



Jyoti Model Sr. Sec. School

UDISE CODE: 7010301402 | ADDRESS: C-18, Adarsh Nagar, Delhi 110033

SCHOOL DISASTER MANAGEMENT PLAN

(Aligned with NDMA National School Safety Policy 2016)

Prepared for:

Jyoti Model Sr. Sec. School

C-18, Adarsh Nagar, Delhi 110033

NORTH WEST ZONE, DELHI, 110033

Academic Year: 2026-27

Approved by: School Disaster Management Committee (SDMC) of **Jyoti Model Sr. Sec. School**

Preparation Supported by: Govardhan Learning Cloud Private Limited for National Disaster Management Authority


PRINCIPAL
Jyoti Model Sr. Sec. School
Adarsh Nagar, Delhi-33

Chapter 1 — Introduction

A disaster is an unexpected event that causes disruption, injury, loss of life, and damage to property. Schools are highly vulnerable locations because children spend a majority of their day on campus and require guided supervision during emergencies. A well-structured School Disaster Management Plan (SDMP) ensures the safety of all students and staff and provides clear procedures before, during, and after any emergency.

This SDMP has been prepared for **Jyoti Model Sr. Sec. School** with the objective of establishing a safe and resilient school environment through preparedness, mitigation, response, and recovery measures.

Aim of the SDMP

To ensure the safety and security of students, teaching staff, non-teaching staff, and visitors at **Jyoti Model Sr. Sec. School** during any emergency through coordinated preparedness, response, and recovery actions.

Objectives

The specific objectives of this SDMP are:

- To reduce vulnerability of students and staff to identified hazards.
- To build institutional capacity for immediate and effective emergency response.
- To establish clear roles, responsibilities, and communication procedures during a disaster.
- To ensure inclusive safety of children with special needs, vulnerable groups, and visitors.
- To ensure quick recovery of school functioning after emergencies.
- To build a safety culture among students, parents, teachers, and surrounding communities.

Scope of the Plan

This SDMP applies to:

- All students
- Teaching and non-teaching staff
- Support staff, bus staff, and campus vendors
- Visitors during school hours and school events

The SDMP covers:

- Preparedness (training, hazard mitigation, mock drills, equipment)
- Response (evacuation, first aid, search & rescue, student reunification)
- Recovery (counselling, resumption of classes, documentation)

Jyoti Model Sr. Sec. School includes safety improvement activities in its School Development Plan every year. Priority is given to repairing damaged structures, improving fire safety systems, maintaining clean and safe toilets, and making the campus more accessible for all children. Budget requirements are shared with the School Management Committee for approval.

Mission Statement

To develop a disaster-resilient school environment at **Jyoti Model Sr. Sec. School** through proactive planning, safety awareness, and constant readiness.

Chapter 2 - School Profile

Field	Details
School Name	Jyoti Model Sr. Sec. School
UDISE Code	7010301402
Complete Address (with Pincode)	C-18, Adarsh Nagar, Delhi 110033
District	NORTH WEST ZONE
State / UT	DELHI
Latitude / Longitude	28.72033203623085 / 77.1732033485489
School Type (Govt./Govt. Aided/Private)	Private
Board Affiliation (CBSE/State Board/Other)	CBSE
Medium of Instruction	English
Lowest & Highest Class (e.g., I–XII)	1 / 12
Type of Construction (RCC / Load Bearing / Mixed)	Permanent (RCC/Pucca)
Principal Name	MRS PANKAJ GULATI
Principal Mobile Number	9711658286
School Email ID	85059@cbseshiksha.in
School Website	http://www.jyotimodelschool.in
School Safety Focal Point Teacher (FPT) — Name & Mobile No.	Harpreet Kaur / 7015786212

2.2 Student & Staff Strength

Category	Count / Details
Number of Students	Total 988 / Male 705 / Female 283
Number of Students with Disabilities (CWSN)	Total 2 / Male 2 / Female 0

Types of Disabilities

Disability Category	Yes/No
Sensory Disability (Visual / Hearing)	Yes

Teaching & Non-Teaching Staff

Teaching & Non-Teaching Staff	Count / Details
Teaching Staff	Total 30 / Male 0 / Female 30
Non-Teaching Staff	Total 19 / Male 13 / Female 6

Hostel / Residential Facilities

Question	Details
Does the school have a hostel/residential facility?	No

Infrastructure Details

Question	Details
Year of Construction	1972
Number of Blocks / Buildings	1
Total Floors Across School	2
Total Classrooms	32
Physics Labs Count	1
Chemistry Labs Count	1
Biology Labs Count	1
Home Science Labs Count	0
Playground Available	Yes
Playground Area / Description	-
Safe Assembly Area Location / Description	school playground
Staff Rooms Count	1
Number of Staircases	8
Number of Lifts	0
Swimming Pool Available	No
Kitchen Available	No
Separate Toilets for Students	Yes
Student Toilets Male	7
Student Toilets Female	6
Separate Toilets for Staff	Yes
Staff Toilets Male	1

Question	Details
Staff Toilets Female	2
Separate Toilets for CWSN	Yes
CWSN Toilets Male	1
CWSN Toilets Female	1
Drinking Water Points Count	12

Chapter 3 — School Disaster Management Committee (SDMC)

A coordinated structure is essential for smooth disaster preparedness and emergency response. The following governance framework is established for **Jyoti Model Sr. Sec. School** as per NDMA National School Safety Policy 2016. The various committees constituted in a school will comprise members from among teachers, non-teaching staff as well as students.

