

# **MONTFORT SCHOOL, AGARTALA**

## **SCHOOL DISASTER SAFETY PLAN**

Education is considered as the best means of ensuring a safe and disaster resilient society. Schools help to reduce disaster risk through knowledge, innovation and demonstrations.

The establishment of a school safety plan and school disaster team helps to provide maximum protection to each of our students and the school community and to prevent possible damages that could happen during and after a disaster.

### **Aim and Objectives**

The aim of emergency/ safety planning is to ensure that the safety of the students and the staff is maintained during an emergency. The emergency management plan is a means by which this can be achieved.

- how to identify the hazards in the school
- how to manage the hazards
- how to mitigate the effects through planning and effective response

### **Need for the Plan**

The School is a densely populated place and has small children that are one of the most vulnerable groups in the society.

To reduce this vulnerability particularly for schools, it is important to have a school Disaster Preparedness Plan. Schools also have many resources and are community nodes. Therefore, a School also has responsibility towards its immediate locality, just as the neighboring community is linked to the school.

**The following seven steps help to develop the school disaster safety plan:**

### **Step 1**

**ESTABLISHING THE SCHOOL SAFETY NUCLEAR TEAM.**

- Identify the persons who are responsible for the management and coordination of the whole school disaster safety program. This nuclear team should be formed and start to prepare the school disaster safety plan.

The Nuclear team:

Prepare and implement the plan, disseminate and update it.

The nuclear team may comprise with three to five members, depending on the size of the school and available human resources.

**The composition could be:**

f Principal or Vice principal (Chairperson)

f Vice Principal, Sectional Head, Teacher, Members of School Management.

## Step 2:

### CREATE AWARENESS AMONG THE SCHOOL COMMUNITY

The topics of an awareness meeting could be:

what are hazards and disasters, how the school could be affected, how teachers and students can protect themselves and behave correctly during emergencies, how preparedness can minimize losses and damages.

An effective educational programme

conducted through the schools not only teaches children but also reaches deep into the community through them, their parents and teachers. Awareness-rising is an interactive process in which different parties are engaged, each with its own roles and ways to make its voice heard. Typically, awareness activities focus on providing information and knowledge to influence individual attitudes. The most important and most effective way to deliver messages is through personal

communication through discussions, “days of open doors”, projects, sports/cultural events etc. Other ways are via means of brochures, leaflets, school magazine, etc.

## Step 3:

### IDENTIFY HAZARDS AND RESOURCES

A historical profile of natural hazards in the school environment needs to be identified.

A disaster calendar may be prepared.

For example

Hazard /period	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Flood												
Landslide												
Earthquake												
Drought												
Lightening												

### Hazard Assessment:

It is necessary for us to identify the potential hazards that the school might be exposed to.

It may be carried out by the children under the guidance of a Teacher.

A list may be prepared such as:

1. **List of Hazards**

- . Fire smoke in the hallway
- . Exit doors and windows locked
- . Power failure
- . Electrical wires
- . Bookcases not bolted to the wall.
- . Accidents from sports equipments.
- . Any objects in the school verandas and pathways

2. **Potential hazards:**

- . Flood prone areas
- . Power lines & electricity transformers.
- . Land slides

**Step 4:**

ESTABLISH & TRAIN THE SCHOOL DISASTER SAFETY TEAM

**TEAM COMPOSITION:**

The team composition should be flexible. It should include teachers, students, parents and members of the School management/development committee. A team of 5-7 members is advisable.

**RESOURCE PERSONS:**

A Mock drill should be annually organised involving the Community. Resource persons may include representatives of organisations/departments who are specialised in this field.

**TEAM MEETINGS:**

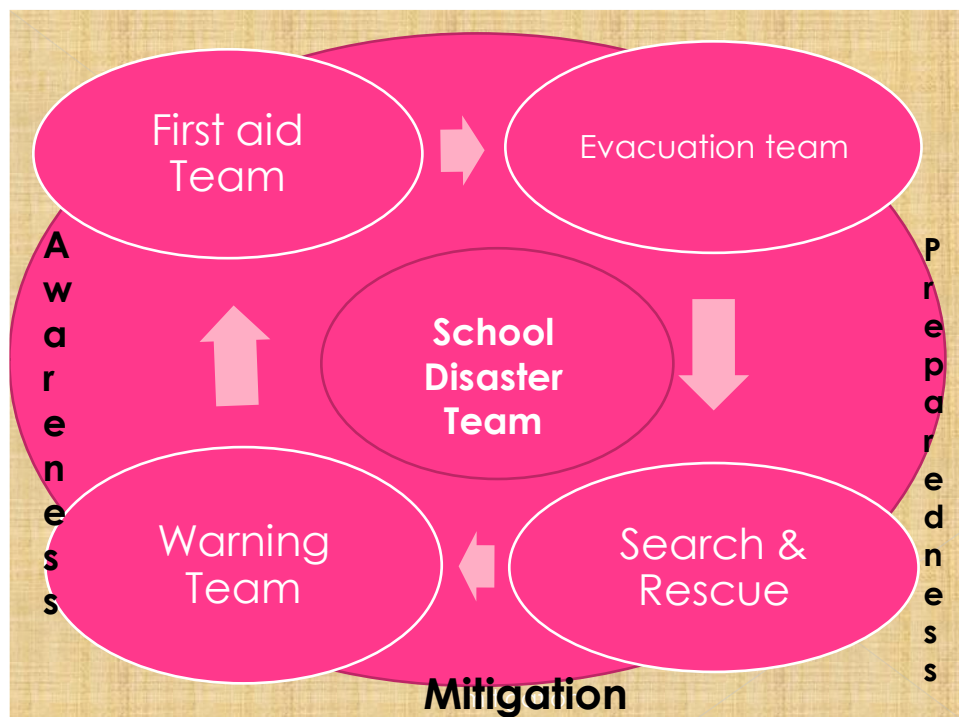
Minimum four times in a year to prepare and conduct awareness activities.

