



# International Journal of Multidisciplinary Research in Science, Engineering and Technology

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## International Journal of Multidisciplinary Research in Science, Engineering and Technology (IJMRSET)

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# School Disaster Management Plan: A Comprehensive Framework for Educational Institutions

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**ABSTRACT:** The School Disaster Management Plan provides a structured framework for educational institutions to enhance preparedness, response, and recovery from disasters. Developed by the District Disaster Management Authority, South West Khasi Hills District, Mawkyrwat, it emphasizes risk assessment, emergency planning, and resilience-building. Key components include a Hazard Risk, Vulnerability, and Capacity (HRVC) assessment, formation of a School Disaster Management Committee (SDMC), and specialized response teams for evacuation, fire safety, first aid, and search and rescue. The plan ensures systematic preparedness through designated evacuation routes, mock drills, and safety assessments, fostering a secure learning environment and effective emergency response.

**KEYWORDS:** School safety, disaster preparedness, hazard assessment, emergency response, evacuation planning, risk mitigation, mock drills, resilience, fire safety, earthquake preparedness.

### Introduction to the School Disaster Management Plan

Schools are vital spaces where children spend a significant part of their daily lives, making their safety a top priority. The **School Disaster Management Plan (SDMP)** provides a comprehensive strategy to safeguard educational institutions from various hazards while ensuring continuity of learning. Developed by the **District Disaster Management Authority, South West Khasi Hills District, Mawkyrwat**, this plan not only enhances school safety but also strengthens community resilience.

The SDMP adopts a multi-faceted approach, beginning with a **Hazard Risk, Vulnerability, and Capacity (HRVC) assessment** to identify potential threats based on the school's location, infrastructure, and population. This risk analysis informs preparedness measures tailored to each institution's unique vulnerabilities.

A key component of the plan is the formation of a **School Disaster Management Committee (SDMC)**, which oversees specialized teams responsible for **early warning, evacuation, fire safety, search and rescue, first aid, water and sanitation, road safety, and coordination**. These teams ensure a structured and efficient emergency response.

Practical preparedness is emphasized through **regular mock drills**, which help students and staff internalize emergency protocols. Additionally, ongoing **safety assessments** covering **fire hazards, electrical systems, building integrity, and non-structural risks** are integral to maintaining a secure environment.

Beyond physical safety, the SDMP fosters a **culture of preparedness**, empowering students with life-saving knowledge they can apply at home and in their communities. In a region prone to natural and human-made disasters, this plan stands as a proactive commitment to risk reduction. While disasters cannot always be prevented, their impact can be **significantly reduced through planning, preparation, and practice**. By implementing this plan, schools become not just safer institutions but also pillars of resilience in the community.

### Objectives of the SDMP

The School Disaster Management Plan aims to:

1. **Ensure the safety of students, staff, and school infrastructure** by implementing risk reduction measures.





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2. **Develop a culture of preparedness and resilience** through training, awareness programs, and mock drills.
3. **Establish a structured emergency response mechanism** with clearly defined roles and responsibilities.
4. **Identify hazards and vulnerabilities** through systematic risk assessment and mitigation strategies.
5. **Strengthen coordination among stakeholders** including school authorities, local administration, and emergency services.
6. **Promote disaster education** to empower students and staff with life-saving skills.
7. **Ensure continuity of education** by minimizing disruptions caused by disasters.

### SCHOOL DISASTER MANAGEMENT PLAN

Year \_\_\_\_\_

Name of School:

### INITIATIVE

By

District Disaster Management Authority  
South West Khasi Hills District, Mawkyrwat

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### Annexure

Roles and Responsibility of School Disaster Management Committee (SDMC) and Teams

#### 1. School Profile: School Details

1.	Name of the School				
2.	School Code				
3.	Address				
			Telephone		
			Fax		
			Email		
4.	Name of the Principal				
5.	Contact Details of the Principal		Telephone		
			Mobile		
			Email		
6.	Name of the Nodal Officer				
7.	Contact Details of the Nodal Officer		Telephone		
			Mobile		
			Email		
8.	Type of School				
	Medium				
9.	School Timings				
10.	Total Students		Boys:	Total:	
			Girls:		
11.	Teaching Staff		Male:	Total:	
			Female:		
12.	Non-Teaching Staff		Male:	Total:	
			Female:		
13.	No. of differently abled persons		Students	Teaching staff	Non teaching staff



