

ODISHA PRIMARY EDUCATION PROGRAMME AUTHORITY

"SHIKSHA SOUDHA", UNIT-V, BHUBANESWAR-751001

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No. 6263/Plg/18 / Dated 28.06.18

Bhupendra Singh Poonia, IAS
State Project Director
To,

All District Education Officers

-cum- Nodal Officers, Implementation of School Safety Policy, Odisha

Sub: Preparation of School Safety Plan & Disaster Preparedness at School level.

Ref: (1) Letter No. 3437 (30)/plg/18, dated 05.04.18 (School Safety advisory committee),
(2) Memo No.358/SME/Dated 5.01.18 (Nodal Officer),
(3) Letter No.3756/ Dated. 20.02.18(plan of action),
(4) letter no.3766/SME Dated 20.02.18 (revised SMC guideline),
(5) letter No. 87(30) Dated 04.01.18 (NDMA guideline),
(6) letter No. 398/plg/18 dated 11.01.18(Submission of QPR) and
(7) Letter no – 5043, dated 35-5-18 (State action plan for monitoring)

Madam/Sir,

In inviting a reference to the subject cited above, I am to communicate the following few lines for your immediate consideration for ensuring safety of all children in schools.

1. SMC should take sufficient steps to ensure the school campus is safe for all types of children. BRCCs & CRCCs to do the regular monitoring to map the different types of risks to the safety of children, discuss with SMC/ Head master and take necessary action to address the problem immediately. DEOs, DPCs & BEOs have to monitor this matter with all seriousness. Several letters/ Office orders in this regard have already been communicated to all districts. **This is applicable to all types of Govt (S & ME Deptt and ST & SC Dev Deptt), Aided and un-aided private schools.**
2. Safety in terms of **structural** (building related like cracked wall/roof, mud wall etc) and **non-structural** (electrification, installations like fans, bulbs etc, open water logging area like open ponds, lacking of fencing etc) to be ensured by doing the **safety audit**.
3. **Mapping of different seasonal disasters** like flood, cyclone etc to be prepared and drawn in one drawing sheet/ calendar and to be put on the wall of classroom. According to the map, different mock drill should be conducted, e.g. in June mock drill may be done in flood affected areas. Help of different Disaster Authorities/ ODRAF/ Fire team/ local volunteers may be taken in this regard.
4. All schools shall be ensured to keep First Aid Box, fire extinguisher, safe drinking water at the school premises. The school premises shall be kept clean to avoid any setback. All types of **disaster preparedness at school level must be done as per the NDMA guidelines** which have already circulated to all districts.
5. **School safety plan** should be prepared by SMC as per NDMA guideline. An indicative format is attached herewith for reference. If necessary, district may add more points as per the local need.
6. Further, it is instructed to **constitute School Safety Advisory Committee and safety committee at district, block and school level**. All districts have not done this. School

Safety Committee in all districts should be done at the earliest and submit compliance report to the undersigned maximum by 7-7-18.

7. **Capacity building of all DEOs, DPCs and DIET Principals** has been made at state level on Disaster management and School Safety plan as per the NDMA guidelines by the Deptt of S & ME, Govt of Odisha in partnership with OSDMA, Govt of Odisha. You are requested to build up the capacity of all BEOs, BRCCs, CRCCs in this regards. **Capacity building of all teachers/ Head Masters** should be done through normal teacher training programme and **of SMC/ SMDC members** to be done through the regular training of SMC/ SMDC members.
8. All districts have to provide the **quarterly progress report (QPR)** in the prescribed format up to June 30, 2018 on or before 7-7-2018 to the undersigned. This will be discussed in the next review meeting through V.C. under the Chairmanship of the Principal Secretary to Govt, Deptt of S & ME, Govt of Odisha.

This may be treated as extreme urgent.

Yours faithfully,

State Project Director

Memo No. 6264/P18/18

Date. 28.06.18

Copy to all the District Project Coordinators, RTE-SSA and BEOs for information and necessary action. They are directed to implement the NDMA guidelines and all Govt Orders in letter and spirit.

Memo No. 6265/P18/18

State Project Director
Date. 28.06.18

Copy to all the Collectors & DMs for kind information and necessary action.

Memo No. 6266/P18/18

State Project Director
Date. 28.06.18

Copy to the General Manager, OSDMA for information and necessary action.

Memo No. 6267/P18/18

State Project Director
Date. 28.06.18

Copy to Sr PS to the Principal Secretary to Govt. S&ME Deptt. for kind information of the Principal Secretary.