3.1 School Disaster Management Committee (SDMC) — Primary authority for school safety

S.No.	Name	Designation	Contact No.	Email
1	MRS PANKAJ GULATI	Principal	9711658286	thegulatizone@gmail.com
2	NEERAJ CHAWLA	Heads of Primary	9999471958	-
3	REETU WADHWA	Heads of Middle Sections	9999411736	-
4	ARVIND KUMAR	Education Officer/Deputy Education Officer for the zone	01127487987	zone_ix@yahoo.in
5	YUVRAJ	Student - Head Boy	7678212265	sharmayu-vi0612@gmail.com
6	ZIYA ABBASI	Student - Head Girl	9911878610	-

3.2 Roles & Responsibilities of SDMC

The SDMC will:

- Approve, maintain, and monitor the SDMP
- Ensure annual update and quarterly safety reviews
- Coordinate safety infrastructure and equipment inspections
- Ensure capacity building for teachers, staff, and transport team
- Conduct and evaluate mock drills
- Coordinate with DDMA, Fire Service, Police, and Health Department

- Verify safety compliance before any major school event
- Ensure safety inclusion for CWSN, visitors, and vulnerable groups

3.3 School Management Committee (SMC) — Role in Safety

The SMC will support the SDMC in:

- Parent awareness and participation in safety programs
- Supervision of non-structural safety and hazard reporting
- Ensuring community participation for safety initiatives
- Monitoring sanitation, water safety, and hygiene conditions
- Supporting reunification of students with families during emergencies

3.4 School Safety Focal Point Teacher (FPT):

Harpreet Kaur / 7015786212

Responsibilities:

- Anchor safety-related activities in school
- Maintain the SDMP file and all annexures
- Maintain communication with DDMA and safety authorities
- Ensure classroom safety awareness and drills participation
- Maintain hazard reporting register
- Assist in evacuation during emergencies

3.5 Disaster Teams & Response Units



Awareness, Warning & Information Dissemination Team

Awareness, Warning & Information Dissemination Team

The school has constituted this team to issue alerts and announcements during emergencies and to conduct safety awareness activities throughout the year. Team composition details are provided in the table below.

Awareness Generation Team:

S.No.	Name	Designation	Contact No.	Email
1	DIVYA	Member 1	9643531513	-
2	SAVITA BHARGAVA	Member 2	8285443571	-
3	VRINDA GULATI	Member 3	9911011554	-
4	HARPREET KAUR	Member 4	7015786212	-

Warning and Information Dissemination Team:

S.No.	Name	Designation	Contact No.	Email
1	HARPREET KAUR	Team Leader/Coordinator	-	-
2	PRATHAM TALWAR	Communication Officer	-	-
3	DIVYA	Volunteer Coordinator	-	-
4	SONALI	Deputy Coordinator	-	-



Evacuation Team

The school has formed this team to ensure safe and timely evacuation along pre-marked routes and to maintain clear exit pathways and updated evacuation maps. Team composition details are provided in the table below.

S.No.	Name	Designation	Contact No.	Email
1	HARPREET KAUR	Team Leader/Coordinator	-	-
2	REETU WADHWA	Deputy Coordinator	-	-
3	MRS. PANKAJ GULATI	Communication Officer	-	-
4	VRINDA GULATI	Public Address System in Charge	-	-
5	DIVYA	Volunteer Coordinator	-	-

Search & Rescue Team

The school has established this team, consisting only of physically fit and trained teachers, to locate and safely rescue trapped/injured individuals and maintain rescue equipment. Team composition details are provided in the table below.

S.No.	Name	Designation	Contact No.	Email
1	SWATI JAIN	Teacher Coordinator	-	-
2	SAVITA BHARGAVA	Senior Teacher Representative	8285443571	-
3	SHEFALI ARYA	Junior Teacher Representative	-	-
4	VINITA SHARMA	Subject Head Coordinator	-	-



Fire Safety Team

The school has set up this team to operate firefighting equipment, isolate fire-risk zones, and conduct periodic fire safety inspections. Team composition details are provided in the table below.

S.No.	Name	Designation	Contact No.	Email
1	SHAVETA	Fire Officer	-	-
2	MUKESH PANDIT	Fire Extinguisher Handler	-	-
3	PRATHAM TALWAR	Fire Alarm Operator	-	-
4	MUKESH PANDIT	Emergency Exit Gate In-Charge	-	-



First Aid Team

The school has deployed this team to provide immediate medical care, maintain first-aid kits, and keep updated records of students with medical needs. Team composition details are provided in the table below.

S.No.	Name	Designation	Contact No.	Email
1	SWATI JAIN	First Aid Coordinator	8587848986	cool.jain.deep-ak05@gmail.com
2	TANYA SANWADIA	Medical Officer/Nurse	-	-
3	MRS. PANKAJ GULATI	Communication Officer	-	-
4	VRINDA GULATI	First Aid Kit In-Charge	9911011554	-

Site Security Team

The school has created this team to monitor and control access during emergencies, maintain safety at assembly areas, and coordinate with local police/fire authorities when required. Team composition details are provided in the table below.

S.No.	Name	Designation	Contact No.	Email
1	VRINDA GULATI	Team Leader (Site Security Head)	9911011554	-
2	REETU WADHWA	-	9999411736	-
3	SWATI JAIN	-	8587848986	cool.jain.deep-ak05@gmail.com
4	SHEFALI ARYA	-	-	-

School Disaster Management Task Force Structure



School Disaster Management Task Force Structure

Special Notes

- Students are not deployed for search & rescue or fire control.
- Support staff trained in handling heavy equipment lead rescue tasks.
- CWSN Students have the highest priority during evacuation.

The SDMC will ensure that:

- The committee chart is printed and displayed at reception and the principal's office.
- Contact checklist is available with guard room and transport in-charge.
- Each team leader maintains a register for duties and attendance.

The objective of the HRVA is to enable **evidence-based preparedness planning**, ensuring that safety improvements and mitigation measures are guided by actual on-ground risks. The findings of this assessment help the school prioritise actions, allocate resources efficiently, and coordinate with relevant authorities wherever required, thereby strengthening a proactive and sustainable approach to school safety.

Structural safety assessment has been conducted by a certified Civil/Structural Engineer / PWD / Municipal Engineer on 18/04/2026, and the report is available with the school.

Structural Safety Report

4.2 Fire NOC

Fire NOC Certificate issued on 17/09/2024 is available with the school.