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		Male			
		Female			
		Total			

**Details of Teaching Staff –permanent and contractual (add additional sheet if needed):**

Sl. No	Name	Blood group	Age	Sex	Medical Concerns like Asthma, Diabetes, BP etc.)	Disability if any	Standard & Subject they teach	Contact No.	Residential Address
1									
2									
3									
4									
5									

**Details of Non-teaching Staff –permanent and contractual (add additional sheet if needed):**

Sr. No.	Name	Designation	Blood Group	Age	Sex	Medical Concerns like Asthma, Diabetes, BP etc.)	Disability if any	Contact No.	Address
1									
2									
3									
4									
5									

**School Building Details-**

1	Number of Storey	Basement	
		Storey yes double	
2	Year of Construction (Give details if constructed in parts)		



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3	Number of buildings in the school compound:												
4	Class Rooms	Number of:											
		Class Rooms	Office	Teaching Staff Room	Non-teaching Staff Room	Corridor	Staircase	Store	Toilet (Boys)	Toilet (Girls)	Computer Lab.	Laboratories	Drinking water points
		Ground Floor											
	<b>Total</b>												
5	Do you have a kitchen?	Yes ,Cooking gas connection -if yes do you have Gas stove or open fire kitchen or use cooking gas connection?											
6	Playground size and open ground												
7	School Maps	1. Attach School Location Map (showing major landmarks) 2. Attach School Building Map (showing school campus and building layout) 3. Attach School Floor Maps (showing floor wise layout)											

**Details of Students:**

Class	Section	Boys	Girls	Persons With Disability	Person with medical concern	Total
1 <sup>st</sup>	A					
2 <sup>nd</sup>	A					
3 <sup>rd</sup>	A					
4 <sup>th</sup>	A					
5 <sup>th</sup>	A					
6 <sup>th</sup>	A					
7 <sup>th</sup>	A					
8 <sup>th</sup>	A					
9 <sup>th</sup>	A					
10 <sup>th</sup>	A					
11 <sup>th</sup>	Arts					
	Com					
	Science					
	Arts					



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12th	Com					
	Science					
Graduate	I	Arts				
		Com				
		Science				
	II	Arts				
		Com				
		Science				
	III	Arts				
		Com				
		Science				
	IV	Arts				
		Com				
		Science				
Total						

**Details of Persons With Disability:**

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
1					
2					
3					

**Details of person with medical concern (like Asthma, Diabetes, Cardiac Diseases etc):**

Sr. No.	Name	Age	Sex	Standard and Section	Type of medical concern
1					
2					
3					

**1. Hazard, Risk, Vulnerability and Capacity (HRVC) Analysis**

**Detailed History of Disaster/Accidents in School**

Sr. No.	Disaster/Accidents	Date & Time of occurrence	Total No. of people affected (injured & dead)	
			Dead	Injured
1	Earthquake			
2	Cyclonic storm/Strong wind			
3	Hailstorm			
4	Landslide			
5	Fire			
6	Lightning			



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7	Flood/Flash flood			
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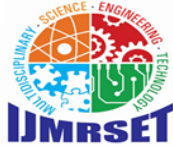
### Possible Hazards:

Hazards (in and around the school)	Hazard Probability(High / Med / Low)	Possible causes
Road Accidents	Low	Low road accident
Flood	Low	Nil
Earthquake	Low	Nil
Building collapse	Low	Nil
Epidemic / Contagious disease	Low	Nil
Fire	Low	Nil
Heat Wave	Low	Nil
Cold Wave	Low	Nil
Industrial / Chemical hazard	Low	Nil
Stampede	Low	Nil
Animal Bite	Low	Nil
Snake Bite	Low	Nil
Food Poisoning	Low	Nil
Others (specify)	Low	Nil

### Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
	<b>Inside School</b>	
1.	Gas cylinders	
2.	Other fuel (petrol/diesel/kerosene etc.)	
3	Chemical bottles	
4	Main Electrical Boards	
5	Hanging Electrical Wires	
6	Suspended Ceilings	
7	Unfixed Almirahs/cabinets	
8	Unfixed wall Frames	
9	Doors/ Windows	
10	Open drains/ gutter	
11	Trees	
12	Defected staircases	
13	Severely cracked walls	
14	Others (specify)	
	<b>Outside School</b>	
1	Trees	
2	Power Lines	
3	Towers	
4	Others (specify)	





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### Identification of Vulnerable Population

Sl.No.	Category	Total No.	
		Male	Female
1.	Children below 12 years		
2.	Old age people if any		
3.	Students with special medical concerns		
4.	Teaching/Non-teaching staff with ill health		
5.	Others (specify)		

### Capacities Skilled/Trained Human Resource

Trained Volunteers	Boys	Girls	Total	Name of the coordinator	Contact No. of the coordinator
NCC (Yes/No)					
NSS (Yes/No)					
Scout & Guide(Yes/No)					

Expertise: Search & Rescue, Fire Safety, First Aid, Swimming, Sports, Foreign Languages (other than English) etc.

Sr. No	Name of Person	Expertise in	Teacher/ Student	Standard	Contact No.
1					
2					
3					
4					
5					
6					

### Resource Inventory

#### A. Equipments within school and also nearby school:

Sr. No.	List of Items	Details of the item	Person In charge	Contact No. of the person in charge
1.	First Aid Kits			
2.	Fire Extinguishers			
3.	Ladder (Nos. and Length)			
4.	Rope (Nos. and Length)			
5.	Stretchers			
6.	Torches			
7.	Hammers			
8.	Generators / UPS			
9.	Others			



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### B. Communication Set up

Sr. No	Type of System	Total No
1	Wireless sets (if nearby Police Station)	
2	Landline telephone	
3	Internet Facility	
4	Fax	
5	Other	

### C. Transport Facilities

Sr. No	Type of Vehicle	Total No
1	School Bus (with capacity)	
2	4 wheelers (personal)	
3	2 wheelers (personal)	
4	Other vehicles	

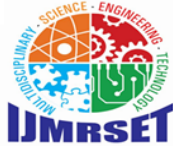
### D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post			
2	Fire Station			
3	Primary Health Centre (PHC)			
4	Community Health Centre (CHC)			
5	Hospital (Public)			
6	Hospital (Private)			
7	Ambulance Services			
8	District Control Room			
9	Other Schools			
10	Others			

### Response Mechanism

#### A. School Disaster Management Committee

Sr. No.	Name	Designation	Designation inSDMC	Contact No	Residential Address
1		Principal	Chair person		
2		Lect	Vice Chairperson		
3		Lect	Member		
4		Mistress	Member		
5		PTA Head	Member		
6			Member		
7		SMC Head	Member		



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### Suggested list for School Disaster Management

#### Committee

Sr. No.	Designation	Role in SDMC
1.	Principal/Head of the school (Compulsory)	Chairperson
2.	Senior Lecturer/Teacher (Compulsory)	Vice Chairperson
3.	Member from SMC (Compulsory)	Member
4.	Senior Lady teacher (Compulsory)	Member
5.	Parent Teacher Association Head (Compulsory)	Member
6.	4 students (NCC, NSS, Scouts and Guides, Head Boy and Head Girl)	Member
7.	Representative from Revenue and Disaster Management Department/District Administration/ Municipal Corporation	Member
8.	Representative from Fire Services (from closest Fire Station)	Member
9.	Representative from Police department (from closest Police Station)	Member
10.	Representative from Health Department (local Doctor)	Member
11.	A warden from Civil Defence	Member
12.	Representative from Panchayat	Member
13.	Representative from NGOs	Member

#### A. Teams under SDMC

Roles and Responsibilities of each team have been discussed in Annexure II.