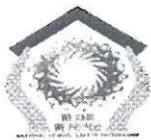
Memo No. 6268/P18/18

State Project Director
Date. 28.06.18

Copy to the Joint Adviser (CBT), NDMA, Govt of India for kind information

State Project Director

School Safety Plan Format



School DM Plan Model Template- National School Safety Programme (NSSP)

Section 1: Introduction:

- a. School profile (*attached format in annexure-I*)
- b. Aim and Objective of the plan
- c. Geographical location of the school.

Guidance Note:

- This section of the plan will provide information relating to the school as per details given in Annexure-I It should also mention the objective of the plan, the stakeholders who will be using the plan and members who would be responsible for implementing, reviewing and updating the plan.
- This section can also include a map of the school.

Section 2: Hazard Risk and Vulnerability Assessment

- a. Non-structural assessment (*can be done practically by all teachers and select students in a group exercise*)
- b. Structural assessment (to be done by a Civil Engineer, Licensed Building Surveyor)
- c. Identification of hazards outside the school campus (Road Safety, Industrial Hazard, Chemical hazard, open drain flooding etc).
- d. Database of past disasters/accidents which has affected the schools.
- e. Identification of vulnerable locations within the school campus
- f. Summary of the key findings and identifications of action for mitigation.

Guidance Note:

This section of the plan will focus on identifying the various vulnerable areas within the school building as well as the probable risks arising out of structural and non structural elements.

For identifying non-structural and structural weakness in the school building a committee may be constituted comprising members of School Administration (including Physical Education Teacher) , officer from nearest fire station/Civil defence post warden, Health Service Provider (doctor/nurse/ health worker) from nearest health centre/hospital/nursing home, officer from the nearest police station, engineers from PWD,SSA ,Municipal Corporation/Zilla Parishad who may help in identifying the structural and non-structural weaknesses in the building. Likewise this committee can also identify hazard outside the school campus particularly the hazard related to road/traffic outside the school building, industrial (Chemical Hazard) which may be due to location of such an industry in vicinity of the school.

This *Hazard hunt* activity will help in identifying some of the obvious risks like improper location of electricity panel in the school, open electricity panels, live wire if any, improper placing of cupboards and furniture, obstruction in the escape route or object that can fall during the Earthquake such as glass panel, flowerpot etc.

This section of the plan can also document or provide details of any past disaster that had affected the school or in the vicinity of the school.

Section 3: Preparedness

This section of the plan should include the following:

- a. **Constitution of school DM Committee Composition of the Core Team and its roles and responsibilities during different phases.**
- b. **Constitution of sub team and identification of roles and responsibilities of each of the sub teams/ task force, before, during and after disaster. The school may comprise of the following teams/task forces.**
 - i. *Awareness Generation , Warning and information dissemination team.*
 - ii. *Evacuation team.*
 - iii. *Search and rescue team (only teachers to be member of this team)*
 - iv. *Fire safety team*
 - v. *First aid team.*
 - vi. *Bus safety team (for each bus) - wherever applicable.*
 - vii. *Site security team.*

Guidance Note:

This section of the plan will focus on Preparedness. Higher Level of preparedness for disaster helps to minimise the loss of life and prevention of injuries caused particularly during earthquakes for which there is no warning. However certain other hazards like flood, cyclone etc do have early warning system thereby giving some time for taking response. Children being the future of tomorrow should be ensured a safe learning environment and prepared well to respond effectively during disasters. To put this into practice it is recommended that every school constitute a School Level Disaster Management Committee along with sub committees to ensure better preparedness and response in disasters. The various committees constituted in a school will comprise of members from among teachers, non teaching staffs as well students. However for certain committee like search and rescue students are not recommended. The recommended structure for a School Disaster Management Committee is as follows:

1. Chairperson: Principal
2. Vice Principal, Heads of primary and middle sections
3. Education Officer / Deputy Education Officer for the zone
4. Parent Teacher Association President
5. 4 Students (NCC, NSS, Scouts and Guides, Head Boy and Head Girl)
6. Representative of Relief/ Revenue/ Disaster Management Department/ District Administration/ Municipal Corporation
7. Representative of the Fire Services (from Closest Fire Station) or Civil defence personnel.
8. Representative of Police (from Closest Police Station)
9. Representative of Health Department (Local Doctor)
10. A Warden from Civil Defence

The sub committees mentioned below will work under overall supervision of school DM Committee(SDMC).Following sub committees can be constituted

- Awareness generation and warning and information dissemination team.
- Evacuation team.
- Search and rescue team (only teachers to be member of this team)
- Fire safety team
- First aid team.
- Bus safety team (for each bus).
- Site security team.

