

Government of Jammu and Kashmir
Civil Secretariat School Education Department
(Planning Section)
Jammu/Kashmir

Subject: Writ Petition (C) No. 483 of 2004 titled Avinash Mehrotra V/S Union of India & Others regarding Implementation of Disaster Management Measures in Schools.

Circular No: 04-Edu of 2018

Dated: 19.02.2018

Whereas, the Hon'ble Supreme Court of India in the above-titled Writ - Petition directed to prepare a State Specific Action Plan along with time frame for implementation of the guidelines on School Safety Policy, 2016 prepared by Disaster Management Authority statutorily in nature and required to be compiled with scrupulously without any deviation to ensure safety of children in schools mentioned in the said policy and everyone involved in the process of ensuring safety of children are statutorily bound by the same;

Whereas, as per the sections 5 of the said Guidelines titled as "Action Points for Stakeholders" details the institutional and operational roadmap for implementation of the Guidelines as well as mentions the specific set of actions to be taken right from the National Level to Local Level (up-to school level) to strengthen school safety measures;

Whereas, the effective implementation of the policy is possible only if the compliance with the said policy is ensured at the level of District Disaster Management Authority headed by Dy. Commissioner of the concerned district in terms of SRO 225 dated 29th of May, 2017;

Whereas Chief Education officer of the concerned District has been nominated as Nodal officer in the district for implementation of the Disaster Management guidelines on School Safety Policy-2016 prepared by the National Disaster Management Authority vide Government Order No.730-Edu of 2017 dated 09.10.2017

Whereas, the directions passed by the Hon'ble Supreme Court on 14th August 2017 have been examined and it is hereby enjoined upon all concerned including Heads of the Public and Private Educational Institutions in Jammu & Kashmir State shall adhere/take following action for effective implementation of guidelines on School Safety Policy, 2016 prepared by Disaster Management Authority;-

1. Director School Education Jammu / Kashmir shall ensure that all Chief Education officers (Nodal Officer in the district) shall make an inventory of schools as per the guidelines on School Safety Policy of National Disaster Management.
2. SPD, SSA/RMSA and Director School Education Jammu/Kashmir shall impress upon all the executing agencies to adhere to:-

- a. The state of J&K falls in Seismic Zone IV & V and is also vulnerable to floods, landslides, avalanches, high velocity winds etc. Therefore typical designs have to be prepared for the three regions (Jammu/Kashmir/Ladakh) separately for both hilly & plain areas.
 - b. Following needs to be observed while determining the vulnerability of school buildings:-
 - i. assess risks or hazard that are present or likely to occur;
 - ii. collection of basic structural and physical information of all structures including details of location;
 - iii. analysis of data with regard to the ability to resist the effect of specific natural and manmade hazards;
 - iv. demarcation of special areas within school building for use as a shelter, this could also have implication for the level of natural hazard vulnerability, retrofitting, etc.;and
 - v. determination of entity responsible for construction and maintenance, as well as the preparation of relevant plans by these entities.
 - c. Guidelines of the roadmap for safety of educational institutions should be made disaster resistant while executing the work and existing building should be retrofitted so that it becomes safer under the occurrence of probable future earthquakes.
3. Director School Education Jammu/Kashmir shall jointly prepare dos and don'ts of different disasters, first aid etc in consultation with Health Department and Chief Education officers, for training of students and school staff on different natural hazards relevant to the state for capacity building for school safety;
 4. Director School Education Kashmir/ Jammu shall jointly develop child friendly IEC material in the vernacular medium for developing the understanding of children on various hazards of dos and don'ts of response on yearly basis;
 5. JK BOSE in consultation with Principal SIE Jammu/ Kashmir shall develop child friendly teaching material for teachers and students to engage them on school safety issues on yearly basis;
 6. State Disaster Management Authority shall conduct training in collaboration of principals of SIE Jammu/ Kashmir and DIETs in respect resource persons / teachers:-
 - a) at the school level safety concepts and processes on yearly basis; and
 - b) on psycho-social support for children affected by disasters
 7. Director School Education Jammu/Kashmir and State project Director, SSA/RMSA shall monitor implementation of National School Safety Policy Guidelines at the divisional level on quarterly basis;
 8. Administrative Secretary, School Education Department shall monitor implementation of National School Safety Policy Guidelines at the state level with Head of the Departments and with Engineering wing of School Education Department on Half yearly basis preferably in the month of April and October;

9. Principals of the DIET institutes in consultation with DDMA and SIE should formulate a training module for teachers/designers on safety aspects as part of their pre-service and in-service training programmes, school safety concepts and various activities related to execution of their responsibilities as the school safety focal point teachers, psycho-social support for children affected by disaster and capacity building of SMC on different aspects of school safety in case of an imminent disaster, e.g Sanitation and hygiene needs of boys , girl and teachers; first aid; handling fires, handling chemical/ hazardous materials in labs etc. They should organise/ impart training to all teachers/ designers of the school, focal point teachers and for SMC on quarterly basis.
10. It is further ordered that Chief Education officers of School Education Department shall ensure that:-
- i. District Management Plans include a focus on educational infrastructure and supportive action thereof within the district.
 - ii. Proposal for constitution of School Safety Advisory Committee be submitted to the Chairman District Disaster Management Authority through Chief Executive Officer of the District Disaster Management Authority at the District Level.
 - iii. The committee shall have members from district administration and various departments, Municipal Commissioner, Vice Chairman Development Authority, Chief Fire Officer, Chief Medical Officer, School Principals and Teachers(Government/Private), representative from the students, emergency response agencies/officials, key institutions, Indian Red Cross, Civil Defence, ward representatives, committed youth groups, clubs volunteers from corporate sector, NGOs and other stake holders.
 - iv. The School Safety Advisory Committee(SSAC) should focus on the following parameters while preparing School Safety Action Plan:-
 - a) Describe the linkage of the District-wide school Safety Plan to the individual School Building -level Emergency Preparedness and response Plans for each school building;
 - b) Modus operandi reflected in the District Wide School Safety Plan will guide the development and implementation of individual school building –level Emergency preparedness and Response Plan;
 - c) Describe the methodology used to develop the district-wide plan, including the involvement of the key stakeholders, community and determine the key elements of the plan;
 - d) Indicate that in the event of an emergency or incident, the initial response to all emergencies at an individual school will be by the building level School Safety Team, and the processes need to be highlighted in the school building –level emergency preparedness and Response Plan;
 - e) Indicate that upon the activation of any response activity, the District Administration and Chief Education officer or his/her



