Sub: Safety of Children in Schools at the time of Earthquake.

As all of us are aware that Delhi falls within the severe to high risk zone of the seismic zoning map of India and are susceptible to earthquakes of intensities above VIII.

As such preparedness in all respect for safety of the school children needs to be ensured by the HOS without any fail.

Further for ensuring the full proof safety arrangements, mock drill must be held by the HOS on emergent basis.

While conducting the safety drill, the following points must be ensured:

1. All exit routes should always be kept clear of any obstacles.
2. Assembly points should be clearly designated in all the schools with proper rows earmarked class-wise, so that there is no confusion and mix up and proper roll call of all students is also possible.
3. Signage like "Exit", "Enter", "Emergency Exit", "Assembly Point" etc. should be painted/displayed at appropriate locations, along with arrow marks for safe and quick evacuation as per the prepared plan.
4. Teachers should come out and head count/roll call is to be conducted.
5. Children should come out in proper line and should not create any noise/panic/stampede.
6. The Staff of the school must co-operate for smooth conduct of mock drill.
7. Children should be evacuated in the shortest possible time avoiding lethargy and lack of sense of participation etc.

Mock drill will be conducted under the supervision of ‘Emergency Response Team’ (ERT) of the respective school.
Standard Operating Procedure for evacuation drill in schools has already been circulated on different occasions in the past particularly vide circular No.DE.23 (364)/Sch.br./272 dated 03.03.2015.

All HOSs shall submit the report of the mock drill immediately to the Education Officer Concerned as per format for report on safety drill in school conducted on _________, (attached with this circular). Damage/Crack in school building if any, caused due to recent earthquake shall also be reported to Land & Estate Branch through DDE District concerned immediately.

All HOS must personally observe/monitor/assess the mock drill exercise thoroughly and take necessary steps for further improvements needed to reduce evacuation time and other safety matters etc.

All DDEs are to submit compiled report of District concerned by tomorrow evening i.e. 28.04.2015, in Care Taking Branch (HQ) of the Mock drills conducted in their respective districts specifying the deficiencies observed during this safety drill.

Encl :- As above.

(BINAY BHUSHAN)
ADDL. DIRECTOR OF EDUCATION (CTB)

No.
Copy forwarded for information & necessary action to:
1. PS to Secretary (Education).
2. PS to Director (Education).
3. All DDE Districts.
4. All Education Officers.
5. All Head of Schools.
6. OS (IT) with the direction to upload it on website of Education Department.
7. Guard File.

(RAVINDER KUMAR)
DY. EDUCATION OFFICER (CTB)
FORMAT FOR REPORT ON SAFETY DRILL IN SCHOOL CONDUCTED ON

1. Name of school with ID.
2. Name of HOS.
3. Phone No. (O) ____________ (M) ______________.
4. Name of the Safety Incharge with contact No.
5. Time of raising the alarm for Safety Drill.
6. Time when persons started reaching at assembly place.
7. Time upto all reached at assembly place.
8. Whether any person /student/official could not reach at the assembly place then.
   a. No of such person /student/official.
   b. Reason for the same.

9. Whether arrangements for evacuation of handicapped/disable children were made (details thereof).
10. Whether instructions/evacuation guidelines were instructed in the assembly at regular intervals. (Yes/No).
11. Whether the escape routes were kept clear of obstruction (Yes/No).
12. Whether actions as per SOP undertaken (Yes/No).
13. Whether place of assembly is earmarked as per maximum strength of school: (Yes/No).
14. Whether place of each class/section is earmarked at place of assembly: (Yes/No).
15. Whether all staff members got trained for safety drill (Yes/No).
16. Whether Safety evacuation monitor nominated in each class (Yes/No).
17. Whether assembly in charge is nominated (Name/Number).
18. Any impediment needs to bring into the notice of seniors.

Name of HOS