Meeting with resource persons- at least once a year.

**TEAM STRUCTURE:**

- 1 . Early warning team ( Warning & Communication)
2. Evacuation Team

3. First Aid Team
4. Search & Rescue Team
5. Fire Safety team
6. Site Security.



#### ROLES & RESPONSIBILITIES:

- All team members are responsible for Awareness, Preparedness & Mitigation

Name/ Designation	Position & responsibilities in the Team	Contact details
Principal/Viceprincipal : Bro. Joseph Reddy	Head of early warning Team	
Teacher: Mr. Sudip Acharjee	Head of evacuation team	8974535988
Teacher: Ms. Bijoya Sil	Head of first aid team	8794168460
Coordinator : Mr. Ajit Sharma	Head of Search& Rescue Team	9862478306
Teacher: Mr. Kaushik Banik	Fire Safety team	8732897388
Teacher : Mr. David Debbarma	Head of site security team	8974655414

#### Step 5:

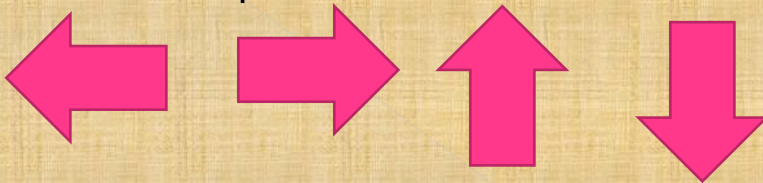
##### PREPARE THE SCHOOL SAFETY PLAN DOCUMENT

- The school safety Plan document should include the following:

- Introduction about the school
- List of members with details
- Hazard identification
- School & community map
- Schedule for team training & Plan update
- -Dos & Don'ts during emergency

**The school map should be posted at various points in the school showing the nearest exit & evacuation routes to anyone who looks at the map.**

**The safest evacuation paths should be marked with arrows**



**Alternative access routes to the school along with nearest key infrastructures should be included.**

**Evacuation routes and emergency exits in the school can be indicated with signs**

## **Step 6:**

### **DISSEMINATE THE PLAN & CONDUCT MOCK DRILLS.**

Once the plan is made, it becomes very important that it should reach each & every teacher and student of the school. Means of dissemination can vary. Mock Drills should be organised. Feedback from the Drills can be used to upgrade the School Safety Plans.

#### Mock Drills

The Preparation of the Mock drill includes:

- Maps of classrooms & Surroundings—site plans. The school evacuation map can be displayed in all the classrooms.
- The School Safety team should be aware of all the aspects of the Plan.
- The Warning Bell must decide the mode of Alarm
- The Evacuation team must decide the Exit routes as per the type of Disaster.
- All the staff & students should know what to do when the alarm ring must be made aware so that they do not interfere in the evacuation process

- Police, local administration, Civil defence & home Guards may be informed and asked to be present during the Drill.

## **PRIORITIES**

- Evacuation of the Junior classes & Physically challenged
- Ensuring the total no. Of students in the class before they evacuate.
- Forming a queue and leaving for a safe area.
- No one should run, turn back or Shout.
- Help to injured students.
- The Teacher should be the last to leave the room & will walk with students
- Girl guides & scouts should render help
- Head counting at a safer area
- Information about missing persons to concerned authorities
- principal and senior staff should be the last to leave the premises and lock all valuables
- Traffic help should be sought in case of evacuation
- feedback from participants.

## **Step 7:**

Evaluate and Updating of the Plan should be done annually.

The following question may be asked:

1. Was the school able to establish safety procedures?
2. Were the roles of teams defined?
3. Were database of resource persons developed?
4. Were members trained?
5. Was there any communication between the school & district administration/
6. How was the school able to develop & distribute the Disaster safety Plan and made provisions for its safety?
7. What arrangements were made for regularly scheduled meetings, mock Drills and other awareness & training activities?

**Conclusion:** This would protect and safe guard our children during any emergencies.

## **Action Plan for disability inclusive disaster risk reduction:**

S.No	Action Plan	Date	Remarks
1	Formation of the team	10.02.2023	Completed
2	Renewal of Awareness about DiDRR for teachers	09.06. 2023	Completed
3	Awareness about DiDRR for high school students	16.06. 2023	Completed
4	Awareness about DiDRR for middle school students	22.06. 2023	Completed
5	Awareness about DiDRR for Primary school students	23.06. 2023	Completed

6	Mock drill with/by experts	28.07. 2023	Completed
---	----------------------------	-------------	-----------

Bro. Joseph Reddy  
Principal