

KENDRIYA VIDYALAYA KOLIWADA
DISASTER MANGEMENT COMMITTEE AT SCHOOL LEVEL

- 1. Chairperson** – Mrs Reena Paliwal, I/C Principal
- 2. Head Master** – Mrs Khayati Merchant, I/C
- 3. Member VMC** – Mr Mrigendra Rai
- 4. Parent Teacher Association member** – Mr Dinesh Patil
- 5. Four Students members** –
 1. Mast. Saharsh, Head Boy
 2. Miss Disha Shukla, Head Girl
 3. Mast. Yashrendra Singh, Vice Captain
 4. Miss Tanisha Patil – Vice Captain
- 6. Representative of Municipal Corporation** – KESHAV UBALE, AC
BRIHANMUMBAI MAHANAGAR PALIKA
- 7. Representative of fire services (Antop Hill Section)** – MR GHADGE
- 8. Representative of Police- (Police Station Antop Hill)** – RAJU BHAI
- 9. Representative of Health Department** – Dr Savale (CGHS Antop Hill)
- 10. NGO member if available** – Dr Bhawana Dhabre (Swayam Deep Santhan)

PRINCIPAL

KENDRIYA VIDYALAYA KOLIWADA

School Disaster Management Action Plan – 2022-23

FPT : (FOCAL POINT TEACHER) : 1.MR M.P.GUPTA (PGT CHEM)

2. MRS MANJU PATHAK (PGT BIO)

S. No	Action	Responsible Person/s	Sign	Time frame for implementation
1	Formation of Disaster Management committee and sub committees (As per Annexure 1)	1.PRINCIAPL 2. VP		Done
2	Parents teachers students committee	1.Mr.M.P.Gupta, PGT (Chem) 2.Mrs Manju Pathak, PGT (Bio)		Done
3	Preparation of school evacuation plan and display of indicators in corridors and at prominent places for emergency evacuation	1.Prncipal 2.Mr M.P Gupta, PGT (Chem) 3.Mrs Manju Pathak, PGT (Bio)		Done
4	Display of important contact numbers at prominent places	TGT ART		
5	Safety advisory to parents	1.PRINCIPAL 2. MR M.P.GUPTA, PGT (Chem) 3.Mrs Manju Pathak, PGT (Bio)		Update time to time
6	Ensuring safety in wash rooms, play grounds, abandoned building if any, terrace, hidden corners etc.	(For Girls) 1. Mrs Nalini Chavan, TGT (AE) I/C		
		(For Boys) 1. Mr Sanjay S., PGT (Hindi) 2. Mr Sandeep K., TGT (SST)		Done
7	Visitors monitoring, visitors register, visitor pass	1. Mr M P Gupta, PGT (Chem) 2. Mrs Manju Pathak, PGT (Bio) With security guard		Done
8	Procurement of emergency equipment kit/safety instrument/DM kit	1.Mr M P Gupta, PGT (Chem) 2.Mrs Manju Pathak, PGT (Bio)		Fire safety kit available

9	Active functioning of AEP cell in each school	1.Mrs Manju Pathak, PGT (Bio) 2.Mrs Anubha S., TGT (Science) 3 Mr Ravindra K., PGT (Phy)		Yes
10	Hygienic condition of wash rooms and school premises	1. Mrs Nalini Chavan, TGT AE		On Regular basis
11	Girl / women protection cell in school	1.Mrs Reena Paliwal, I/c Principal 2.Counselor		Done
12	Availability of first aid boxes at prominent places	Doctor & Nurse		Done
13	Safety instructions for all laboratories and follow-up	1. Mr M.P.Gupta, PGT (Chem) 2. Mr Ravindra K., PGT (Phy.) 3. Mrs Manju Pathak, PGT (Bio)		Done
14	Installation of suggestion/grievance boxes in school and their follow up	1. Mr M.P.Gupta, PGT (Chem) 2. Mrs. Manju Pathak, PGT (Bio)		Done
15	Monitoring of safe parking of staff vehicles & students bicycles in students	1.Mrs Vineeta Smriti, PGT (Chem)		Done
16	Fixing of warning bell and training of response to the warning bell	1.Mrs Vineeta Smriti, PGT (Chem)		Done
17	Safety and security audit by local police personnel	1. Mr M P Gupta, PGT (Chem) 2. Mrs Manju Pathak, PGT (Bio) LOCAL POLICE – Mr Raja Bhai		Done
18	Police verification of contractual staff/conservancy staff/security guards/gardener	1. Principal		Done
19	Awareness programme about cyber safety	Mrs Dhanshree S., (CS)		Workshop conducted
20	Sensitisation of students and parents regarding issues related to school safety/bus safety/road safety	1.Mr M P Gupta, PGT (Chem) 2.Mrs Manju Pathak, PGT (Bio)		Regular
21	Audit/checking of all electrical fitting/gadgets/switch boards etc. by electrician	1. Mr Sandeep Kumar, TGT (SST) 2. Mr Gopi		On regular basis
22	Installation of common PA system	1.Mr Ravindra K., PGT (Phy)		Done
23	(a)Anti-mosquito fogging (b)Pest control (c) Anti termite treatment	1. Mrs Nalini Chavan, TGT (AE)		Through CPWD time to time
24	Intercom connectivity between security room/all departments/office/staff room/Principal room etc.	1. Mrs Nalini Chavan, TGT (AE) 2. Mr Ravindra K., PGT (Phy)		Done
25	Conduct of evacuation	1. Mr M.P.Gupta, PGT(Chem)		Yet to be done