C-58

 **GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**
HEADQUARTERS: DELHI FIRE SERVICE, NEW DELHI-110001

No. F6/DFS/MS/2024/School/ 7a6 Dated: 17 / 09 / 2024

FIRE SAFETY CERTIFICATE

Certified that the **Jyoti Model Senior Secondary School** located at C-18, Acharya Kripalani Road, Adarsh Nagar, Delhi-110033 comprised of Ground & 02 upper floors owned/occupied by Jyoti Model Senior Secondary School was issued Fire Safety Certificate vide this office letter no. F6/DFS/MS/2019/NZ/2231 dated 27.11.2019. The premise was inspected by the officer concerned of this department on 07.09.2024 in the presence of Sh. Vikas Gufati (Principal) and observed that all the fire prevention and fire safety arrangements as provided in the premises found in good working condition. The premises have deemed complied with requirements of circular issued by Director of Education letter no 3298-1398 dated 01.03.2011 and the building/ premise is fit for occupancy class "Group II Educational" with effect from 17/09/2024 for a period of three years, subject to compliance of the conditions mentioned below:

Issued on 17/09/2024 at New Delhi


(Ajit Chugh)
Director
Ph:-011-23416000

Copy to:-

1. The Director, Education, Government of N.C.T. of Delhi, Old Sectt. Delhi - 110054.
2. The Principal, Jyoti Model Senior Secondary School located at C-18, Acharya Kripalani Road, Adarsh Nagar, Delhi-110033.

Conditions for the validity of Fire Safety Certificate:

1. All the means of escape shall be kept free from any type of obstruction all the time.
2. All the employees shall be acquainted with the use and maintenance of all fire equipment and method of smooth and speedy safe evacuation of occupants in case of emergency.
3. All the fire safety arrangements provided therein shall be maintained in good working condition at all time as seen during inspection. Any loss of life or property due to non-functional fire safety measures shall be at the responsibility of the management.
4. Any deviation, with regards to construction, ventilation, occupancy, electric installation etc. may be got verified from the concerned authorities. This Fire Safety Certificate is valid only for permanent building/structure as per plan.
5. This fire safety certificate may not be treated in any case of regularizations of unauthorized construction/unauthorized use of land or activities, if any.
6. The owner / occupier shall submit a declaration every year in Form "K" provided in the first schedule of Delhi Fire Service Rules 2010. The form is available on the official website of Delhi Fire Service i.e. www.dfs.delhi.govt.nic.in.
7. "The owner/occupier shall apply for renewal of this Fire Safety Certificate to the Director in Form 'D' (sub rule (1) of rule 37) along with a copy of this Certificate, six months prior to its expiry".

Scanned with CamScanner

Fire NOC Certificate

4.3 Internal Non-Structural Safety Observations & Mitigation Measures

The HRVA identified the following non-structural safety concern inside the school:

- Leakage near electrical fittings was noticed. Water-proofing and securing will be done to reduce electrocution hazards

4.4 External Hazards Observations & Mitigation Measures

No significant external hazards affecting the school were reported at the time of assessment.

4.5 Vulnerable Locations Inside the School

The HRVA assessment of key student movement zones identified:

- A supervised movement plan will be implemented to reduce overcrowding and improve student safety.

4.6 Summary

The HRVA indicates manageable but important safety gaps that require structured action and regular monitoring. The school will implement mitigation measures in a phased manner and coordinate with local authorities where external risks are involved. Annual review and updating of the HRVA will ensure improved safety and resilience of the school community.

Chapter 5 — Preparedness Plan



Preparedness ensures that **Jyoti Model Sr. Sec. School** is ready to respond to emergencies quickly and effectively to protect students and staff.

5.1 Objectives of Preparedness

- Build a culture of safety among students and staff
- Maintain emergency equipment in working condition
- Conduct regular training and drills for teachers, staff and students
- Ensure inclusion of CWSN through a buddy system and support team
- Establish clear emergency routes, signage and communication protocols

This chapter outlines the school's comprehensive approach to building readiness for emergencies through systematic planning, capacity-building, and resource strengthening. Aligned with NDMA's School Safety Policy (2016), the preparedness framework ensures that the institution is equipped to respond effectively to multi-hazard situations while prioritizing the safety and well-being of students and staff.

5.2 Resource Inventory

Jyoti Model Sr. Sec. School ensures that emergency resources and fire-safety equipment are not only available but actively monitored, serviced and positioned for rapid deployment. The school takes pride in maintaining its resources in fully functional condition and making them accessible to teachers, staff and students during drills and real emergencies. This proactive approach reinforces the culture of preparedness that the school upholds.

All items listed below are part of the School DM kit and are:

- Strategically placed in clearly marked locations for quick access
- Inspected on a routine schedule and serviced or replenished immediately if required
- Integrated into mock-drill practice, ensuring familiarity and confidence in use

