

DISASTER MANAGEMENT POLICY

School: GD Goenka Global School

Policy: Disaster Management Policy

Applicable to: Students, Staff, Parents, Visitors, Contractors and Service Providers

Review Cycle: Annually and after any major incident or emergency

1. Purpose

GD Goenka Global School is committed to providing a safe, secure and resilient environment in which every child can learn and thrive. This Disaster Management Policy establishes a framework for preventing, preparing for, responding to and recovering from disasters and emergencies that may affect the school community.

The policy aims to minimise risk to life, protect school infrastructure and resources, ensure effective emergency response, and support the continuity of teaching and learning.

2. Scope

This policy applies to all students, teachers, administrative and support staff, visitors, contractors and service providers while on the school campus, during school activities, excursions, events and school transportation, wherever applicable.

It covers both natural and human-induced emergencies, including:

- Fire and explosion
- Earthquake
- Flooding and waterlogging
- Severe weather, thunderstorms and lightning
- Extreme heat and other climatic emergencies
- Structural or infrastructure failure
- Electrical or gas-related emergencies
- Medical emergencies and epidemics/pandemics
- Hazardous material or chemical incidents
- Security threats, violence or unauthorised intrusion
- Bomb threats or suspicious objects
- Transport-related emergencies
- Any other situation that poses a significant threat to the safety or wellbeing of the school community

3. Policy Objectives

The School shall:

1. Identify and assess potential hazards and vulnerabilities.
2. Take reasonable measures to prevent and reduce disaster risks.
3. Maintain effective emergency preparedness and response systems.
4. Ensure clearly marked evacuation routes, exits and assembly areas.
5. Provide appropriate support for young children and persons requiring additional assistance.
6. Maintain essential emergency equipment and first-aid provisions.
7. Conduct regular emergency drills and preparedness activities.
8. Establish clear roles and responsibilities for staff during emergencies.
9. Maintain effective communication with emergency services, parents and other stakeholders.
10. Ensure appropriate procedures for accounting for and safely releasing students.
11. Provide appropriate psychosocial and emotional support following a significant incident.

Review incidents and drills to strengthen the School's preparedness and resilience.

4. Emergency Preparedness

The School shall maintain:

- Clearly identified emergency exits and evacuation routes
- Designated assembly areas
- Emergency contact numbers
- Fire detection and firefighting equipment
- First-aid facilities and emergency medical supplies
- Emergency lighting and communication systems
- Public Address/announcement systems
- Emergency evacuation maps displayed at appropriate locations
- Emergency equipment that is regularly inspected and maintained
- Updated student, staff and emergency contact records
- Arrangements for the safe evacuation of young children and individuals requiring additional support

Emergency routes and assembly areas shall remain accessible and free from obstruction.

5. Emergency Response

In the event of an emergency, the primary priority shall be **the safety and protection of students and staff**.

The School shall follow the principles of:

Alert → Assess → Respond → Evacuate/Shelter → Account → Communicate → Recover

Depending on the nature of the emergency, the School may initiate:

- Evacuation
- Lockdown or shelter-in-place
- First-aid and medical response
- Fire/emergency services response
- Temporary suspension of school operations

- Controlled student release to authorized adults

Staff shall follow the School's Emergency Response Procedures and instructions issued by the designated Incident/Emergency Response Team.

6. Disaster Management Committee

If any emergency like situation arises school authorities are to inform Mr Vinit Chadha ,Senior management Member immediately.

