**KENDRIYA VIDYALAYA LONAVLA, INS SHIVAJI**

**DISASTER MANAGEMENT COMMITTEE (W.E.F 01/04/2024)**

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| **S. NO.** | **ACTION** | **RESPONSIBLE PERSON/S** | **TIME FRAME FOR IMPLEMENTATION** | **SIGN** |
| 1 | Formation of Disaster Management committee and sub committees | PRINCIPAL | Immediately before 31st March,2024 |  |
| 2 | Parents-teachers-students committee | MS MINTA(I/C)  MR GAJANAN | Immediately before 31st March,2024 |  |
| 3 | Preparation of school evacuation plan and display of indicators in corridors and at prominent places for emergency evacuation | MS NARINDER(I/C)  MR MANTHAN  MR GAJANAN  MR AMAN | Immediately before 31stMarch,2024 |  |
| 4 | Display of important contact numbers at prominent places | MR JAIBIR (I/C) | Immediately before 31stMarch,2024. |  |
| 5 | Safety advisory to parents | MS DIPTI (I/C) | Immediately before 31stMarch,2024 |  |
| 6 | Ensuring safety in wash rooms, play grounds, abandoned buildings if any, terrace, hidden corners etc. | MR SUDHIR (SECONDARY BOYS WASH ROOM)  MR MAZHAR( PRIMARY BOYS WASH ROOM)  MS MAMTA (SECONDARY GIRLS WASHROOM)  MS MANITA (PRIMARY WASHROOM GIRLS)  MR AMAN (PLAY GROUNDS, ABANDONED AREAS IF ANY, TERRACE, HIDDEN CORNERS) | Immediately before 31stMarch,2024 . |  |
| 7 | Visitors monitoring, visitors register, visitors pass | MR ARUN (I/C)  MS GARIMA | Immediately before 31stMarch,2024. |  |
| 8 | Procurement of emergency equipment kit/safety instruments/DM kit | MS LAVANYA | Immediately before 31stMarch,2024. |  |
| 9 | Active functioning of AEP cell in each school | MS SUSHMA (I/C)  MS AMRITA | Immediately before 31stMarch,2024. |  |
| 10 | Hygienic condition of wash rooms and school premises | MS MAMTA (SECONDARY)  MS MANITA (PRIMARY)  MS SUGANDHA | Immediately before 31stMarch,2024. |  |
| 11 | Girl/women protection cell in school | MS MINTA(XI-XII)  MS. PRIYANKA Y (VI-VIII)  MS TANYA (I-V) | Immediately before 31stMarch,2024. |  |
| 12 | Availability of first aid boxes at prominent places | MS SUSHMA (I/C)  MS MINAKSHI | Immediately before 31stMarch,2024. |  |
| 13 | Safety instructions for all laboratories and follow-up | MS PRIYANKA(I/C)  MS MINTA  MS SUSHMA  MR SIDDHARTH  MR AMAN | Immediately before 31stMarch,2024. |  |
| 14 | Installation of suggestion/grievance boxes in school and their follow up | MS PREETI (I/C)  MS PRINCY | Immediately before 31stMarch,2024. |  |
| 15 | Monitoring of safe parking of staff vehicles & students bicycles in school premises | MR VISHAL (I/C) | Immediately before 31stMarch,2024. |  |
| 16 | Fixing of warning bell and training of response to the warning bell | MR GAJANAN (I/C) | Immediately before 31stMarch,2024. |  |
| 17 | Safety and security audit by local police personnel | MR GAJANAN (I/C)  MR VISHAL | Within 15 days when required. |  |
| 18 | Police verification of contractual staff/conservancy staff/security guards/ gardener | MR SUMEDH (I/C)  MR ASHISH | Within 02 weeks of joining of any staff on contract basis. |  |
| 19 | Awareness programmes about cyber safety | MR SIDDHARTH (I/C)  COMP INS | Before 31st March,24 |  |
| 20 | Sensitisation of students and parents regarding issues related to school safety/bus safety/road safety | MR ARUN (I/C)  MR JAIBIR | Within one week |  |
| 21 | Audit/checking of all electrical fittings/gadgets/switch boards etc. by electrician | MR MANTHAN (I/C)  MR TARUN | Within one week |  |
| 22 | Installation of common PA system | MR MANTHAN(I/C)  MR TARUN | Within 03 weeks if not already done |  |
| 23 | (a)Anti-mosquito fogging  (b)Pest control  (c) Anti termite treatment  (e ) Removal of honeycombs if any | MR AMAN  SPORTHS COACH | Within 15 days  (a), (b) & (c) regularly thereafter |  |
| 24 | Intercom connectivity between security room/all departments/office/staff room/Principal room etc. | MR MANTHAN(I/C) | Before the start of new session. |  |
| 25 | Conduct of evacuation mock drills in different disasters e.g. fire/earthquake/terrorist attack etc. | MS LAVANYA (I/C)  MR AMAN | Within 03 weeks and regularly thereafter |  |