Sr. No.	Name	Sex	Standard	Contact No.
<b>1.Early warning, Communication &amp; Awareness Generation Team</b>				
1				
2				
3				
<b>2.Evacuation Team</b>				
1				
2				
3				
4				
<b>3.Fire Safety Team</b>				
1				
2				
3				
4				



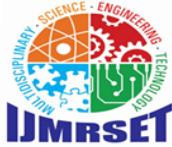
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<b>4. Search and Rescue Team</b>				
1				
2				
3				
4				
<b>5. First Aid Team</b>				
1				
2				
3				
4				
<b>6. Water and Sanitation Team</b>				
1				
2				
3				
4				
<b>7. Road Safety Team</b>				
1				
2				
3				
4				
<b>8. Coordination Team</b>				
1				
2				
3				
4				

**Evacuation Plan**

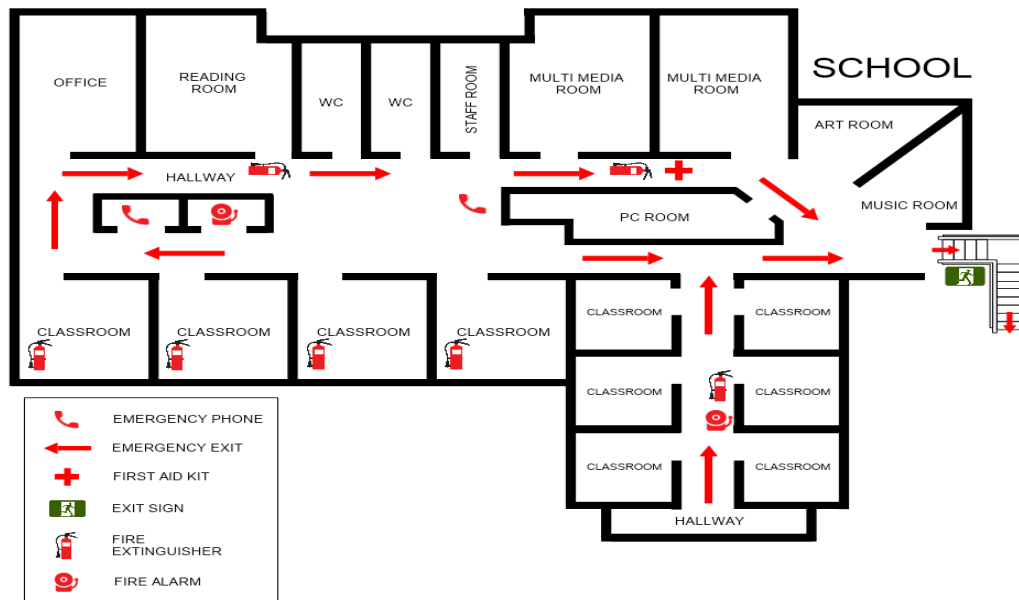
The evacuation team will identify the safer locations, safe evacuation routes, locations of the equipment like fire extinguishers, fire hydrant points, First-Aid kits etc. in the school and will mark on the floor maps and will prepare floor wise evacuation plan. Display maps prominently at the notice board at each of the floor. **Attach a copy of evacuation plan.**



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Sample Floor Map showing safe evacuation routes



### Mock-Drill

Mock drills are the way of testing the School Disaster Management Plan. The mock drill on earthquake, fire, etc. should be conducted once in every six months, and the deficiencies should be assessed for the purpose of updation of the plan. This section of the plan should clearly indicate the steps to be followed to conduct the mock drills and the responsibilities of the teachers, non-teaching staff and students should be delineated. If required, the school should invite the Fire Service Officers, doctors from Health Department, trainers from Red-Cross Society trained Civil Defence volunteers and volunteers from NGOs for support in conducting the mock drills.

#### Earthquake drill:

1. Ring the emergency Siren.
2. Practice drop, cover and hold.
3. Once evacuation starts, evacuate classroom in less than 1 minute without pushing and falling.
4. Evacuate school in less than 4 minutes using different exits.
5. Look out for friends.
6. Stay away from weak areas / structures.
7. Perform head counts when reach at assembly area.
8. Help those who need assistance (identification of task force in advance for rescue of children with disabilities)

#### Fire Drill:

1. Ring the emergency Siren.
2. Evacuate from classroom.
3. Practice Stop, Drop and Roll in case your clothes catch fire.
4. Cut off electricity from main switch and remove or close down gas connections.
5. Evacuate classroom in less than 1 minute without pushing and falling.
6. In case of heavy smoke, crawl out safely from the classroom.