For First Aid and Site Security team the representative of nearest Police Station, Hospital/health services and fire station may be identified. The roles and responsibilities of these committees during disaster as well as peace time need to be defined clearly.

c. Resource inventory

- i. Listing of resources available inside the school campus: which could be used during any disaster situation for effective response.
 - ii. Identification and listing of resources outside the school within vicinity of one-five kilometres
 - a) Nearest hospitals Health Centre for emergency treatment.
 - b) Police Station.
 - c) Fire station.
 - iii. **Updation of important telephone numbers in Principal's room**
 - iv. **Critical health problem record** of each child to be maintained by school and also displayed on his I-Card with blood group along with **Updated contact details** of parents/Guardian and alternate contact persons.
 - v. **Disaster preparedness check-list.**(Attached in Annexure-II)
- d. Mechansim for alerting students and teachers during school time including installation of alarm.**
- e. School Map with evacuation plan in place (Attached in annexure-III).**
- f. Annual calendar for conducting various preparedness activities** along with plan to implement it. This will include the list of various awareness generation programmes to be conducted by the school annually.
- g. Action plan for conducting Mock drills** and development of a checklist to identify the gaps
- h. Steps for Updation of DM plan**-indicating the timeline and the process of doing it along with the roles of teachers and other non teaching staffs.

Guiding note for Resource inventory:

As part of preparedness exercise, each school must develop a School DM kit. It is suggested that a network is established by the school management with the nearest hospital /health centre/ health worker for help in case of emergency. The suggestive list of items which could be procured for School DM kit been listed below. However, it is suggested that each school must have provision for other external resources (grants given by the State Government like MPLADs/MLALADs etc) to strengthen this resource list further.

- i. Stretcher.
 - ii. Ladders.
 - iii. Thick rope.
 - iv. Torch.
 - v. First-aid box.
 - vi. Temporary shelter(tents and tarpaulins)
 - vii. Sand buckets.
 - viii. Fire Extinguishers.
- } Provision of School DM kit.

School map with evacuation plan:

It is recommended to prepare a floor wise evacuation plan and display it prominently at the notice board at each of the floor. The evacuation plan may be discussed by the evacuation team with the teachers and students to generate awareness to help conduct mock drill. (A sample Evacuation Map is attached for reference as Annexure III)

Guiding note for Mock drill

Mock drills are the way of listing the preparedness plan .It is one of the last steps in preparedness. The mock drill on earthquake, fire etc may conducted at periodic interval preferably once in every six months and the deficiencies may be assessed for updation of the plan. This section of the plan should clearly indicate the steps to be followed to conduct the mockdrills and the responsibilities of the teachers, non teaching staffs and students. If required school should invite the Fire Service Officers and trained Civil Defence volunteers for support. The steps to be followed for earthquake drill mentioned below.

Earthquake drill:

- i. Practice drop, cover and hold.
- ii. Evacuate classroom in less than 1 minute without pushing and falling.
- iii. Evacuate school in less than 4 minutes using different exit.
- iv. Lookout for friends.
- v. Stay away from weak areas/structures.
- vi. Help those who need assistance (*identification of task force in advance for rescue of special children*).

Fire/Chemical Accident/Drill:

- i. Evacuation from classroom
- ii. Ensure safe storage of inflammable liquids/chemicals.
- iii. Put off electricity and remove or close down gas connections.

i. **Capacity building and training:**

Capacity Building and training of students teachers is an important step to ensure safety of school going community in a disaster situation. Every year appropriate number of teachers and students may be trained in various skills of disaster management.

Action plan for training of teachers, non teaching staffs and students on DM including all the task force constituted and also organising refresher course. This can also include documentation of details of trained teachers and students.

j. Awareness generation and sensitization:

Awareness generation/sensitization is a part of preparedness measures aiming at sensitising and educating all the stakeholders including students, teachers and officials/parents issues relating to school safety. It is suggested that an annual calendar of events may be prepared including various activities involving students/teacher etc where experts from outside may also be invited for giving their opinion on school safety issues.