| 26 | Procurement of fire safety/structural safety certificates | MS LAVANYA  MR MANTHAN | Within 15 days if not already done. |  |
| 27 | Procurement of potable drinking water certificate | MR SUDHIR | Within 03 days if not already done. |  |
| 28 | Repair and Maintenance of broken boundary wall and fixing barbed fencing wires/ cattle trap / speed breakers | MR MANTHAN SAINI | Within end of March,2024. |  |
| 29 | Emergency exit windows during disasters | MR AMAN (I/C)  MR. MANTHAN | Within three months. |  |
| 30 | Repair and maintenance of fixtures and furniture | MR SUDHIR (I/C)  MS KRATI | Within 15 days |  |
| 31 | Installation of CCTV cameras at sensitive areas & monitors at 3-4 places in addition to Principal room | MR MANTHAN (I/C)  MR. SIDDHARTH | Within 15 days |  |
| 32 | Facilities for Children with special needs(wash rooms/ramp up to ground floor) | MS AMRITA (I/C) | Within 15 days |  |
| 33 | Psychometric evaluation of all employees(Regular as well as contractual) | MS MINTA(I/C)  MR GAJANAN (HM) | Within two months (thereafter for contractual staff before their appointment) |  |
| 34 | Regular maintenance of gardens/grass cutting in & around playground/school campus | MR AMAN(I/C)  MS LAVANYA | Within one weeks and regularly thereafter |  |
| 35 | Committees under POCSO (protection of Children from Sexual Offence) Act, 2012 and details of committees along with contact details shall be displayed prominently on School Notice Board and web site. | MS MINTA (I/C)  MS PRIYANKA (Co I/C)  MR SUDHIR  MR GAJANAN  MS MANITA  COUNSELLOR | 07 days |  |
| 36 | Discussion on the nature of risks that affect the physical wellbeing of children, and of the school community | MR AMAN (I/C)  MS MANITA | Monthly |  |
| 37 | Identification of risks and vulnerabilities inside and outside the school by separate groups | MR AMAN (I/C)  MR TARUN | Daily |  |
| 38 | Safety instructions to be followed for students must be sent to parents in writing | MR ARUN (I/C)  MR GAJANAN | Annually |  |
| 39 | Identification of hazards outside the school campus (Road Safety) Industrial hazard, Chemical hazard, open drain flooding etc. | MR AMAN (I/C) | Before the start of new session,2024. |  |
| 40 | Identification of vulnerable locations within the school campus. | MR AMAN (I/C)  MR MAZHAR | Within 07 days |  |
| 41 | Identification and listing of resources outside the school:  a. Nearest hospitals/ Health Centre for emergency treatment. b. Nearest Police Station  c. Nearest Fire Station | MS MINTA (I/C)  MR. GAJANAN | Within 15 days |  |
| 42 | Observing a month of safety in the calendar year of school as Preparedness month. | MR ARUN (I/C)  MR AMAN | Annually |  |
| 43 | Pruning of trees | MR. MANTHAN(I/C)  MR SUDHIR | Before or after monsoon (Summer Vacation) |  |
| 44 | Cleaning of water tanks | MR MANTHAN (I/C) | Thrice in a year (During vacation & break) |  |
| 45 | Fixing of overflow control valve in overhead water tanks,  Draining the stagnant water from ceiling and places around the building | MR MANTHAN (I/C) | Immediately when noticed. |  |
| 46 | Servicing of water purifiers | MR SUDHIR(I/C)  MS SEEMA | As & when required (Every quarter on regular basis) |  |
| 47 | Safe arrival & departure of students | MR AMAN (I/C)  MS LAVANYA  MR MANTHAN  MS AMBIKA  MR SIDDARTH  TEACHER ON GATE DUTY | Daily |  |
| 48 | Placing barricades on roads during arrival & departure of students | TEACHER ON GATE DUTY | Daily |  |
| 49 | Vigilance to check bullying/fights/drug abuse outside school gates | MR AMAN(I/C)  MR GAJANAN  STUDENTS COUNCIL | Daily |  |
| 50 | Sensitizing parents and students on various threats and issues through class wise PTM’s | MS MAMTA (I/C)  MRS GAJANAN  ALL CLASS TEACHERS | DURING PTMS |  |
| 51 | Frisking & Surprise checking of students’ bags for unwanted/harmful objects | MRS MAMTA(I/C)  MR AMAN  MRS SEEMA  YOGA COACH | Randomly |  |
| 52 | Sufficient lights to be put in the washrooms, corridors, playgrounds etc. to make the area luminous. | MR MANTHAN(I/C)  MR HIMANSHU | Immediately |  |

**HEAD MASTER PRINCIPAL**