S.No.	Resource Item	Quantity	Responsible Person/Team	Last Checked

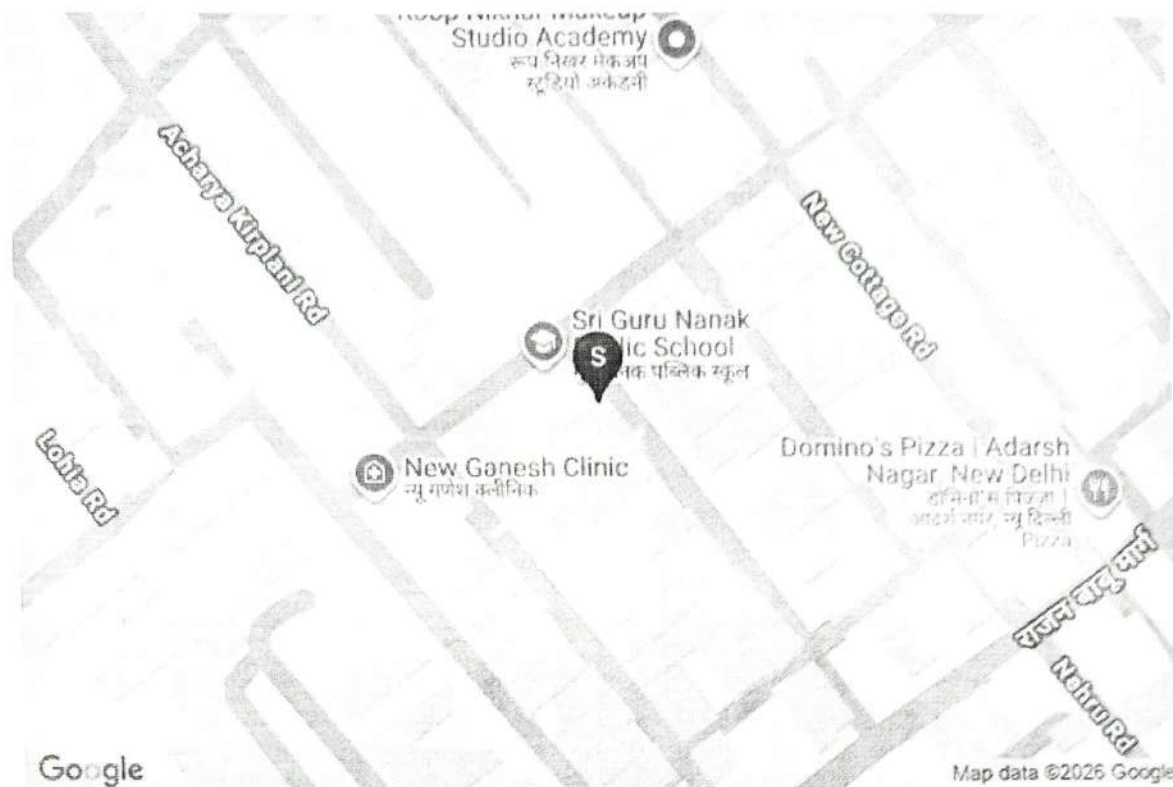
S.No.	Resource Item	Quantity	Responsible Person/Team	Last Checked
1	Fire Extinguishers (ABC Type)	9	Fire Safety Team	03/10/2025
2	First Aid Boxes	10	First Aid Team	22/04/2026
3	Stretchers	1	First Aid Team	22/04/2026
4	Megaphone / PA System	2	Communication Team	22/04/2026
5	Sand Buckets	4	Fire Safety Team	22/04/2026
6	Emergency Torches	6	Search & Rescue Team	22/04/2026
7	Thick Ropes	2	Search & Rescue Team	22/04/2026
8	Ladders	2	Search & Rescue Team	22/04/2026
9	CCTV Cameras	47	Search & Rescue Team	22/04/2026

Fire extinguishers, first aid kits, alarms and communication devices are checked regularly and kept in working condition. Expiry dates of medicines and extinguishers are monitored. The Fire Safety Team and First Aid Team keep a record of these checks.

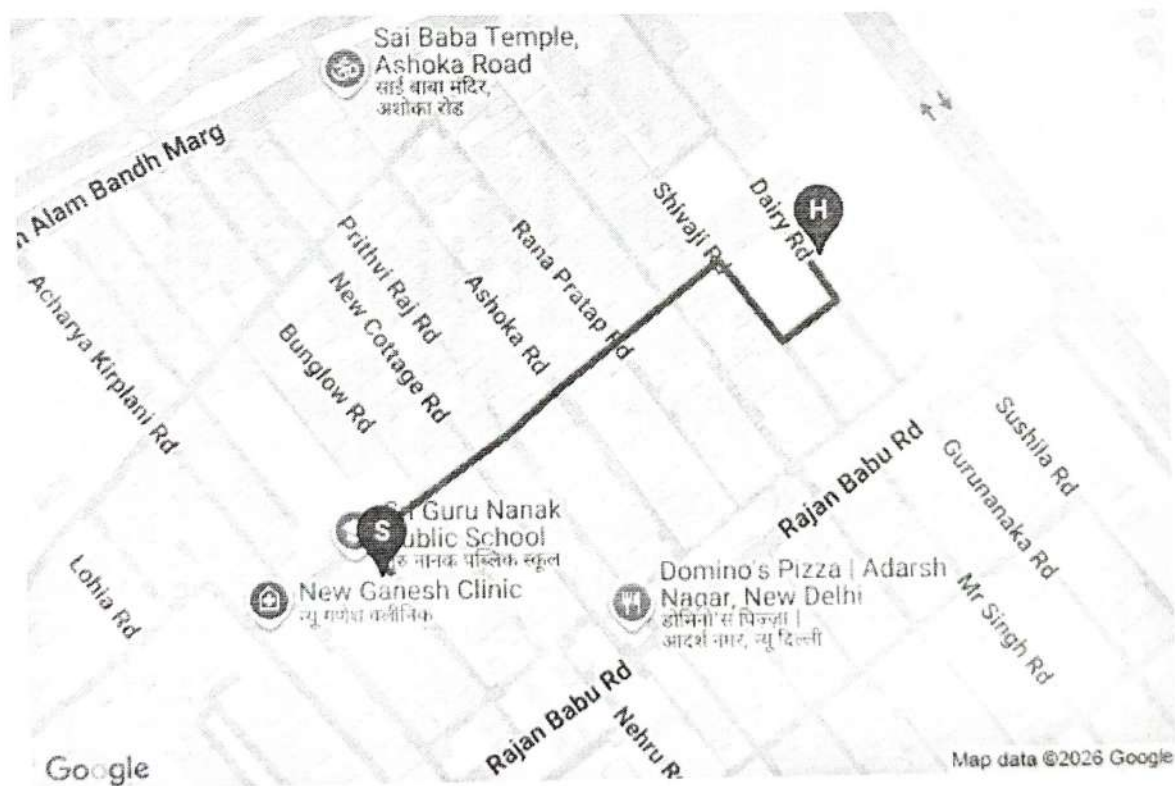
External Resources

To strengthen the school's emergency preparedness and ensure timely external support during critical situations, the following key institutions and services have been identified:

Emergency Service	Name	Contact No.
Nearest Hospital / PHC	Dharmarth Aspatal	9899899190
Nearest Police Station	Adarsh Nagar	011-27674452
Nearest Fire Station	Adarsh Nagar	011-27674452



