

MAHATMA EDUCATION SOCIETY'S HOCL SCHOOL

School Disaster Management Plan

The School Disaster Management Programme at HOCL School is designed to ensure the safety, preparedness, and resilience of all students, staff, and school property in the event of any emergency or disaster. Schools play a crucial role in safeguarding children, and having a structured plan equips everyone to respond effectively to natural or man-made calamities.

The programme focuses on:

- **Awareness:** Educating students, staff, and parents about potential hazards.
- **Capacity Building:** Training and drills to ensure readiness.
- **Culture of Prevention:** Encouraging responsible behavior and proactive safety measures.

Through regular drills, workshops, and safety initiatives, the school aims to minimize risks, protect lives, and ensure a quick and organized response during unforeseen situations.

Aims and Objectives

The primary aim of the Disaster Management Programme is to prevent or reduce losses caused by hazards, disasters, or emergencies. Key objectives include:

1. Disaster Prevention:

- Identify potential risks within school premises.
- Implement preventive measures to minimize accidents or disasters.

2. Disaster Preparedness:

- Train students, teachers, and staff through regular drills, workshops, and awareness programmes.
- Ensure readiness to respond effectively during any crisis.

3. Disaster Response:

- Establish clear action plans for evacuation, first aid, and coordination during emergencies.
- Ensure minimal confusion and maximum safety.

4. Disaster Mitigation:

- Reduce the impact of disasters through structural and non-structural safety measures.
- Maintain secure infrastructure, install safety equipment, and promote responsible behavior.

5. Rehabilitation:

- Provide support and counseling to affected individuals for physical and emotional recovery.

6. Reconstruction:

- Restore and improve damaged facilities, making the school environment safer and more resilient.

Overall Goals:

- Identify and manage hazards within the school.
- Prepare and respond to emergencies effectively.
- Mitigate the effects of disasters on the school community.

School Disaster Management Team

Disaster management begins with building awareness among the Principal, teachers, and students. Preparedness activities are guided by the Principal to ensure every member understands their role.

Core Team

- **Overall In-Charge:** Dr. Reema Nikalje (Principal)
 - Monitors potential emergencies, coordinates with staff and external agencies, and ensures effective response.

Floor In-Charges

- **Ground Floor:** Ms. Akshata
- **First Floor:** Mr. Pratik Patil
- **Second Floor:** Mr. Sachin Mali
 - Ensure safe and coordinated evacuation of students, staff, and visitors under the Principal's supervision.

Administrative Officer

- Raises alarms using hooters and PA system.

- Contacts hospitals, ambulance, fire department, and police during emergencies.
- Activates the Disaster Management Team and provides resources.
- Maintains communication between Principal, staff, and emergency services.

Formation and Execution of the Disaster Management Plan

The plan focuses on creating a safe school environment through proactive measures and regular training. Key initiatives include:

1. Display of evacuation plans on every floor.
2. Training teachers and students through workshops and awareness sessions by safety experts.
3. Conducting mock drills with the Fire Safety Department and local Police.
4. Escort Teacher System for safe student movement during emergencies.
5. Contingency plans for earthquakes, fires, floods, and other disasters displayed on each floor.
6. Trained security and gate staff; mandatory visitor ID verification.
7. Parent-community involvement through a special committee for disaster preparedness.
8. Display of emergency contact numbers (Police, Fire Brigade, Ambulance, Municipal Corporation).
9. Distinct hooter alarm system to indicate the type of emergency.
10. Disaster Management Club to educate students about safety practices.
11. Regular teacher training sessions for effective crisis handling.
12. Special safety assemblies to update students and staff on procedures.

School Disaster Management Committee

The committee coordinates resources and responsibilities to address emergencies efficiently. Its roles include preparedness, response, and recovery, with the aim of minimizing disaster impact.

Objectives of the Committee

1. **Preparedness:** Identify risks, develop plans, train staff and students, and conduct drills.
2. **Response:** Implement swift and organized actions during emergencies, including evacuation and first aid.

3. **Communication:** Maintain effective internal and external communication during emergencies.
4. **Training & Education:** Conduct workshops, distribute educational materials, and promote a culture of safety.
5. **Collaboration:** Work with local authorities, emergency services, and relevant organizations.
6. **Continuous Improvement:** Regularly review and update disaster management plans based on lessons learned.

Committee Members

S.No	Name	Designation	Contact Details
1	Dr. Reema Nikalje	Principal	7499957421
2	Mr. Ramesh Patil	Manager	8652016789
3	Dr. Angel Sunder	High School In-Charge	8888050200
4	Mr. Imran Khan	PE Instructor	9867191435
5	Mr. Pratik Patil	PE Instructor	7276152401
6	Mrs. Sanjana Pangat	Non-teaching Staff	9604564621
7	Mr. Sachin Mali	PE Instructor	9822557942
8	Ms. Anju Sontake	Primary In-Charge	976637881
9	Mrs. Pratima Ghegade	Foundation Stage In-Charge	7756961050
10	Mr. Pranit Bhalerao	Office Staff	9619426361

Emergency Numbers

- National Women Helpline (24x7): 181
- Police Helpline: 100
- Child Helpline: 1098
- Fire Brigade: 101
- Ambulance: 108

Private Hospitals:

- Aayush Hospital: 07947152600
- Patil Hospital: 07947115906

School Disaster Preparedness Measures

1. Regular awareness meetings for staff and students.
2. Marked exits on all staircases.
3. CCTV cameras installed in classrooms, staff rooms, grounds, offices, entrances, corridors, and parking areas.
4. Separate storage for different labs.
5. Electric areas fenced and demarcated.
6. Terrace entrances locked with sufficient exit areas.
7. Communication system installed both inside and outside.
8. Fire extinguishers installed at key locations.
9. First aid boxes available in all staff rooms and infirmary.

Available Materials:

- Fire Extinguishers
- Thick Ropes
- Wheelchairs
- Evacuation Plans
- School Disaster Management Committee
- Safety Signboards