Some of the measures which could be undertaken by the school management for creating awareness are as follows:

- a. Through poster, audio-visual clips, organizing debate, quiz, sports activities, drawing competition, rally in schools.
- b. Display of important information on school notice board including school evacuation plan and weather clipping.
- c. Conducting seminars and lectures on making the learning environment safer and involvement of Parents in such seminars.
- d. Observing a month of safety in the year calendar of school as *Preparedness month*.

Section 4: Response:

- a. Hazards specific response plan including Crowd Management to avoid stampede on special days like annual functions, sport day etc.

- b. Alternate arrangement for continuation of school education. (Delivery of education during and post disaster situation particularly in cases where the school will be used as relief shelters).
- c. Reporting of Emergencies/Disasters to the Government.
- d. Special provision for specially abled children.

Guidance Note:

This section of the plan should be very precise, crisp indicating the various roles and responsibilities of teachers, non teaching staff and students during disaster situation. The plan should clearly mention the steps to be followed in case of an earthquake, fire, flooding, cyclone or such emergent situation like stampede or health problems faced by any student. The plan should include all the steps to be taken up by the school management to ensure safety of the child including their safe evacuation from the affected site till the child is handed over to the parents. It will also include all other steps to be taken up by the management to ensure supply of essential services in the school like power, water and food and basic first aid during a disaster and immediately after it.

Section 5: Mitigation measures

- a. **Listing of various Non-structural measures to be undertaken in the school along with timeline.**
 - i. Ensuring clear passages, stairway which are to be used as evacuation routes.
 - ii. Chemistry labs- the bottles used for storing the chemicals are secured and protected against shattering.
 - iii. Fixating of *Almirahs* to the walls of staff room.
 - iv. Securing fans and light from ceiling.
 - v. Fire safety measures.
- b. **Safety audit**
 - i. Electric safety audit-checking of the electrical system by an electrician.
 - ii. Fire safety audit- checking for possible sources of fire and identifying inflammable items within the school.
 - iii. Inspection of quality of food getting served during mid-day meal.

- iv. Audit of purity of water supply in school.
- v. Inspection of the hygienic conditions in kitchen and washrooms.

Guidance Note:

This section of the plan will focus on various mitigation measures to be undertaken by the school. Mitigation Planning is a long term exercise and hence it is essential to divide the strategy prioritizing the actions along with definite timeline. It is also necessary to prioritise the actions based on the nature of the threat and its potential to cause injuries and loss of life. Some of the non structural mitigation measures like anchorage of almirahs, clearance of the exit routes, relocation of the storage of laboratory items, installation of warning alarms could be done immediately by incurring minimal cost, some other mitigation measures like major structural repair work will require more time and fund commitments.

As a part of mitigation action, school should also undertake periodic fire and electrical safety checks by involving officials from Electricity Department/ board, Fire Services, PWD etc. Other measures like testing of purity of drinking water and hygienic conditions in the school should also be undertaken.

Details of School Profile

1. Name of School and code number provided by Department of Education
2. Postal address with pin code.
3. Contact number-
4. Number of teacher - Male _____ Female _____
5. Number of students - Male _____ Female _____
6. Number of differentially able students: Male _____ Female _____
7. Specify the type of disability-
8. Date of Construction of School building-
9. Number of Buildings in the school compound-
10. Number of classrooms -
 - Number of Chemistry laboratory
 - Number of Physics laboratory
 - Number of Biology Laboratory
11. Number of floors-
12. Number of staircases-
13. Do you have a kitchen? Yes/No-----
-if yes do you have Gas stove or open fire kitchen or use cooking gas connection-
14. Do you have toilets separate for- Boys- Yes/No Girls - Yes/No
15. Number of drinking water points-
16. Playground size and open area -
17. Fire extinguisher installed-
 - If yes number of fire extinguisher -
 - Date when last checked-
18. Number of Sand Buckets installed -
19. Evacuation drill organized - Yes/No
if yes last date when drill conducted and number of student who participated -

(Signature of Principal)

