

नवोदय विद्यालय समिति  
मानव संसाधन विकास मंत्रालय  
स्कूल शिक्षा और साक्षरता विभाग  
भारत सरकार

बी-15, इंस्टीटयुशनल एरिया, सेक्टर 62, नोएडा, गौतम बुद्ध नगर, उत्तर प्रदेश - 201309  
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**Navodaya Vidyalaya Samiti**  
Ministry of Human Resource Development  
Deptt. of School Education & Literacy  
Govt. of India

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No.F.10-1/2017-NVS(SA) 65

Dated: 25.09.2017

To,

Shri D.K.D.Rao,  
Deputy Secretary to the Govt. of India,  
Ministry of HRD,  
Deptt. Of SE&L,  
Shastri Bhawan,  
New Delhi.

Sub:- **National Disaster Management - School Safety Policy 2016  
guidelines for JNVs**

Ref:- **JS(SE-II) D.O.No. 15-17/2017-Sch.4 dated 5.9.17**

Sir,

With reference to the letter referred above, NVS has issued School Safety Guidelines formulated by the National Disaster Management Authority (NDMA) alongwith calendar of activities to all the JNVs for compliance (copy enclosed).

The details of the officer nominated as Nodal Officer of NVS is given below:-

Name	:	<b>Shri G.Chandra Mouli</b>
Designation	:	Asstt.Commissioner (School Admn.) NVS HQs.
Office	:	B-15, Sector-62, Institutional Area, Noida, Uttar Pradesh
Contact No.	:	0120-2405949 8750904119

Yours faithfully,

  
(Kaneez Fatima)

Joint Commissioner (Pers.)

Copy to:-

National Disaster Management Authority,  
NDMA Bhavan, A-1, Safdarjung Enclave,  
New Delhi- 110 029

नेवोदय विद्यालय समिति  
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No.F.10-1/2017-NVS(SA)/65

Dated: 25.09.2017

To,

The Dy. Commissioner,  
Navodaya Vidyalaya Samiti,  
**All Regional Offices.**

Dear Sir/Madam,

The National Disaster Management Authority (NDMA) has formulated National Disaster Management Guidelines – School Safety Policy 2016 with a vision of safety of school children. As per the directions of the Hon'ble Supreme Court in its order dated 14.8.2017 and the Ministry of Human Resource Development, Department of Secondary Education & Literacy vide letter No. 15-17/2017-Sch.4 dated 5.9.2017, the school safety guidelines prepared by the NDMA have to be implemented in letter and spirit by all the concerned departments. The implementation of the guidelines to ensure safety of children in schools mentioned in the said policy of 2016 is statutory in nature which is required to be complied with scrupulously without any deviation.

A set of guidelines formulated by NDMA, (**Annex.I**), guidelines for JNVs (**Annex.II**), calendar of activities (**Annex.III**) and safety audit points (**Annex.IV**) are enclosed for implementation. These guidelines must be explained to the staff and students for their sensitization and compliance. A plan of action at the level of JNV may also be formulated for compliance of the instructions.

It may be noted that the Hon'ble Supreme Court and Ministry of Human Resource Development will jointly monitor the implementation of the said guidelines periodically.

You are, therefore, requested to take necessary steps to implement school safety guidelines in all the JNVs. The detailed guidelines are also available on the official website of NDMA (<http://www.ndma.gov.in/images/guidelines/School-Safety-Policy.pdf>). The JNVs may download these guidelines from the website and keep two sets of the guidelines in the records for reference.

Necessary report as per calendar of activities (Annex.III) may be sent on schedule date positively.

Yours faithfully,

Enclosures:-

Annexure - I to IV.

ISSUED

(KANEEZ FATIMA)

Joint Commissioner (Pers.)

o/c

26/9/17

Annexure to the letter No. 10-1/2017-NVS(SA) dated 25.09.17 of NVS HQS.

## National Disaster Management - School Safety Policy 2016 guidelines

National Disaster Management- School Safety Policy 2016 guidelines has been formulated by the National Disaster Management Authority(NDMA) with a vision of safety of school children. Hon'ble Supreme court on 14-8-17 has directed that the School Safety guidelines issued by NDMA have to be implemented in letter and spirit by all concerned authorities. Accordingly following guidelines are issued for compliance.

### Guidelines for JNVs

- National Disaster Management - School Safety Policy 2016 guidelines may kindly downloaded from the website of NMDA. Every JNV should have this booklet in the library. These guidelines must be explained to all students and staff in detail by the vice principal and Principal. Discuss these guidelines in VMC, VAC District level Mess Committee and PTC meetings.
- Existing schools located in a vulnerable location ( requiring adequate support to mitigate the effect of any natural hazards that may affect the area.) need to be repaired to the desired level of resilience with regard to local disaster risks.
- Allocate time for weekly knowledge and life-skill building activities. Amend the time table and school calendar to build in opportunities for reinforcing safety awareness among children, mock drills etc.
- Appropriate structural and non structural safety in schools must be followed.
- Regularly monitor risk and update plan. Review and immediately take up activities that the school can undertake on its own.
- Involve Local Bodies and line departments in safety planning exercises under Pace setting activities.