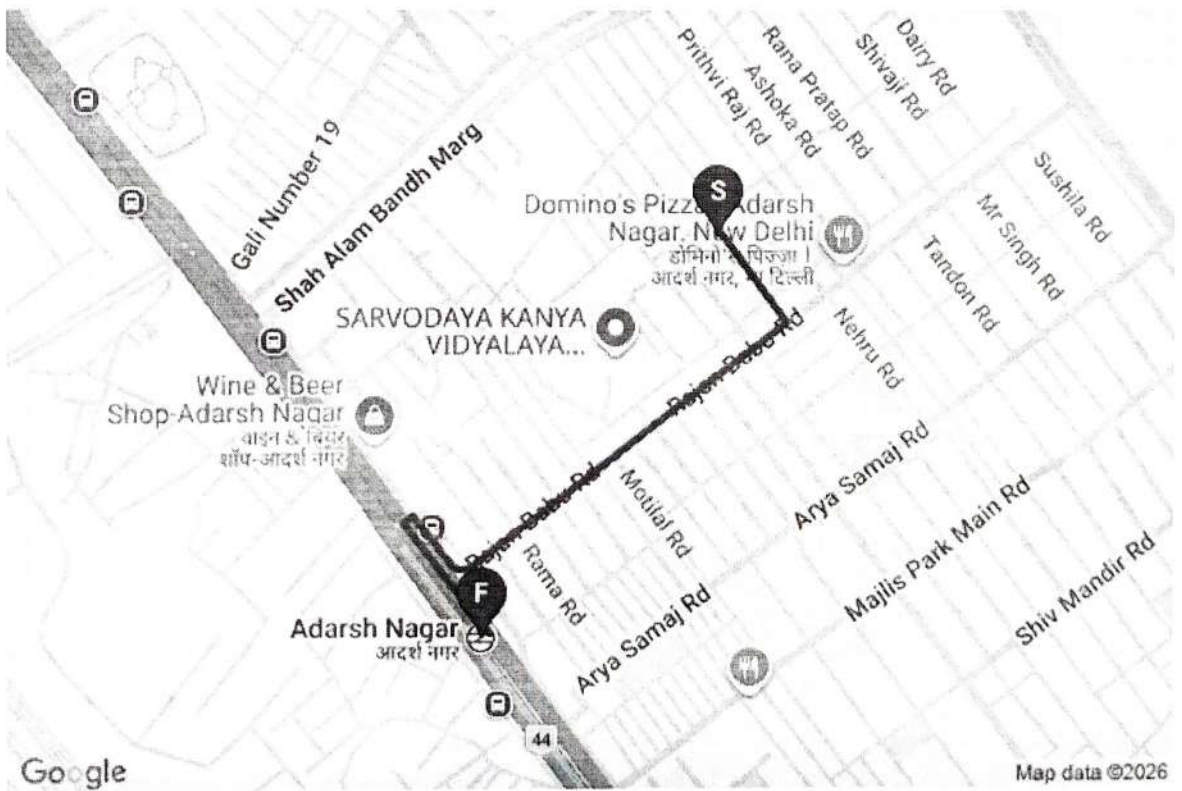
School Location Map - Jyoti Model Sr. Sec. School



Nearest Hospital Map - Dharmarth Asptal



Nearest Police Station Map - Adarsh Nagar



Nearest Fire Station Map - Adarsh Nagar

Emergency Contact List

The emergency contact numbers in this plan are correct and active. These numbers have been checked and confirmed with the Fire Service, Police Department, Health Centre and DDMA. The updated list is displayed at important places inside the school, including the Principal's Office, School Gate Area and Staff Rooms. Teachers and staff know where the list is displayed because it is shown to them during safety briefings. The numbers will be checked every three months and updated whenever any change happens.

S.No.	Service / Role	Name	Contact	Email
1	School Principal	MRS PANKAJ GULATI	9711658286	85059@cbseshiksha.in
2	Vice Principal	SWATI JAIN	8587848986	cool.jain.deepak05@gmail.com
3	School Safety FPT	Harpreet Kaur	7015786212	Harpreethirdya@gmail.com
4	Fire Safety Warden	Harpreet Kaur	7015786212	harpreethirdya@gmail.com
5	Nearest Fire Station	Adarsh Nagar	011-27674452	-
6	Local Police Station	Adarsh Nagar	011-27674452	-
7	Primary Health Centre	Dharmarth Aspatal	9899899190	-
8	DDMA Office	DDMA CIVIL LINES	01123928860	ddma.delhi@nic.in
9	Block Education Officer	DEPUTY DIRECTOR OF EDUCATION	01127487987	zone_ix@yahoo.in
10	Local Disaster Response Team(if any)	-	-	-
11	Ambulance	Ambulance	108	-
12	Childline	Childline	1098	-
13	Parent Association Head	NEERAJ CHAWLA	9999471958	neerajchawla1980@yahoo.in

S.No.	Service / Role	Name	Contact	Email
14	Local Government Office (Panchayat / ULB contact)	MUNICIPAL CORPORATION OF DELHI	01127052770	dc.rohini@mcd.nic.in

Critical Health Information Record of Students

Jyoti Model Sr. Sec. School maintains the critical health problem record of each child and displays the same on the student's I-Card with blood group, along with updated contact details of parents/guardian and alternate contact persons. This protocol enables quick medical understanding and parent contact during emergencies and supports timely and coordinated response by the school medical team and first responders. The school takes care of student safety while traveling from home to school and back. Drivers follow safety rules and maintain their vehicles properly. Students are guided to board and exit buses safely. During dispersal, teachers and support staff manage crowd movement and keep the school gate area safe.

5.3 Warning and Communication System

Jyoti Model Sr. Sec. School has established a multi-layered internal communication network to ensure immediate and reliable dissemination of warnings during emergencies:

- Public Address System covering all teaching and non-teaching areas
- Emergency alarm system installed in the main building and other blocks
- Pre-designated WhatsApp/SMS communication groups for staff coordination
- Parent communication through authorised SMS or app alerts from the school
- Social media and/or school website used to share safety information with the wider community

This ensures that the right information reaches the right people without panic, confusion or delay.

In any major emergency, information will be shared with parents through authorised school channels such as SMS, calls or app messages. Any communication with the media will be handled only by the Principal or an authorised representative to avoid panic or wrong information.

5.3.1 Reporting Procedure During Emergencies

- The teacher or staff member who notices the incident will immediately inform the Principal or the School Safety Focal Point Teacher.
- The emergency alarm or public address system will be used if required to alert everyone.
- The Principal or the Focal Point Teacher will then call the Fire Service, Police, or Health Centre depending on the type of emergency.
- All important details and actions taken will be written in the Emergency Reporting Log.
- The School Disaster Management Committee will review the report and suggest improvements if required.