EMERGENCY MANAGEMENT PLAN CHECKLIST

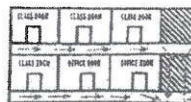
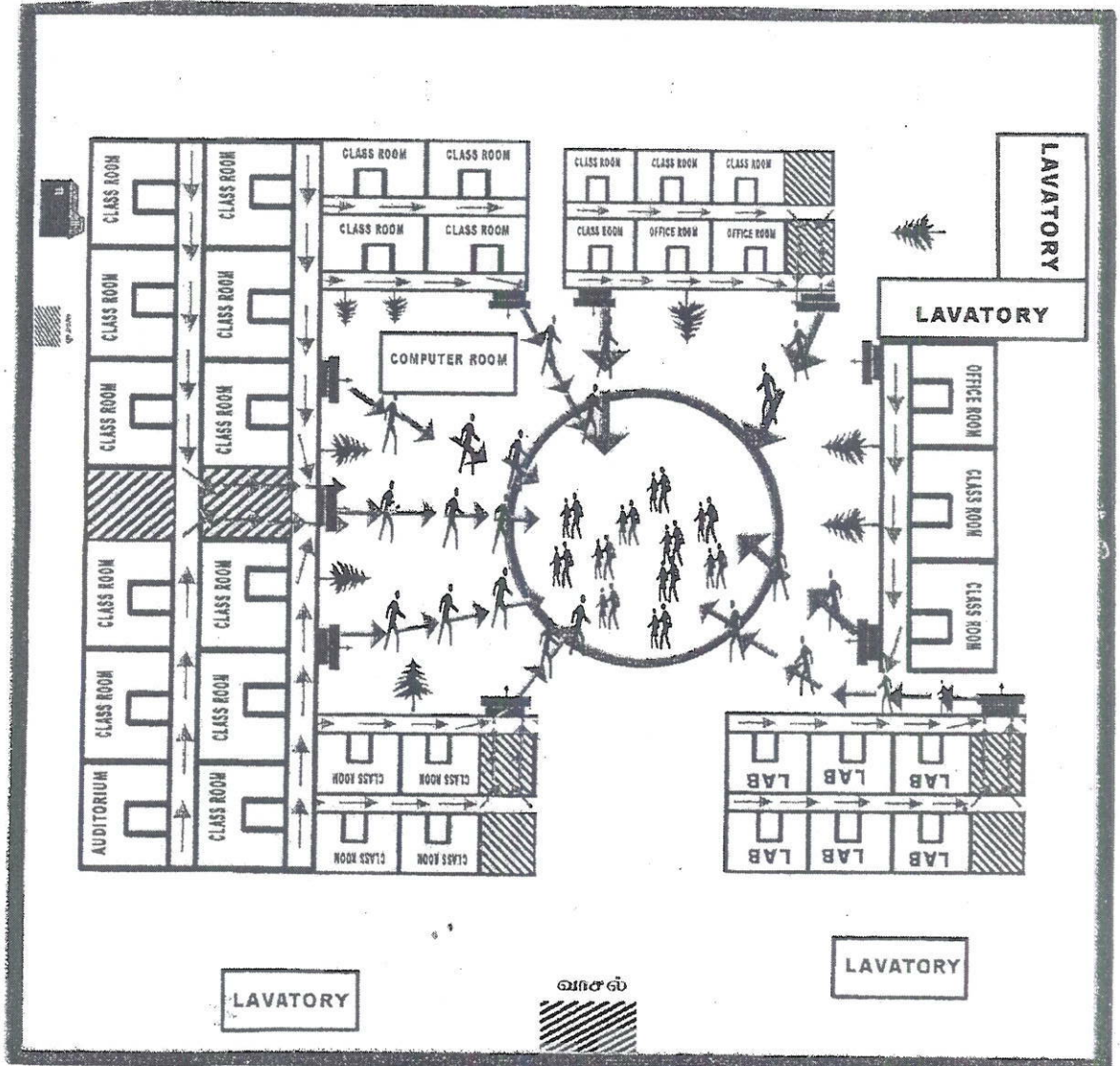
NAME OF SCHOOL & LOCATION.....

DATE:.....

YES

1. Have the emergency numbers been confirmed with the concerned departments
2. Are the emergency contact numbers prominently displayed in the principal room
3. Does the plan clearly specify procedures for reporting emergencies to the government services and the relevant education authority
4. Are the potential risks within and up to a kilometre from the workplace identified?
5. Does the plan clearly mention about the evacuation plan?
6. Are the roles and responsibilities of key personnel's clearly defined – task force team leaders, class teachers, office staff and students.
7. Are the staff responsibilities to account for and supervise students during and following the emergency clearly described?
8. Does the plan give emphasis on the more vulnerable children below class V?
9. Does the plan address the students with special physical, mental and medical needs?
10. Does the plan describe about how the DM team will be trained ?
11. Does plan provide the calendar for mock drill to be conducted?
12. Has the plan been endorsed by local police and fire brigade?

Sample School Evacuation Plan



CLASS ROOM



KITCHEN

LAVATORY

LAVATORY