	mock drills in different disasters e.g. fire/earthquake/terrorist attack etc.	2. Mrs Manju Pathak, PGT (Bio)		
26	Procurement of fire safety/structural safety certificates	1. Principal 2. VP		Yet to be done
27	Procurement of potable drinking water certificate	1.Principal 2. VP		Done
28	Repair and Maintenance of broken boundary wall and fixing barbed fencing wires/ cattle trap / speed breakers	1.Mrs Huma Kausar, PRT 2.Mrs Manisha Shinde, PRT		Done
29	Emergency exit windows during disasters	1.Mrs Manisha Shinde, PRT		Done
30	Repair and maintenance of fixtures and furniture	1. Mr M.P.Gupta, PGT (Chem)		Regular basis
31	Installation of CCTV cameras at sensitive areas & monitors at 3-4 places in addition to Principal room	1. Principal 2. VP		Done
32	Facilities for Children with special needs (wash rooms/ ramp up to ground floor)	1. Principal 2. VP		Done
33	Psychometric evaluation of all employees (Regular as well as contractual)	1.Principal 2.VP		Done
34	Regular maintenance of garden playground/school campus	Gardens appointed 1. Mrs Manju Pathak, PGT (Bio) 2. Mrs Nikita A.,PGT (Bio)		Done
35	Distribution of OMV cards to students	1.Mrs Dhanshree S., PGT (CS)		Done
36	Committee under POCSO (protection of Children from Sexual Offence) Act, 2012	Members Committee 1.Mrs Reena Paliwal, PGT (Eco) 2.Mrs Sushila Singh, PRT		On Regular Basis
37	Discussion on the nature of risks that affect the physical well being of children, and of the school community	1. Principal 2. VP 3. Doctor 4. Nurse		Monthly
38	Identification of risks and vulnerabilities inside and outside the schools by separate groups	1. Mr M.P.Gupta, PGT (Chem) 2. Mrs Manju Pathak, PGT (Bio)		Daily
39	Safety instructions to be followed for students	All Class Teachers Classes I & XII		Regularly

	must be sent to parents in writing			
40	Identification of hazards outside the school campus	1. Principal 2.VP		
41	Identification of vulnerable locations within the school campus	1.VP 2.Mr M.P.Gupta, PGT (Chem) 3.Mrs Manju Pathak, PGT (Bio)		
42	Identification and listing of resources outside the school : a. Nearest hospitals / Health Centre for emergency treatment b. Nearest Police Station c. Nearest Fire Station	1.Principal 2.VP 3.Mr M.P.Gupta, PGT (Chem) 4.Mrs Manju Pathak, PGT (Bio)		Done
43	Observing a month of safety in the calendar year of school as Preparedness month.			
44	Walkie-talkie to be provided to the security men			
45	Standard Operation Procedure (SOP)			
46	Pruning of trees	1.Mrs Ratna Waikar, PRT		Done
47	Cleaning of water tanks	1. Mrs Nalini Chavan, TGT (AE)		Done
48	Fixing of overflow control valve in overhead water tanks, Draining the stagnant water from ceiling and places around the building	1. Mrs Nalini C.,TGT (AE) 2. Mrs M P Gupta, PGT (Chem)		Done
49	Servicing of water purifiers	1.Mr M P Gupta, PGT (Chem)		Done
50	Safe arrival & departure of students	Coaches all class teacher		On regular basis
51	Placing barricades on roads during arrival & departure of students	Security guards & all teachers		Daily
52	Vigilance to check bullying/ fights/drug abuse outside school gates	1.Coaches 2.Students Council		Daily
53	Planning for parking of transportation vehicle & monitoring	1.Coaches 2.Students Council		Daily
54	Sensitizing parents on various threats and issues through class wise PTMs	1.Principal 2.VP 3.HM 4.Conselor		Regularly
55	Sensitizing students on various threats	1.Principal 2.VP		Regularly

		3.Class Teachers		
56	Catering to the special needs of DIVYANG	1.Principal 2.VP 3.HM 4.Doctor 5.Nurse		Regularly Basis
57	Frisking & Surprise checking of students bags for unwanted / harmful objects	1. Coaches		Randomly
58	Sufficient lights to be put in the washrooms, corridors, playgrounds etc. to make the area luminous	1. Principal 2. VP 3. Mr M P Gupta, PGT (Chem)		Done

Principal

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 - 2) Ms Disha Shukla, XII – B
 - 3) Master Yashvendra Singh, XII – B
 - 4) Ms Tanisha Patil, XII – B
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Mahanagar Palika
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Sub Committees under overall supervision of DM Committee

Sr No	Committee	In charge	Member	Sign
1	Awareness generation and warning and information dissemination team	Mrs. Reena Paliwal, I/c Principal	1. Mrs Manju Pathak, PGT Bio 2. Mr Sandeep Kumar, TGT SST 3. Mrs Sumathi, PRT	
2	Evacuation / Crowd Management / Stampede Committee	Mr M.P.Gupta, PGT (Chem.)	1. Mr Ravindra K., PGT Phy. 2.	