### School Safety Advisory Committee.

School Safety Advisory Committee may be formed in every JNV with following members with principal being the chairman.

The recommended structure for a School Disaster Management Committee is as follows:

1. Chairperson: Principal
2. Vice Principal/Senior most PGT
3. Education Officer
4. Parent Teacher Council-VMC parent member
5. 4 Students (NCC, NSS, Scouts and Guides, Head Boy and Head Girl)
6. Representative of Relief/ Revenue/ Disaster Management Department/ District Administration/ Municipal Corporation.
7. Representative of the Fire Services (from Closest Fire Station) or Civil defence personnel.
8. Representative of Police (from Closest Police Station)
9. Representative of Health Department (Local Doctor)

## 10. A Warden from Civil Defence

*Sub Committees involving House captains, AHMs and AHMs may be constituted*  
*I Awareness Generation, Warning and information dissemination team.*

*ii. Evacuation team.*

*iii. Search and rescue team (only teachers to be member of this team)*

*iv. Fire safety team*

*v. First aid team.*

*vii. Site security team*

### **Resource inventory.**

i. List various resources available inside the school campus: which could be used during any disaster situation for effective response.

ii. Identification and listing of resources outside the school within vicinity of one-five kilometres

a Nearest hospitals Health Centre for emergency treatment.

b. Police Station

c. Fire Station

iii. Up dation of important telephone numbers in Principal's room

iv Prepare Disaster preparedness check-list.

a. Mechanism for alerting students and teachers during school time including installation of alarm.

b. School Map with evacuation plan in place to be displayed.

It is recommended to prepare a floor wise evacuation plan and display it prominently at the notice board on each of the floors. The evacuation plan may be discussed by the evacuation team with the teachers and students to generate awareness to help conduct mock drill.

C Annual calendar for conducting various preparedness activities along with plan to implement it.

v. Every JNV should have School Disaster management KIT

I Stretcher

II Ladders

iii. Thick rope

iv. Torch

v. First-aid box

vi. Temporary shelter (tents and tarpaulins)

vii. Sand buckets

viii. Fire Extinguishers

### **Non structural safety measures in schools.**

Non structural safety measures have been listed below:

a) All items of furniture such as almirahs, shelves, black boards ceiling fans, coolers, water tanks etc. as well as any other items that may fall and cause injury to students and teachers need to be secured to the walls or floor.

b) Any electrical items such as loose wires that may cause an exigency should be addressed promptly by the school.

c) Chemical and any hazardous materials in the school laboratory should be handled and stored as per instructions to prevent any harm to students and school staff.

d) Open areas including corridors and evacuation routes including staircases and ramps should be kept free from any hurdles and barriers so that evacuation is

smooth and swift. Pots / planters in the play ground or corridors should be kept in a manner that does not affect smooth evacuation

- e) Any derelict or unused building, rubble, etc. should be removed to prevent any harmful animals or pests from accessing children.
- f) Traffic movement in the school should be managed to minimize risk to students at the time of assembling and dispersal of school.
- g) During excursions, schools should carefully choose the location of excursion and the itinerary so that exposure to hazard is minimized. Extra precautions should be taken when students are being taken close to water bodies etc.
- h) Buses or any other vehicles owned / hired by the school need to be maintained properly so that students are not at risk of accidents. Drivers need to be appropriately trained on speed limits, stoppage of vehicles as well as crisis management so that children remain safe during their travel
- i) Emergency equipment such as fire extinguishers, first aid kits, ropes etc. need to be procured and maintained regularly by the School Authorities.

### **School Development plan.**

- The plan should clearly specify procedures for reporting emergencies to the government services and the relevant education authority. Potential risks within and up to a kilometre from the workplace are to be identified. Clearly mention about the evacuation plan
- Define the roles and responsibilities of key personnel - task force team leaders, class teachers, office staff and students.
- The staff responsibilities to account for and supervise students during and following the emergency must be clearly described.
- Plan should give emphasis on the more vulnerable children below class VIII. The plan should address the students with special physical, mental and medical needs.
- Description about how the DM team will be trained and calendar for mock drill to be conducted are included in the plan. It should be endorsed by local police and fire brigade.

### **Awareness programmes.**

Awareness programmes may be conducted through street plays, rallies, drawing competition, quiz competitions, slogan writing, poster, audio-visual clips, organizing debate, sports activities, rally in schools. Display of important information on school notice board including school evacuation plan and weather news information. Conduct seminars and lectures and observe a month as *Preparedness month*.