DISASTER MANAGEMENT TEAM AND RESPONSIBILITIES		
S.NO	ROLE	TEAM
1	PLANNING	MS NAVINA, MS MANDEEP, MS RINI, CAPT DR PALLAVI
2	OPERATION AND RESOURCE MANAGEMENT	MS RAJNI, MS JYOTIKA, MR SUNIL K, MR SUNIL V, MR PUSHPENDER
3	LOGISTICS	MR SUNIL KUMAR, CAPT DR PALLAVI , MR RAVI, DRIVERS
4	FINANCE AND DOCUMENTATION	MR NAVEEN, MR SETIA
5	COMMUNICATIONS AND INFORMING PARENTS	MS NEELAM, MS RITU, MS JYOTIKA, MS MEENAKSHI
6	FIRST AID MEDICAL RESPONSE	MS ABY, MS SHALINI, MS ARCHANA, MS DEVSHREE
7	EVACUATION/ SHELTER & CARE	MR SUNIL DHAKA, MS ANKITA, CLASS TEACHERS, CLASS DIDI, HK DIDI
8	STUDENTS ATTANDANCE	MR SUNIL DHAKA, MS ANKITA, CLASS TEACHERS
9	STAFF TRACKING	MS RITU, MS JYOTIKA, MS RAJNI
10	SEARCH AND RESCUE	CAPT DR PALLAVI , MR SUNIL V, MR MADHAV, GUARDS, DRIVERS
11	TRAFFIC AND SECURITY	CAPT DR PALLAVI, MR SUNIL K, GUARDS, DRIVERS
12	STUDENT WELFARE AND COUNSELING	MS PALAK, CLASS TEACHER
13	TRAINING AND DRILL	CAPT DR PALLAVI , SUNIL K
14	FOOD SUPPLIES	MS RAJNI & MEAL TEAM
15	STUDENT RELEASE	CLASS TEACHERS
16	MISC ASSISTANCE	MR PAWAN, MS RAJNI

The Committee shall be responsible for risk assessment, preparedness planning, emergency coordination, drills, training, documentation and periodic review of the Disaster Management Plan.

7. Evacuation and Student Accountability

Teachers and designated staff shall be responsible for maintaining supervision of students during evacuation.

At the assembly area:

- Students shall remain with their designated class/group.
- Attendance shall be taken and reconciled.
- Missing or unaccounted students shall be immediately reported to the designated emergency coordinator.
- Students shall not leave the assembly area unless authorised.
- Students shall be released only through the School's established student-release procedure and to authorised persons.

No staff member shall independently release a student during an emergency without following the prescribed procedure.

8. Communication

The School shall maintain a reliable emergency communication mechanism for communicating with:

- Students and staff
- Parents/guardians
- Emergency services
- School Management
- Relevant government/local authorities, where required

Only authorized School personnel shall communicate externally on behalf of the School during a major emergency.

Information shared with parents and the wider community shall be accurate, timely and appropriately managed to protect student privacy.

9. Training and Mock Drills

The School shall conduct periodic training and mock drills appropriate to the age of students and the risks identified on campus.

Drills may include:

- Fire evacuation
- Earthquake response
- Lockdown/security emergency
- Severe weather response
- Medical emergency response
- Emergency communication and student-release procedures

Staff shall receive appropriate training in evacuation procedures, emergency communication, first aid and their designated responsibilities.

Following each drill or significant incident, the School shall conduct a review to identify gaps and implement corrective measures.

10. Child-Centred and Inclusive Approach

As an International school, disaster preparedness shall be communicated to students in an **age-appropriate, reassuring and child-centred manner**.

Students shall be encouraged to develop:

- Awareness of safety and risk
- Responsibility for their own safety and that of others
- Calm and appropriate responses during emergencies
- Collaboration and communication
- Resilience and empathy

Emergency preparedness activities shall avoid creating unnecessary fear or anxiety.

Appropriate accommodations shall be made for students with additional learning, physical, sensory or medical needs.

11. Compliance

The School shall endeavour to comply with applicable requirements and guidelines issued by relevant Central, State and local authorities, including the **National Disaster Management Authority (NDMA)**, fire authorities, local administration, education authorities and other statutory bodies, as applicable.

The School shall also maintain applicable building, fire, electrical, water, health and safety certifications and approvals.

12. Review of Policy

This policy shall be reviewed **annually**, or earlier following:

- A major emergency or disaster
- A significant change in school infrastructure
- A change in applicable legislation or regulatory requirements
- Findings from a safety audit or mock drill
- Identification of a significant new risk

The Disaster Management Committee shall recommend revisions to the School Leadership as required.