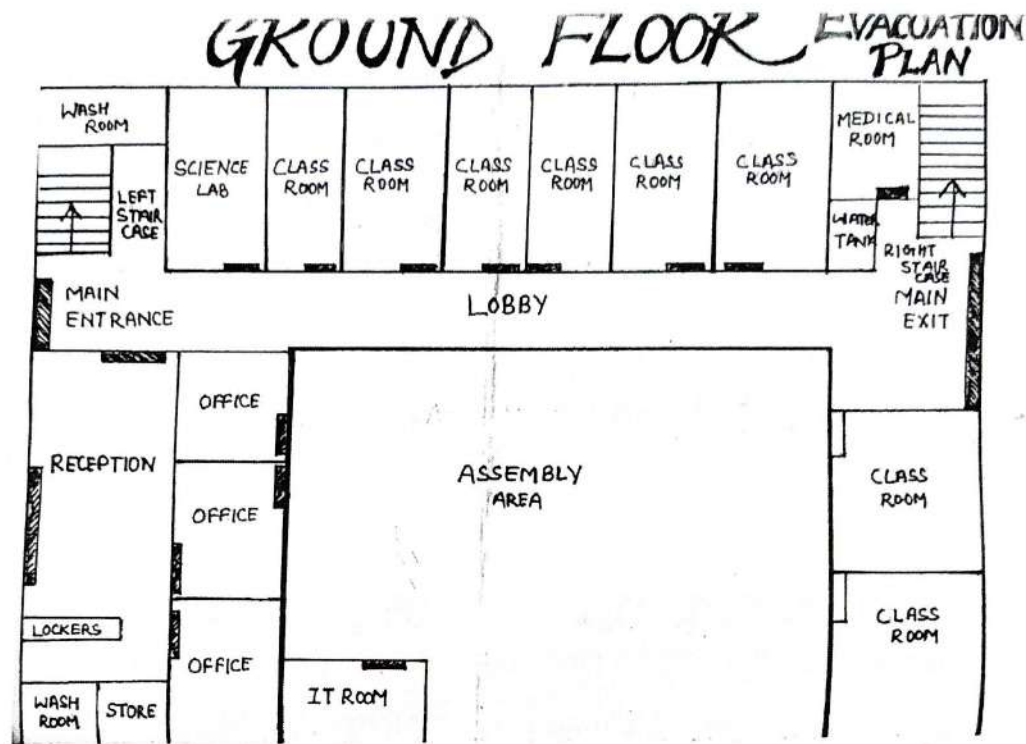
The school maintains close coordination with the District Disaster Management Authority, Fire Service, Police, Health Centre and Education Department. Contact details are kept updated and shared to ensure quick response during emergencies. These agencies may also visit the school for safety inspections, training sessions and drills.

5.4 School Map With Evacuation Plan



A School Map and Exit (Evacuation) Plan has been prepared for **Jyoti Model Sr. Sec. School** to support safe, quick and organised evacuation during emergencies. These maps are provided below and clearly indicate exit routes, assembly points and critical safety locations across the campus. The evacuation plan is prominently displayed at **Jyoti Model Sr. Sec. School** for high visibility and easy reference.

The Evacuation Team reviews the map and exit plan with teachers and students to ensure familiarity with evacuation routes and assembly areas and to support the smooth and disciplined conduct of mock drills.



Evacuation Map

Priority Safety for Children Below Class V

Younger children need extra support during emergencies. Students of Class V and below will be evacuated **first** with guidance from their teachers. Support staff will help them move safely to avoid crowding, especially near doors and staircases.

Teachers and helpers will ensure that children stay together in class groups, hold hands where needed, and move calmly without running. In the assembly area, they will be made to stand or sit comfortably and kept reassured so that they do not feel scared.

These children will remain under close supervision until the school leadership announces that it is safe to return to classrooms or leave the school.

CWSN Safety and Evacuation Protocol

Jyoti Model Sr. Sec. School is committed to ensuring the safety of Children With Special Needs (CWSN) during all emergencies. These students must be evacuated quickly, carefully, and with respect and dignity. This process follows NDMA guidelines for inclusive and child-centric disaster management.

Identification and Support System

The school maintains a record of every CWSN student including:

- Type of disability
- Any special assistance needed
- Buddy students assigned for support
- A responsible teacher or helper

This helps the school respond immediately and confidently during emergencies.

Before an Emergency

To ensure readiness at all times:

- Buddies are trained on how to assist their CWSN classmates
- Teachers and support staff are informed about each child's requirements
- Classrooms and pathways are kept free from obstacles
- Ramps, railings and wide corridors are used wherever available
- Emergency exit routes for CWSN are identified and shared in advance

During the Evacuation

- Buddies stay with their assigned CWSN student and guide them safely
- The Special Needs Support Team leads and oversees their movement
- Ramps are used wherever possible; lifts are not used during emergencies
- Teachers ensure that movement remains calm and without panic
- On reaching the Assembly Area, the teacher takes roll-call to confirm presence
- The First Aid Team checks for any injury, fear or anxiety

After Reaching the Assembly Area

- Students are kept comfortable and reassured
- Assistive devices such as spectacles, hearing aids or crutches are checked
- If anyone is upset or panicking, psychosocial first aid is provided
- CWSN remain under close supervision until the All Clear announcement is made

Accessibility Improvements

To make the school safer for all:

- Ramps and railings should be available on evacuation routes
- Doors and pathways should allow easy movement for wheelchairs
- Visual alarms can be used to support children with hearing disabilities
- A safe space should be identified for CWSN at the Assembly Area

The school will improve accessibility wherever required and update the plan as such improvements are made.

Release of CWSN Students After an Emergency

When parents arrive to take children:

- Teachers confirm student identity
- Parent/guardian identity is checked using school records
- The hand-over is recorded
- Staff help avoid crowding near the exit gates

This ensures every child reaches home safely and responsibly.

5.5 Capacity Building, Annual Calendar for Preparedness and Awareness Programmes



To build and sustain a culture of safety, **Jyoti Model Sr. Sec. School** follows an annual preparedness calendar that ensures regular training, awareness, capacity-building and practical drills for all students and staff. The school recognises that disaster preparedness is not a one-time event but a continuous learning process that must be strengthened throughout the year.

