

Policy P-24

Disaster Management

1. Circulars related to Disaster management to be kept by Disaster management Incharge after getting it acknowledged from Front Office in File A-120.
2. To maintain copy of Emergency evacuation plans in file A-120 and to ensure the same to be displayed on each floor of every block (Jr. and Sr.)
3. SoP (Standard Operative procedures) for Drill on Evacuation.
4. All visually impaired and physically-challenged students should be allotted partners by the respective class teachers during the evacuation.
5. All students, teachers, non-teaching staff are well trained to conduct evacuation drills and the record of the same to be maintained in format F-68 in File A-120.
6. Stringent provisions for emergency management are in place in terms of infrastructure and behaviour patterns.

Security of the Stakeholders :

1. Each child studying in Salwan Campus comes to a secure environment. The gates are locked and there are two guards on duty 24 hours, 365 days a year. The gates are opened briefly in the morning and afternoon for arrival and dispersal of the students and besides on all other occasions, rear gate is always locked and front gate is armed with extra guards to check the arrival and departure of visitors.
2. Teachers also monitor and are present physically especially in the morning and afternoon. No student is allowed to leave the school premises without the presence of the Parent, signature of the Class Teacher, Coordinator and the Vice Principal/Principal. For the above said purpose, Gate pass is issued to the student from the school reception and is maintained by the Guard.
3. CCTV cameras have been placed at strategic locations all over the school to monitor the security of the student at all possible times. They also have been installed at the gate to monitor the entry of guests and other people coming to the school.
4. The school is also equipped with fire extinguisher on every floor in preparedness for any unforeseen disaster.

Contents of The Evacuation Plan

1. Basic Instructions
2. Disaster Management Team.
3. Emergency Numbers.
4. Layout of Evacuation.

Evacuation Plan

- I. Basic Instructions and important areas for evacuation plan

1. Main electrical terminals for the whole school :-

Main switch in the school – (Can be optionally done from any of the below mentioned places)

- a. At gate No1 , in Room of Security Guard
- b. At School Electrical Room, near Generator Room

Chetan Block (Primary Wing) :

1. Floor Wise main switches near staircase of each floor.
2. Main switch of all the floors of Chetan block in Electrical Room near generator Room.

New Building Block (Middle and Sr. Wing) :

- a) Floor Wise main switches near junction of both the buildings.
- b) Main switch of all the floors of New Building block in Electrical Room near generator Room.
- c) Partial switch of new building at two places of Ground floor of new building : outside accounts office and junction of two buildings at GF

2. Fire extinguisher placements –

- a) Water Base Fire line for extinguishing Fire is placed at each floor of both the buildings, whereas the water pump is placed at top floor of Chetan Block.
- b) Two dry powder base extinguishers on corridors of each floor of each block.
- c) Additionally, in places like Library, Labs, electrical room, generator room, conference room etc.

3. First aid box-available at :

Chetan Block :

- a) G. Floor - Medical Room
- b) First Floor- Jr. Computer Lab
- c) Second floor- Jr. Library
- d) Third floor- Class IV C

Main Building :

- a) G. Floor-Reception
- b) First floor-Sports room
- c) Second floor – Sr. Library
- d) Third Floor – Art Room

II. Disaster management Team :

Given in Disaster management Committee in F-66 to be kept in A-120

III. Emergency phone numbers :

Police : 100

Fire : 101

Ambulance : 102

IV. Layout Plan :

Given in F-67 to be kept in A-120 and to be displayed in a frame on every floor.

Basic instructions for evacuation during Emergency