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7. Evacuate school in less than 4 minutes using different exits/fire exits.
8. Look out for friends.
9. Perform head counts when reach at assembly area.
10. Help those who need assistance (identification of task force in advance for rescue of children with disabilities).

### 6. Assessment check list

#### A. Fire Safety Assessment

1. Are fire extinguishers installed in the school?
2. Are they in working condition?
3. Are students and teachers trained to use fire extinguishers?
4. Are they located at appropriate positions (hazardous locations)?
5. Are they placed at appropriate height (accessible height)?
6. Are instructions indicated on extinguishers?
7. Is the language of instructions understood by students and teachers?
8. Is hydrant point in the school?
9. Are there Sand Buckets in the school? (specify in Numbers)
10. Are there Water Buckets in the school? (specify in Number)
11. Is emergency fire fighting training and SOP disseminated to the students & teachers?
12. Are do's and don'ts displayed at appropriate locations?
13. Are emergency contact numbers displayed at appropriate locations?
14. Are school maps and escape routes displayed at appropriate locations in the school?
15. Is the emergency exit door present in the school?
16. Do you dispose flammable scrap at proper sight regularly?
17. Are the Fire Safety Norms followed in the school?
18. Is fire safety audit conducted annually?(Attach fire safety audit report)

#### B. Electrical Safety Assessment

1. Is the central shutdown system in place?
2. Has the MCB system been installed?
3. Are the wires coated with insulating material?
4. Are receptacles installed to cover live wires?
5. Are electrical equipments and wires checked and replaced (if required) at every six months?
6. Are those equipments which get heated, installed at least 1 meter away from any kind of combustible material?
7. Is the earthing properly done in the school?
8. Is any defective electrical equipment in use in the school?Specify:
9. Are there any lives wires lying or tangled in open?
10. Is any plug point used for multiple loads?
11. Specify at how many points:(Attach electric safety audit report)

#### C. Non Structural Safety assessment

1. Are the cabinets/almirahs placed away from exit doors?
2. Are cabinets/almirahs properly fixed to the wall?
3. Are these cabinets/almirahs empty on the top?
4. Are desk placed with proper distance between them for easy movement?



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5. Are evacuation routes, passages and stairways clear from obstacles (like flower pots, cupboards, bookshelves, big dustbins etc.) for evacuation?
6. Are fans and lights secured with ceiling?
7. Are bottles used for storing the chemicals in laboratories secured and protected against shattering?
8. Has the MCB system been installed?
9. Are the wires coated with insulating material?
10. Are receptacles installed to cover live wires?
11. Are electrical equipments and wires checked and replaced (if required) at every six months?
12. Are those equipments which get heated, installed at least 1 meter away from any kind of combustible material?
13. Is the earthing properly done in the school?
14. Is any defective electrical equipment in use in the school? Specify:
15. Are there any live wires lying or tangled in open?
16. Is any plug point used for multiple loads?
17. Specify at how many points: (Attach electric safety audit report)

### D. Non Structural Safety assessment

1. Are the cabinets/almirahs placed away from exit doors?
2. Are cabinets/almirahs properly fixed to the wall?
3. Are these cabinets/almirahs empty on the top?
4. Are desks placed with proper distance between them for easy movement?
5. Are evacuation routes, passages and stairways clear from obstacles (like flower pots, cupboards, bookshelves, big dustbins etc.) for evacuation?
6. Are fans and lights secured with ceiling?
7. Are bottles used for storing the chemicals in laboratories secured and protected against shattering?

### E. Structural Safety assessment

1. How old is school building?
2. Is building structure earthquake resistant?
3. Is there any portion in the building which shows sign of cracks? If yes, specify the locations
4. Are the Building Safety Norms followed in the school?

Has the building safety audit conducted by the structural engineer? (Attach building safety audit report.)

### Annexure I

#### a. Roles and Responsibility of School Disaster Management Committee (SDMC)

- Help school in preparation & evaluation of DM Plan
- Look into structural safety of school
- Work out financial aspects of preparedness & mitigation measures.
- Arrange conduct of Mock Exercises on various types of disasters twice a year.
- During disaster, help in coordinating various groups and teams.

#### b. Composition, Roles and Responsibility of Teams

The following composition of teams is suggested list. The team should have 1-2 teachers, 4-6 students and representative from community.