The month-wise preparedness activities aim to:

- Familiarise teachers, staff and students with emergency procedures
- Improve the confidence and abilities of School Disaster Management Teams
- Promote life-saving skills such as First Aid, Drop–Cover–Hold and safe evacuation
- Include Children With Special Needs (CWSN) through buddy support and sensitisation
- Raise safety awareness through assemblies, competitions and campaigns

- Maintain readiness of safety equipment through periodic inspections

All students, teachers and staff receive regular safety training. Special disaster teams are given hands-on practice in fire safety, first aid, search and rescue, communication and crowd management. Peer student leaders support classmates during drills. Training needs are reviewed after every drill or incident and improvements are made in the plan.

The preparedness calendar for the current academic year is provided below.

Month	Preparedness Activities
April	• Orientation on School Disaster Management Plan (teachers + staff) • Fire safety awareness session with Fire Department • First Aid Training - Module 1 (basic ABC, bleeding, fractures)
May	• Heatwave preparedness and safety campaign • Mock Drill - Fire Evacuation (1st cycle)
June	• IEC distribution on flood & lightning safety • Refresher training for drivers & transport staff
July	• Earthquake safety awareness session • Classroom hazard hunt activity • Disaster preparedness assembly (earthquake + flood)
August	• Mock Drill - Earthquake (1st cycle) • School Safety Week: posters, quiz, emergency kit demo • First Aid Training - Module 2 (CPR, choking, burns)
September	• Training for Special Needs Support Team (buddy system)
October	• Fire Safety Month awareness activities • Mock Drill - Fire (2nd cycle)
November	• Child safeguarding & mental health workshop (psychosocial first aid) • Inspection of evacuation routes & signage
December	• Winter preparedness (electrical safety, heaters) • Emergency lighting & alarm system testing • Mid-year SDMC review meeting
January	• Mock Drill -Multi-hazard (Earthquake + Fire combined) • Parent awareness meeting on home preparedness

Month	Preparedness Activities
February	• Refresher training for all disaster committees • Student-led safety audit (peer audit)
March	• Annual review & updating of SDMP • Hazard hunt and risk assessment update • Annual disaster preparedness report submission to authorities

5.6 Action Plan for Conducting Mock Drills and Gap Identification and Rectification



Mock drills are conducted in **Jyoti Model Sr. Sec. School** to strengthen preparedness, familiarise students and staff with evacuation procedures and evaluate the effectiveness of the Disaster Management Plan. Each drill is planned, executed and reviewed using a structured action plan.

The most recent mock drill was held on 13/04/2026, involving the participation of 988 students (of which 283 were females) and 30 teaching and non-teaching staff members, ensuring complete evacuation within the planned timeframe.

5.6.1 Planning the Mock Drill

- The type of drill (earthquake / fire / multi-hazard) is selected as per the annual preparedness calendar.
- The School Disaster Management Committee finalises the date and time of the drill.
- The Evacuation Team, First Aid Team, Fire Safety Team and Communication Team are briefed in advance on their duties.
- All exit routes, assembly areas and safety equipment are checked before the drill.

5.6.2 Conducting the Mock Drill

- The emergency alarm / PA announcement is activated to initiate evacuation.
- Teachers lead students in an orderly manner through designated evacuation routes.
- CWSN are assisted first with the support of identified buddies and the CWSN Support Team.

- Roll call is taken in the Assembly Area and missing students, if any, are immediately reported to the Search & Rescue Team.
- The First Aid Team attends to students or staff who need medical support.

5.6.3 Development and Use of Checklist

After every drill, a checklist is used to identify strengths and gaps in drill performance. The checklist records points such as:

- Response time to clear classrooms and floors
- Congestion points on staircases or corridors
- Behaviour and discipline during evacuation
- Clarity of teacher and staff roles
- Support provided to CWSN and vulnerable students
- Functioning of alarms, PA system and equipment
- Accuracy of roll call and supervision after assembly

5.6.4 Review and Corrective Actions

- The SDMC reviews the checklist findings immediately after the drill.
- Gaps are discussed with team leaders and corrective actions are assigned.
- If major gaps are identified, a follow-up drill is planned within the same term.
- Improvements requiring infrastructure or administrative support are escalated to the Principal.

5.7 Steps for Updation of the Disaster Management (DM) Plan

The Disaster Management Plan of **Jyoti Model Sr. Sec. School** is a living document and must remain updated to reflect current school conditions, resources and safety requirements. The following steps outline the process, timeline and roles for annual and interim updation of the DM Plan.

5.7.1 Timeline for Updation

Annual Review: The DM Plan shall be fully reviewed and updated every academic year.

Interim Updates: Updates shall be done immediately if any of the following occur:

- New building, classroom block or laboratory becomes operational

- Changes in school layout affecting evacuation routes
- Addition or replacement of teachers, non-teaching staff or task force team members
- Major hazard identified during mock drills, inspections or audits
- Updated emergency contacts or departmental changes

5.7.2 Process of Updation

- The School Disaster Management Committee (SDMC) convenes a review meeting to collect inputs from all task force teams and concerned staff.
- The School Safety Focal Point Teacher compiles all revisions and incorporates them into the DM Plan.
- The revised document is reviewed and approved by the Principal, after which the final updated version becomes effective.
- All outdated copies are withdrawn and replaced with the updated version across the school.

5.7.3 Roles and Responsibilities

- **Principal and SDMC Chairperson:** Approves the revised plan and ensures implementation.
- **School Safety Focal Point Teacher:** Leads the revision process, coordinates inputs and updates the plan document.
- **Teachers:** Provide classroom-level feedback, update section-wise information for student data, and communicate updates to students.
- **Non-Teaching Staff:** Update information related to infrastructure, maintenance, security, transport and equipment; ensure display materials like emergency contact lists and evacuation maps are replaced with revised copies.
- **Task Force Teams:** Report changes relevant to their duties.

5.7.4 Communication of Updates

Once the DM Plan is updated:

- Teachers are informed during a briefing or staff meeting
- Students are informed through class announcements and safety instructions
- Evacuation maps and emergency contact lists are replaced where displayed
- Updated plan is filed in the principal's office and shared digitally where applicable

Chapter 6 — Monitoring, Evaluation, and Updation

This chapter outlines the mechanisms by which **Jyoti Model Sr. Sec. School** will monitor, evaluate, and update its disaster management preparedness system. As per the NDMA guidelines, school safety is a continuous process, not a one-off effort.

