

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE ADDITIONAL DIRECTOR OF EDUCATION (COORDINATION)
DIRECTORATE OF EDUCATION: ROOM NO. 13, OLD SECRETARIAT, DELHI.

No.Addl.DE/Misc./2023/1487-93

Dated:- 03/11/2023

CIRCULAR

The natural and man made disasters have caused extensive damage to life and property and have adversely impacted the economic development worldwide. There is a need to have a proactive, comprehensive and sustained approach to disaster management to reduce the detrimental effects. The Disaster management measures can help saving students and property from a threatened location by facilitating timely and effective rescue, relief & rehabilitation. Awareness is the key to minimise the losses. Thus, the HoSs of all the Government/Government Aided/ Unaided Recognised Private Schools of Delhi are directed to form a **School Level Disaster Management Committee** for creating awareness among the staff and the students on disaster prevention, preparedness, relief and recovery with the following composition and display their names alongwith the phone numbers on the notice board:-

a) HoS	Chairperson
b) Vice Chairperson of SMC	Member
c) Estate Manager	Member
d) Senior Most TGT (SST)	Member
e) PET	Member
f) Senior Most Assistant Teacher	Member

The committee will ensure that:

1. A school disaster management plan is prepared.
2. They have a functional first aid and emergency survival kits, clearly marked evacuation plans and display showing emergency phone numbers.
3. Every teacher and student is trained to use these aids during an emergency.
4. Mock drills are conducted every month.
5. The Do's and Dont's given in the Disaster Survival Guide of NDMA for the likely disasters, which can be downloaded from the NDMA website, is displayed on notice boards in the prominent places in the school premises.

All the HoSs will submit the compliance report to the concerned DDE (District) who is the chairperson of the **District Level Disaster Management Committee** with their DDE (Zone)s and SPEs as members.

All the DDE (District) are directed to send the compiled report before 10/11/2023 to the **HQ Level Disaster Mangement Committee** under the chairmanship of Addl. DE (Science) with DDE (Science), DDE (Land & Estate), DDE (School), DDE (CTB) and DDE (EVGB) as members on the Email Id (**sciencebranch@gmail.com**).

Further, the NGOs who are interested to help in this endeavour/working in this field already, can submit their proposal to the NGO Branch at HQ for placing it before the NGO Committee.

This issues with the prior approval of the Competent Authority

(Zaheen Taj)
Addl. Director of Education
Date:- 03/11/2023

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Copy to the following for information and necessary action:-

1. The PA to Director (Education), Directorate of Education.
2. The Chairperson and all the members of the NGO Committee.
3. The DDEs (Districts) (**through website**) for compliance.
4. All the HoSs of the Govt./Govt. Aided & Unaided Recognized Private Schools (**through website**) for compliance.
5. OS (IT) with the request to upload the circular on the department website and Public Circular.

(Dr. Sudhakar Gaikwad)
Dy. Director of Education (Science)