**KENDRIYA VIDYALAYA LONAVLA, INS SHIVAJI**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 MANTHANMR GAJANANMR 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 MINTAMS SUSHMAMR 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 AMANSPORTHS 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 LAVANYAMR 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 SUDHIRMR GAJANANMS 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 LAVANYAMR MANTHANMS AMBIKAMR SIDDARTHTEACHER 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 GAJANANALL CLASS TEACHERS | DURING PTMS |  |
| 51 | Frisking & Surprise checking of students’ bags for unwanted/harmful objects | MRS MAMTA(I/C)MR AMANMRS SEEMAYOGA 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**