Key Features

- Logging and analysing drills (fire, earthquake etc)
- Periodic checklists and reviews
- Planned cycles for updating the SDMP
- Feedback loops involving school community, external stakeholders

Drill Logging & Analysis Table (Fire / Earthquake / Multi-Hazard)

[illegible]

Monthly / Quarterly Checklist

Check-list Category	Indicators Reviewed	Findings (OK / Not OK)	Risk Level	Action Required	Responsible Team	Time-line	Remarks
Structural Safety	Cracks, loose tiles, roof condition	-	-	-	School Management Committee	-	-
Non-Structural Safety	Falling hazards, wall hangings, lab equipment	-	-	-	SDMC / Teachers	-	-
Fire Safety	Extinguishers, hydrants, alarms, exit lighting	-	-	-	Fire Safety Team	-	-
Transport Safety	Bus condition, driver compliance, first-aid box	-	-	-	Transport Committee	-	-
Psychosocial Support	Counselling needs, student distress signs	-	-	-	Psychosocial Team	-	-

SDMP Updation Cycle Tracking Table (Every 6 Months or Post-Incident)

Reason for Update	Trigger Event	Date of Review	Sections Updated	Summary of Changes Made	Approved By (Principal / SMC)	Version No.	Date of Re-lease	Next Re-view
Scheduled 6-monthly update / Post-incident update	Example: Fire alarm malfunction, new building block added	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-

Feedback Mechanism

Stakeholder Group	Feedback Source	Date Collected	Feedback Summary	Action Taken	Responsible Person / Committee
Students	Post-drill feedback, class discussions	-	-	-	-
Teachers	Staff meeting, drill evaluation	-	-	-	-
Parents	Parent-teacher meeting / online form	-	-	-	-
Local Authorities	Fire Dept., Police, DDMA inputs	-	-	-	-
Community / Neighbours	Hazard reporting (e.g., nearby construction risk)	-	-	-	-

Chapter 7 — Post-Disaster Documentation

After any emergency or incident in the school, it is very important to record what happened in a clear and timely manner. This helps the school understand the impact on people and property, take quick action to restore normal functioning, and learn from the experience so future disasters can be managed better. This documentation is a required part of the NDMA School Safety Policy.

7.1 Assessing Impact After the Event

After any emergency or incident in the school, it is very important to record what happened in a clear and timely manner. This helps the school understand the impact on people and property, take quick action to restore normal functioning, and learn from the experience so future disasters can be managed better. This documentation is a required part of the NDMA School Safety Policy.

- Cracks in walls or ceilings
- Broken windows and damaged furniture
- Fallen shelves, equipment or electrical hazards
- Any problems in fire safety equipment
- Damage to teaching and learning materials
- Injuries or emotional stress among students and staff
- Hazards around the school campus such as fallen trees or damaged boundaries

The responsible teams (such as the School Disaster Management Committee, Fire Safety Team, First Aid Team and the School Management Committee) will note the severity of the damage, the immediate help needed, and will take photos wherever possible to support the record.

7.2 Recording Details of the Incident

A short written report will be prepared on the same day. This report will include:

- What type of incident occurred (such as fire, earthquake, medical emergency, injury, etc.)
- The date, time and exact location of the incident
- Who first informed about the emergency and how the alert was raised

- How the school responded — such as evacuation, first aid, using a fire extinguisher or shutting down electricity
- Which response teams participated and what actions they took
- How many students, teachers and staff were affected
- If anyone was injured and what immediate care was given
- Details of any property loss or equipment damage
- Whether outside help was needed (Fire Service, Police, Ambulance, DDMA)
- The time when the situation became safe
- The follow-up actions needed like repairs, counselling or cleaning
- The name and designation of the person who wrote the report
- Verification by the Principal or SDMC Chairperson

This written record will be kept safely in the school's Disaster Management File.

7.3 Using Documentation to Improve Safety

All the information gathered after an emergency will be reviewed by the School Disaster Management Committee in its next meeting. The SDMC will:

- Identify what went well and what can be made better
- Update evacuation routes, communication methods and staff responsibilities if required
- Strengthen training for teachers, students and support staff based on learnings
- Improve coordination with Fire Service, Police, Health Department and DDMA
- Include the findings in the school's annual safety audit

By learning from every incident, the school continuously improves its safety culture and keeps the community better prepared.

7.4 Safety Audit and Monitoring

The school checks safety arrangements every three months. This includes fire extinguishers, first aid kits, evacuation routes, sanitation, electrical fittings and any possible hazards. The findings are discussed in the SDMC meeting and action is taken quickly to fix any safety concerns. A record of all safety audits is kept in the school for review and improvement.

Declaration

School Disaster Management Plan (SDMP) Declaration

We hereby certify that the information contained in this School Disaster Management Plan (SDMP) is true, accurate, complete, and specific to the school premises, and that the disaster preparedness, mitigation, response, and recovery measures outlined herein have been communicated, adopted, and implemented on ground, to the extent applicable.

This SDMP has been prepared, reviewed, and approved in accordance with the National School Safety Guidelines, 2016 issued by the National Disaster Management Authority (NDMA), and in compliance with applicable directions, advisories, and instructions issued by competent authorities from time to time.

We further undertake to maintain continuous disaster preparedness through regular training, mock drills, monitoring, documentation, and corrective actions, and to review and update this SDMP at least once every academic year at start of session, and additionally whenever there are material changes in school infrastructure, enrolment, staffing, or operational procedures, or upon directions issued by disaster management authorities.

We acknowledge that any misrepresentation, suppression of material facts, or failure to implement the provisions of this SDMP may attract liability under applicable laws, rules, and statutory directions.

Name	Designation	Signature	Date
MRS PANKAJ GULATI	Chairperson, School Disaster Management Committee (SDMC)		23.04.2026
Harpreet Kaur	School Safety Focal Point Teacher		23.04.2026


PRINCIPAL
Jyoti Model Sr. Sec. School
Adarsh Nagar, Delhi-33

Seal: _____