygiene during the preparation of MDM shall be ensured.

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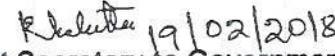
- r) Health issues shall be addressed in convergence with National Health Mission.
- s) The SMC/SMDC will review and monitor the progress of the SSP in each quarter.
- t) Awareness programmes will be organized for students, parents, SMC members, community members regularly.
- u) IEC materials will be developed at the District/State point to create awareness.

Hon'ble Supreme Court of India has directed State Government to implement the school safety policy as per the NDMA guideline. NDMA guidelines have been circulated to all districts. All DEOs being the Nodal Officer for the purpose will implement the guidelines with all seriousness. Any deviation to the guideline will be taken seriously and be treated as the negligence of duty.

Yours faithfully,

 19/02/2018
 Principal Secretary to Government

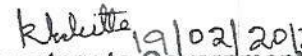
Memo No. 3757 / Date : 20-02-18

Copy to all DPCs, SSA-RTE for information and necessary action. They will provide necessary support to DEOs for implementing the guideline.


 19/02/2018
 Joint Secretary to Government

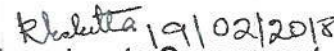
Memo No. 3758 / Date : 20-02-18

Copy to all Collectors & District Magistrates for information and necessary action. It is requested to provide necessary leadership to the district team for implementing the guidelines.


 19/02/2018
 Joint Secretary to Government

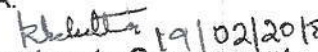
Memo No. 3759 / Date : 20-02-18

Copy to SPD, OPEPA & OMSM, Director-OAVS, Director-Secondary Education, Director-Elementary Education, SNO-MDM, Director-TE & SCERT for ensuring their counterparts at district level implement the NDMA guidelines in letter and spirit.


 19/02/2018
 Joint Secretary to Government

Memo No. 3760 / Date : 20-02-18

Copy to the Managing Director, OSDMA for kind information and necessary action. It is requested to provide necessary funds and professional support for the capacity building of stakeholders. Plan of action for this purpose has already been communicated by the Dept of S & ME, Govt of Odisha to OSDMA.


 19/02/2018
 Joint Secretary to Government

Memo No. 3761 / Date : 20-02-18

Copy to Sri Maneesh Garg, Joint Secretary (SE-I), MoHRD, Govt of India for kind information..

Memo No. 3762 / Date : 20-02-18
R. Kesavaiah 19/02/2018
Joint Secretary to Government

Copy to Sri R.K. Jain, IAS (Retd), Member, Govt of India, MoHA, NDMA for kind information..

Memo No. 3763 / Date : 20-02-18
R. Kesavaiah 19/02/2018
Joint Secretary to Government

Copy to OSD to Chief Secretary, Govt of Odisha for kind information of the Chief Secretary.

R. Kesavaiah 19/02/2018
Joint Secretary to Government

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