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### 1. Early warning, Communication & Awareness Generation Team Composition

- Geography Teacher
- Art & Craft Teacher.
- Drama & Music Teacher.
- 1-2 parents (working with media/NGO)
- 1-2 students (good speaker & creative).

#### Roles and responsibilities:

- Keep track on weather reports, Hazard information
- Generate early warning based on relevant information
- Maintain communication before, during and after disasters within and outside the school.
- Conduct awareness programs. (Through IEC material, Rally, School level drawing/debate competitions, Street play, Exhibitions, Hoardings, Audio Visual Show etc).
- Conduct training programs by bringing in experts.
- Display of evacuation routes at different critical location.
- Display of emergency numbers for various departments.

### 2. Evacuation Team

#### Composition

- All class teachers.
- Class monitors & hall monitor.

#### Roles and responsibilities:

- Identify safer locations and routes.
- Prepare school location map and floor maps of the school
- Prepare evacuation plan in consultation with school
- Practice Duck, Cover & Hold at first sign of earthquake.
- Evacuate in an orderly manner, in buddy system, with monitor leading & teacher bringing the last buddies along designated evacuation route.

### 3. Fire Safety Team

#### Composition

- Teachers (2)
- 1-2 parents (from fire services/ Defence/Para Military services/civil defence)
- Students trained in fire safety.

#### Roles and responsibilities:

- Proper maintenance of fire extinguishers. (Check the expire date)
- Ensuring proper fire extinguishers for proper site.
- Monitoring the electric supply points.
- Switch of the main power if possible.
- Members of this team should be able to carry and use fire extinguishers.



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### 4. Search and Rescue Team

#### Composition

- Sports/PTteacher
- NCC/NSS/Scouts & Guides Teacher.
- Fire Services representative

Civil Defence Trainer.

- 1-2 parents (from uniformed forces)
- Able bodied students

#### Roles and responsibilities:

- After everyone is out take a round around the campus to see if anybody is left behind. (Note: not to go near the effected of danger zone).
- If there is a heavy earthquake situation, the team is not to go inside but to take a round from a safe distance from the building and call the emergency response team.
- If any students are trapped identify if possible the areas where they are trapped.
- Brief the Emergency Response Team about the situation.

### 5. First Aid Team

#### Composition

- School doctor.
- School Nurse.
- St. John/Red Cross volunteers.
- Anganwadi workers/ANM
- 1-2 parents (doctors)
- Students trained in first aid.

#### Roles and responsibilities:

- Administer first aid and record all cases & treatment.
- Accompany search & rescue teams during search.
- Help in evacuating seriously injured.
- Aid the physically handicapped.

### 6. Coordination Team

#### Composition

- Members from SDMC
- NCC/NSS/Scouts & Guides Coordinator.
- School Monitor
- 

#### Roles and responsibilities:

- Over all coordination of activities under SDMC
- Facilitate and coordinate with other teams.
- To avoid chaos during disasters.
- Systematically move the students to the safety zone.
- If it is an earthquake situation, make them wait in the classrooms and instruct them to be under the table till the tremors are over.



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### 3. Food, Water and Sanitation Team

#### Composition

- 
- Science Teacher
- NCC/NSS/Scouts & Guides students.

#### Roles and responsibilities:

- To ensure safe food and drinking water to everybody.
- Proper maintenance of the available food and water resources.
- Cleanliness of the school and surrounding campus.
- Use of mosquito repellent chemicals.
- Ensure hygienic toilets

### 4. Bus/Road Safety Team

- Composition**
- Teacher (traveling in respective buses).
  - Student getting down at last stop.
  - One senior most student in bus.

#### Roles and responsibilities:

- Pull over to side of road, if possible in open.
- Instruct passengers to crouch down between seats and in aisle until shaking stops, move out and stay till contact with DM department/school authorities.
- Ensure special need students are assisted.
- Assist giving first aid to injured students.

Establish communication with school Control Room.

### School Maps

### ACKNOWLEDGEMENT

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#### Conflicts of Interest

The authors declare that they have no competing interests.

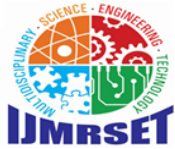
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