

SCHOOL DETAILS

1	Name of the School	
2	Educational District	
3	Management Type	
4	Name of the Headmaster / Principal	
5	HM/Principal Cell.No	
6	Address of the School	
7	Phone Number	
8	Total No.of Classes / Standards	
9	Total Class Rooms	
10	Total No.of Students (Boys + Girls)	
11	Total No.of Students with Special Needs	
12	Total No.of Teachers including HM	
13	Number of Physical Instructors	
14	Total No.of Non-Teaching Staffs	
15	Total No.of toilets for Teachers	
16	Total No.of toilets for Students (in Units) (200 students = 1 unit) 1 Unit = 10 Urinal + 2 Closets	
17	Total No.of toilets needed if any	
18	Library Room Nos	
19	Meeting Hall Nos	
20	Examination Hall Nos	
21	Total No.of Labs	
22	Total No.of Computers with internet	
23	Nearby Fire Station , distance, Phone.No	
24	Nearby Policee Station , distance, Phone.No	
25	Nearby Health Centre , distance, Phone.No	
26	Cycle Stand / Parking Nos	
27	Existing Compound wall (in metres)	
28	Compound wall Needed (in metres)	

Date :

Signature of the Headmaster

SCHOOL SAFETY PLAN

The following procedures may be followed for preparation of school Emergency Response Plans / Disaster Management plan

- 1.) Formation of Disaster Management Committee
- 2.) Risk Assessment
- 3.) Resources Mapping
- 4.) Formation of Disaster Management Teams
- 5.) Networking with Stakeholders
- 5.) Information Education and Communication (IEC) activities
- 6.) Plan of Action
- 7.) Monitoring and Evaluation
- 8.) Conduct of Mock drills
- 9.) Safety Tips

SCHOOL SAFETY COMMITTEE 2020-2021

School Safety Advisory Committee may comprise the following members (suggestive)

S.No	Designation	Name and Address	Telephone No
1	Headmaster		office : Res : Mobile :
2	Teacher		Res : Mobile :
3	Teacher		Res : Mobile :
4	Teacher		Res : Mobile :
5	PTA Member		Res : Mobile :
6	PTA Member		Res : Mobile :
7	PTA Member		Res : Mobile :
8	Student		Res : Mobile :
9	Student		Res : Mobile :
10	Student		Res : Mobile :
11	Local NGO		Res : Mobile :

Date :

Signature of the Headmaster

EXAMINATION OF SCHOOL BUILDING : (CHECK LIST)

S.No	Check List	Yes / No	Comment
1	Are the corridors and stairwells clear of any obstructions		
2	Does the school have provision for emergency power back-up		
3	Are the fans and lights properly fixed to the ceiling		
4	Are there any open electric wire		
5	Do the doors of all classes open outwards		
6	Are window and balconies covered		
7	Does the school have minimum two exits / Alternative exits		
8	Are all exits from the school clear		
9	Is there adequate arrangement for fire safety		
10	Are Fire Extinguishers in working condition		
11	Are there adequate amount of sand bags		
12	Is there water storage facility available		
13	Are there water pipes		
14	Are there water pumps		
15	Is adequate water / toilet facility available at each floor		
16	Are staircases functional at all time or some exits are kept locked		
17	Are there any thatched rooms ?		

Date :

Signature of the Headmaster

ASSESSMENT OF SCHOOL BUILDINGS

i) Architectural observations :

Sl.No	Check List	Yes / No	Details if any
1	Age of the building		
2	Does the building retrofitted		
3	Does the building have a Building use certificate ?		
4	Construction history (One phase or multiple phase)		
5	Soft Storey		
6	Column Orientation		
7	Shape of building		
8	Are there cracks in structural elements		
9	Are the cracks repairable?		
10	Are major repair works carried out for the strengthening or the damaged part of the building		

ii) Structural observations :

Sl.No	Check List	Details
1	Space in each classrooms	
	Height	
	Area per person	
2	Location of the staircase	
	Distance of the classroom from the farthest room	

	Width of the staircase	
	Tread	
	Riser	
	No.of risers per flight	
	Minimum headroom in a passage under landing of a staircase	
	Railing Height	
3	Passage / corridor	
	Width of corridor	
	Length of corridor	
4	No.of exits	
	Type of exits (doorway/corridor/passage)	
	Condition of the exit route e.g. obstructions if any	

iii) Functional / operational observations : (Give detail description)

a) Condition of the Electrical panels / mains

b) Lightning protection of buildings

c) Distance of Emergency service from the school

d) Special provisions for persons with disabilities

iv) External Observation :

S.No	Description	Yes / No	Comment
1	Any hazardous unit near the vicinity		
2	Means of access		
3	Traffic condition on the road		
4	Speed Breakers		
5	Caution sign boards		
6	Encroachment near the entrance of the building		
7	Chances of water logging		
8	Drains and open drains		
9	Access of fire engine		
10	Threat against falling of adjoining buildings / compound walls / chimneys / tall structures / electricity poles,etc		
11	Open space		
12	All round open space		
13	Main entrance to the plot		
14	Distance between two blocks or separation between accessory and main building		
15	Foot path width / Pathway		

Date :

Signature of the Headmaster

PLAN OF ACTION FOR THE YEAR (2020-2021)

A plan of action will be prepared how to manage the future disaster. In the plan of action, the following things should be incorporated

S.No	Activities	How	Who	When (Month)	Remarks
1	Formation of school safety committee	Meeting	Headmaster		
2	Formation of DMT	Consultation with teachers & students	Nodal Teacher		
3	Wall painting on Evacuation plan		Nodal Teacher		
4	Wall painting on Do's and Dont's		Nodal Teacher		
5	Mock drill		Teachers & students		
6	Training of DMT on search, rescue & first aid		Nodal Teacher		
7	Building Assesment		Nodal Teacher		
8	Retrofitting of building (Structural & Non-structural)		Nodal Teacher		
9	Sensitization of students, Teaching, non-teaching & PTA on disaster issues (Audio visual show)		Nodal Teacher		
10	Organizing rally on inclusive disaster preparedness		Nodal Teacher		
11	Observation of Risk Reduction day		Nodal Teacher		
12	Mitigation measures		Nodal Teacher		
13	Different competition among students on inclusive disaster preparedness		Nodal Teacher		
14	Street play on Disaster Management issues		Nodal Teacher		
15	Meeting of DM committee		Headmaster		
16	Inclusion of DM issues in school development activities / agenda		Headmaster		
17	Conducting Structural & Non-structural Audits	By PWD Engineers / BDO's	Headmaster		
18	Fire Mock drills	Fire Officers	Headmaster		

Date :

Signature of the Headmaster