### **Mock drills.**

Conduct regular mock drills and follow up of lessons on school safety; practical demonstration on the use of safety equipment, etc. including designation of School Safety Day.

### **Earthquake drill:**

- i. Practice drop, cover and hold.
- ii. Evacuate classroom in less than 1 minute without pushing and falling.
- iii. Evacuate school in less than 4 minutes.
- iv. Lookout for friends.
- v. Stay away from weak areas/ structures.
- vi. Help those who need assistance (*identification of task force in advance for rescue of special children*).

Annexure to the letter No. 10-1/2017-NVS(SA) dated 25.09.17 of NVS HQS.**National Disaster Management - School Safety Policy 2016****Safety audit by Regional level Committee.**

Every JNV will keep ready following details

Name of School and code number provided by Department of Education :

- 1) Postal address with pin code :
3. Contact number :
4. Number of teachers : Male \_\_\_\_\_ Female \_\_\_\_\_
5. Number of Students : Male \_\_\_\_\_ Female \_\_\_\_\_
6. Number of differently-abled students : Male \_\_\_\_\_ Female \_\_\_\_\_
7. Specify the type of disability :
8. Date of Construction of School building :
9. Number of Buildings in the school compound :
10. Number of classrooms :
- i. Number of Chemistry laboratories
- ii. Number of Physics laboratories
- iii. Number of Biology laboratories
11. Number of floors :
12. Number of staircases :
13. Do you have a kitchen ? Yes/No -----  
- if yes do you have Gas stove or open fire kitchen or use cooking gas connection:
14. Do you have toilets separate for : Boys- Yes/No Girls- Yes/No
15. Number of drinking water points :
16. Playground size and open area :
17. Fire extinguisher installed :
  - If yes number of fire extinguishers :
  - Date when last checked :
18. Number of Sand Buckets installed :
19. Evacuation drill organized - Yes/No :
20. If yes last date when drill was conducted and number of students who participated :

**Check points**

	Check point	Observations
1	Does the JNV has the booklet in the library	
2	Whether these guidelines are explained to all students and staff in detail by the vice principal and Principal	
3	Whether these guidelines are discussed in VMC,VAC and PTC meetings	
4	Whether existing schools located in a vulnerable location ( requiring adequate support to mitigate the effect of any natural hazards that may affect the area.) identified for repairs to the desired level of resilience	
5	Whether any time has been allotted in school time table for life-skill building activities.	

6	Whether School Safety Advisory Committee has been constituted	
7	Whether Resource inventory is prepared.	
8	List of Non structural safety measures taken	
9	List of awareness programmes.	
10	Mock drills conducted	
11	Details of Training programmes conducted for staff	
12	Details of Safety audit conducted by School Safety Advisory Committee	
13	. Have the emergency numbers been confirmed with the concerned departments ? Are the emergency contact numbers prominently displayed in the principal room ?	
14	Has the JNV prepared School Development plan as per the norms.	

Signature

Annexure to the letter No. 10-1/2017-NVS(SA) dated 25.09.17 of NVS HQS.

## National Disaster Management - School Safety Policy 2016

### Calendar of Activities.

Month	Activity	To be supervised by	Report to be sent
Sept 2017	<p>1) Every JNV is requested to download the book let and keep it in the library.</p> <p>2) These guidelines must be explained to all students and staff in detail by the vice principal and Principal.</p> <p>3) School Safety Advisory Committee may be formed in every JNV.</p>	Vice Principal and Principal	Principal will send report to RO by 30-9-17.RO will send the data JNV wise to HQ by 7-10-17.
October	<p>1) Existing schools located in a vulncrable location requiring adequate support to mitigate the effect of any natural hazards that may affect the area will intimate to local units and to respective ROs. Help of EE PWD/Member VMC and EE NVS RO may be taken</p> <p>2) Construction</p>	Principal  Principal	Principal will send report to RO by 30-10-17.RO will send the data JNV wise to HQ by 7-11-17.  Principal will send



	related issues will be intimated to construction wing of respective ROs. Help of EE PWD/Member VMC and JE NVS RO may be taken		report to EE RO by 30-10-17.EE RO will send the data to HQ by 7-11-17.
Nov-Dec	Nonstructural safety measures in schools. Safety Audit by VMC and AC/Cluster Incharge.	Principal	Principal will send report to RO by 30-12-17.RO will send the data JNV wise to HQ by 7-1-18.
Jan -Feb 2018	Specialized training and skill building A consolidated report for the year may be prepared and used next year while preparing the institutional planning and annual calendar. Conduct of Safety Audit AC/Cluster Incharge.	Principal will arrange trainings at vidyalaya level. Teachers should be deputed to attend the trainings conducted by local units with approval from DC of the concerned region.	Principal will send report to RO by 28-2-18.RO will send the data JNV wise to HQ by 17-3-18.