



NEW ERA SENIOR SECONDARY SCHOOL

EMERGENCY RESPONSE AND DISASTER MANAGEMENT POLICY

1. INTRODUCTION

New Era Senior Secondary School is committed to providing a safe and secure learning environment for all students, staff, and visitors. This Emergency Response and Disaster Management Policy has been developed in accordance with the National Disaster Management Guidelines – School Safety Policy (Government of India, 2016).

This policy aims to ensure preparedness, prevention, response, and recovery in case of emergencies such as earthquakes, floods, fire, cyclones, pandemics, accidents, and other unforeseen situations.

2. OBJECTIVES

The objectives of this policy are:

- To safeguard the lives of students, staff, and visitors.
- To minimize loss of property and infrastructure.
- To ensure prompt and organized response during emergencies.
- To build awareness and preparedness among stakeholders.
- To ensure quick recovery and continuity of education.

3. SCOPE

This policy applies to:

- All students from Class I to XII
- Teaching and non-teaching staff
- Visitors, parents, and contractors
- School premises, transport, and activities

It covers natural, man-made, and health-related emergencies.

4. TYPES OF EMERGENCIES COVERED

The school recognizes the following emergencies:

1. Earthquakes
2. Floods and heavy rainfall
3. Fire and electrical accidents
4. Cyclones and storms
5. Medical emergencies and pandemics
6. Chemical or laboratory accidents
7. Building collapse
8. Transport accidents
9. Violence, trespassing, or security threats
10. Any other unforeseen disaster

5. SCHOOL DISASTER MANAGEMENT COMMITTEE (SDMC)

The School shall constitute a School Disaster Management Committee.

5.1 Composition

- Principal – Chairperson
- Vice Principal – Vice Chairperson
- Disaster Management Coordinator (Focal Point Teacher)
- Senior Teachers
- Administrative Officer
- School Nurse/Medical Officer
- Transport In-charge
- Parent Representative
- Student Representatives (Senior Classes)

5.2 Responsibilities

- Prepare and update Disaster Management Plan
- Coordinate training and drills
- Maintain emergency equipment
- Coordinate with local authorities
- Monitor safety measures

6. RISK ASSESSMENT AND PREVENTION

The school shall undertake regular risk assessment to identify hazards.

6.1 Structural Safety

- Periodic building safety audits
- Compliance with National Building Code
- Certification by structural engineers
- Safe staircases, exits, and corridors

6.2 Non-Structural Safety

- Securing furniture and equipment
- Safe electrical wiring
- Proper chemical storage
- Clear evacuation routes
- Boundary walls and gates

7. PREPAREDNESS MEASURES

7.1 Emergency Infrastructure

- Fire extinguishers on every floor
- First-aid kits in classrooms and offices
- Public Address System
- Emergency lighting



- Emergency exit signage
- Assembly area markings

7.2 Emergency Contact Directory

A list of emergency contacts shall be displayed prominently:

- Police
- Fire Brigade
- Ambulance
- District Disaster Management Authority
- Nearby Hospital
- School Authorities

7.3 Training and Awareness

- Annual training for teachers and staff
- Disaster awareness sessions for students
- First-aid and life-saving training
- Peer educator programme
- Safety posters and notices

8. EMERGENCY RESPONSE PROCEDURES

8.1 General Response Guidelines

In any emergency:

- Remain calm
- Follow instructions
- Do not panic
- Assist others
- Move to safe areas

8.2 Earthquake Response

During Earthquake:

- Drop, Cover, and Hold
- Stay away from windows
- Do not use lifts

After Earthquake:

- Evacuate carefully
- Assemble at safe area
- Check for injuries

8.3 Fire Emergency

- Raise alarm immediately
- Switch off power if safe
- Use fire extinguishers
- Evacuate through exits
- Assemble at designated area

8.4 Flood/Cyclone Emergency

- Follow weather warnings
- Secure documents and equipment
- Shift to safe areas
- Suspend classes if required

8.5 Medical Emergency

- Provide first aid
- Inform medical officer
- Call ambulance
- Inform parents



8.6 Security Threats

- Inform authorities
- Lockdown if required
- Follow evacuation or shelter-in-place
- Maintain communication

9. EVACUATION PLAN

- Evacuation maps displayed on every floor
- Designated exits and routes
- Assembly areas marked
- Class teachers responsible for headcount
- Special assistance for children with special needs

10. Communication System

- Public Address System
- Mobile communication
- WhatsApp groups (official)
- Notice boards
- Parent communication system

All official information shall be shared through authorized channels only.

11. POST-DISASTER RECOVERY

After an emergency, the school shall:

- Provide medical and psychological support
- Repair damaged infrastructure
- Review safety measures
- Resume classes gradually
- Support affected students and staff

12. MONITORING AND REVIEW

- Quarterly safety audits
- Annual review of Disaster Management Plan
- Feedback from stakeholders
- Regular updates

The policy shall be revised whenever required.

13. ROLES AND RESPONSIBILITIES

13.1 Principal

- Overall supervision
- Coordination with authorities
- Policy implementation

13.2 Teachers

- Student safety
- Conduct drills
- Maintain discipline

13.3 Students

- Follow instructions
- Participate in drills
- Report hazards

13.4 Parents

- Cooperation
- Emergency support
- Awareness



13.5 Support Staff

- Assist evacuation
- Maintain equipment
- Security support

14. DOCUMENTATION AND RECORDS

The school shall maintain:

- Disaster Management Plan
- Safety audit reports
- Training records
- Drill reports
- Equipment maintenance records

15. COMPLIANCE

This policy complies with:

- National Disaster Management Act, 2005
- National Policy on Disaster Management, 2009
- National School Safety Policy Guidelines, 2016
- Right to Education Act, 2009

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Principal

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