

# School Disaster Management Planning Template

---

Template to Develop School Disaster Management Plan

# School Disaster Management Planning Template

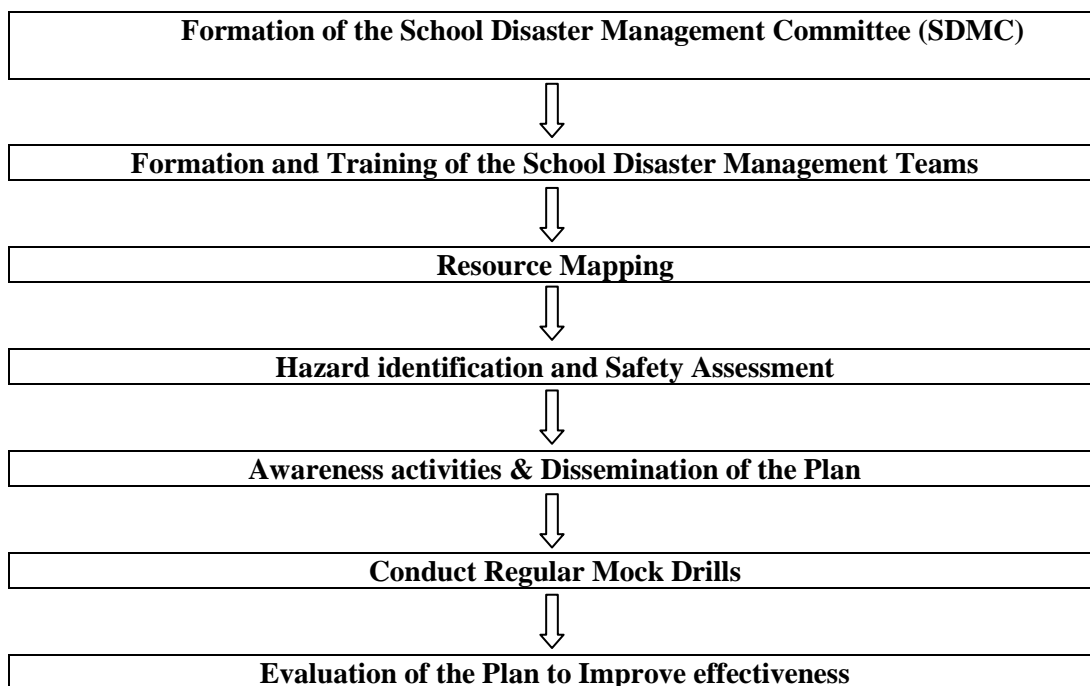
## Purposes:

- Schools and school children are the most affected by disasters and a well thought out plan should be in place to ensure that:
- SDMP will work smoothly to reduce this vulnerability
- SDMP play an important role in the community in responding to disasters.

## Objectives of Plan:

- Ensure safety of the students and faculty members during an emergency
- Ensure an appropriate plan of action in case of disasters
- Plan of Action to Reduce Risk, Enhance Preparedness and Efficient Response

## Steps in preparing the SDMP



# Contents

1. School Profile
2. School Disaster Management Committee and their Roles and Responsibilities
3. Formation and training of Disaster management teams and their Roles and Responsibilities
4. Hazard Identification and Safety Assessment
5. Action Planning
6. Dissemination of the plan
7. Family Disaster Preparedness Planning
8. Conduct regular mock drill
9. Evaluate and Update the Plan
10. [Contingency Plan \(for all potential hazards as identified in Disaster Profile\)](#)

## 1. School Profile

- a. Administrative Area
- b. Demographic Details
- c. No. of staff - (both teaching & non-teaching, male, female) along with number of staff with special needs with their associated disabilities
- d. Total no. of Students (boys, girls) along with student ID, students with health issues and number of students with special needs with their associated disabilities
- e. No. of Buildings (in and around school campus)
- f. No. of Classrooms
- g. Map - showing critical resources  
- Evacuation route

### [1.1. Disaster Profile:](#)

- [a. Details of past disasters](#)
- [b. Potential hazards](#)

## 2. School Disaster Management Committee [and their Roles and Responsibilities](#)

Members:

S.No.	Members	Name	Contact Number
1	Principal		
2	Parent Teacher Association		
3			

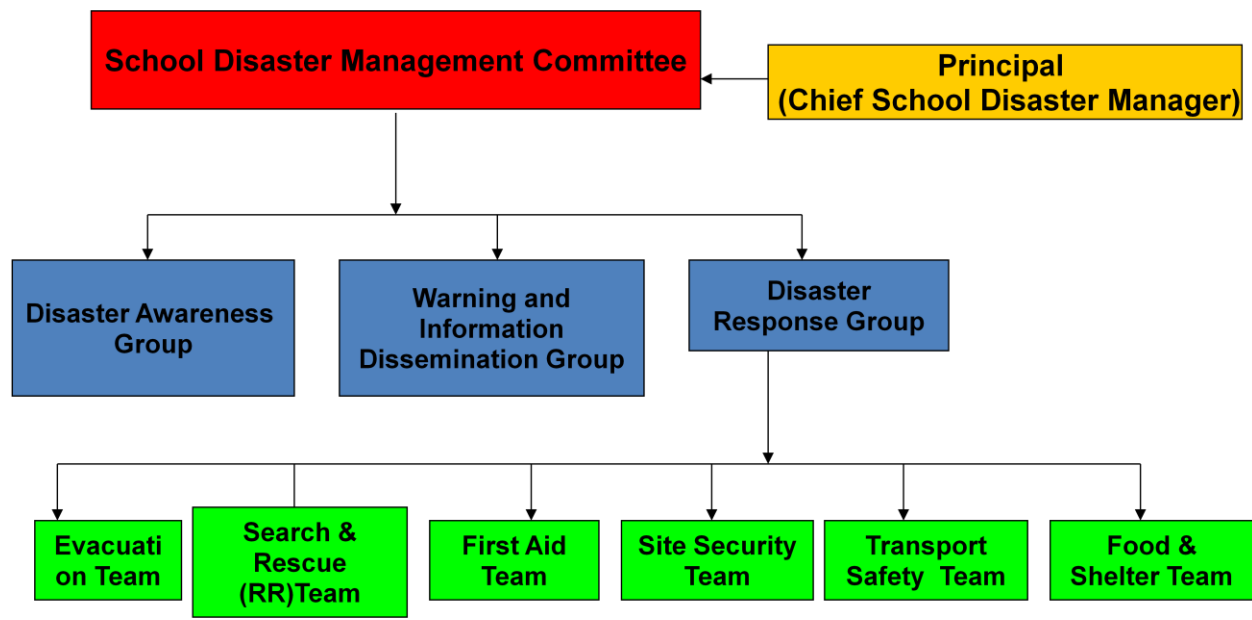
- School warden/matron (if it is boarding school)
- Buddy members for students with special needs and a focal person for the ECCD centres
- Student Representatives for Disaster Awareness Group: School Leaders
- Student Representatives for Disaster Response Group : Student Leaders
- Representative from Dzongkhag Disaster Management Committee – if applicable

## 2.1. Roles and Responsibilities

Specify the roles and responsibilities of the SDMC such as:

- Facilitate coming up with SDMP
- Structural safety requirements for various hazards (earthquake, fire, floods, windstorm etc.)
- Conducting mock drills
- Share information on help and support system for student with special needs.
- Identify temporary learning space for the continuity of education

### Proposed Structure for DM Teams at School Level



Schools can choose to have and adopt as per their requirements & context

### 3. **Formation and training of Disaster Management Teams and their Roles and Responsibilities**

#### i. Team Members

S.No.	Members	Name	Contact Numbers
1			
2			

ii. Material required - mention the materials that the teams will require while executing their responsibilities

iii. Roles and Responsibilities – Define roles and responsibilities covering the whole DM cycle (Before, During and After)

**Note: For SAR if constituted, inclusion of children as member of team is highly discouraged.**

## **4. Hazard Identification and Safety Assessment**

### 4.1 Knowing our dangers

- Depending on history of past disaster
- Probability
- Vulnerability

### 4.2. Reducing our dangers

#### 4.2.1. Identification of Potential Structural Hazards existing in the area

- Assess with regard to its safety from hazards like earthquake, flood, fire, landslides through close observation

#### 4.2.2. Identification of Potential Non Structural Hazards existing in the area

- Use the hazard hunt checklist  
([Attachment 1- Multihazard Checklist](#))

### 4.3 Resource mapping (skilled manpower, equipments etc)

S.No.	Materials	Existing	Required	Remarks
1	First aid boxes			
2	Ladders			
3	Fire Extinguisher			
4	Assistive device for disabilities			
5				
6				

### 4.3.1 Capacity mapping (critical resources of internal and external resources – determine their roles)

Sl.No	Resources	Contact person	Contact No.	Brief Details
1	Hospital/BHU		112	
2				
3				
4				

## 5. Action Planning

Location	Description of risk	Action to reduce risk	Priority	Responsible team	Time line	Budget required
Library	Falling hazards	Secure those falling hazards	Medium	Adm.	Within 6 months	(minimal)

## 6. Dissemination of the plan

- a. It is important to disseminate the content of the plan to students, staff and communities
- b. Innovative and interesting approaches

## 7. Family Disaster Preparedness Planning

- a. Security of teachers family must be safeguarded
- b. Family Disaster Preparedness Plan

### (Attachment 2- Family Disaster Preparedness Checklist)

## 8. Conduct of regular mock drills

- Importance of conducting drills for multi hazard, night drill if the school is a boarding school, (planned and unplanned mock drill)

## 9. Evaluate and Update the Plan

- a. Improve its effectiveness
- b. Incorporate lesson learnt
- c. Living documents

## 10. Contingency Planning

Use the contingency planning template to develop contingency plans for the potential hazards as identified in your schools

**Overall Objective:**

**Specific objectives:**

**Planning Assumptions:**

**Requirements:**

**Activities to be undertaken before an emergency**

#	Activities	By whom	When
1.			
2.			
3.			
4.			

**Activities to be undertaken during an emergency**

#	Activities	By whom	When
1.			
2.			
3.			
4.			

***Activities to be undertaken after an emergency***

#	Activities	By whom	When
1.			
2.			
3.			
4.			

**Resources required***Education materials/supplies:**Human resources:**Funding:****Disaster mitigation activities to be undertaken***

#	Activities	By whom	When
1.			
2.			
3.			

**Issues to be noted**

- a. Dissemination of plan to everyone
  - Staff, students and parents
  - Dzongkhag Disaster Management Committees
- b. Conduct regular mock drills (Night drills for boarding schools)
- c. Evaluation and updating of plan
- d. Considerations for students with special needs
- e. Important to have family disaster preparedness plan