- designee will be notified and, where appropriate, local emergency officials will also be notified;
- f) Describe how the mapped recourses could be supplemented during the response phase;
 - g) Maintain information describing certain information on school population, number of staff, transportation needs, and the office /School and whom telephone numbers of the key officials of each such educational agency. Key numbers of emergency should also be a part of the database.
 - h) The SSAC may describe what strategies it may develop, based on its needs assessment, to create a positive, safe learning environment for students.
 - i) SSAC should provide a description of the existing regulations (General Development Control Regulations, Existing Guidelines for School Buildings, Fire Safety norms etc) existing policies if any and procedures related to school building safety requirements, structural and non-structural mitigation measures.
 - j) Provide a description of the duties for officials from various departments and the required training for taking initiatives towards the mitigation measures.
 - k) The plan shall be reviewed periodically during the year and will be maintained by the District administration.
- v. Establish a mechanism for monitoring safety parameters in all schools on a regular basis. Any existing monitoring formats used by authorities shall essentially include parameters on school safety;
 - vi. Ensure that school safety concerns are included in the DDMP on yearly basis and all new schools include safety features
 - vii. make an inventory of schools as per the guidelines on School Safety Policy of National Disaster Management
 - viii. Formulate proposal for appointment of a technical agencies to advise schools on local adaptations in school design based on local conditions, in line with national and state norms on school safety.
 - ix. Ensure that all implementing agencies adhered to safety standards as per the National Building Code. In addition, any other norms prescribed by the state government in respect of all existing as well as new schools;
 - x. Issue recognition Certificate under SRO 123 dated 18th of March 2010 (Jammu and Kashmir School Education Rules, 2010) to only those schools that comply with safety norms prescribed by the state.
 - xi. Review progress on non-structural safety measures in schools on monthly basis with the concerned stakeholders
 - xii. Monitor implementation of National School Safety Policy Guidelines on monthly basis with all stakeholders or any other official as appropriate and facilitate school safety. The existing format for monitoring purposes should essentially include parameters on school safety;

- xiii. Chief Education Officer shall issue explicit instructions to Head of Institution to:-
- a) Ensure through SMC participation Mobilise local community and the school to effectively participate in school safety actions through meetings, rallies etc. And to ensure dedicated planning and action;
 - b) Designate a school safety focal point teacher (FPT) to operationally anchor safety related actions at the school level as part of his / her routine commitments in the School.
 - c) Identify and develop a cadre of peer educators/ trainers for ensuring that safety messages , dos and don'ts of different disasters, procedures and protocols reach each and every student in the school; and
 - d) Establish inclusive mechanisms to address issues in relation to school expansion and development, fire drills, power outage, early dismissed for weather events, health and safety concerns, trespassers or road/ bus accidents.
 - e) Conduct a detailed assessment of needs from a safety perspective for inclusion in the School Development Plan on yearly basis;
 - f) Ensure participation of children, SMC, PRIs / ULBs and any other relevant Stakeholders in the assessment of needs exercise on yearly basis.
 - g) Ensure inclusion of school safety aspects (Structural and non-structural) in the School Development Plan on yearly basis;
 - h) Regularly monitor risk and update plan on yearly basis;
 - i) Develop an Emergency Response Plan for the School (Inclusion evacuation procedures, handling of chemicals in the laboratory, stock-piling of emergency equipment and materials etc.) on yearly basis
 - j) Review and immediately take up activities that the school can undertake on its own viz. Non- structural mitigations e.g. Clearing evacuation routes, addressing loose objects etc on quarterly basis
 - k) Share components of the school development plan that can be included in the Panchayat plans and follow up with the relevant departments along with the PRIS/ULBs on yearly basis
 - l) Amend the time table and School calendar to build in opportunities for reinforcing safety awareness among children, mock drills etc. On quarterly basis
 - m) Identify training needs of students and teachers with regard o school safety on yearly basis;
 - n) Awareness programmes for children on local hazards and risk reduction for example through street plays, rallies, drawing competition, quiz competition, slogan writing on weekly basis;
 - o) Regular mock drill and follow up of lessons on school safety; practical demonstration on the use of safety equipment, etc.


- Including designation of school safety Day/DPR Day annually on monthly basis;
- p) Training of SMC on assessment of safety needs, developing plans as well as safety audit on quarterly basis; and
 - q) Training of peer educators on dos and don'ts of disasters, mock drills etc. as per requirement;
 - r) conduct safety Audits in School including fire safety and food safety (mid day meals in rural schools and clearance by fire authorities) on quarterly basis ;and
 - s) Review school Development Plans to identify unaddressed hazards and additional new hazards and new hazards that emerge on quarterly basis.

Sd/-
(Farooq Ahmad Shah)IAS
Secretary to the Government
School Education department
Dated 15. 02.2018

No: Edu/plan-SE/526/2017-18

Copy to the:-

1. Joint Secretary(SE-I), Ministry of Human Resource Development, Department of School Education & Literacy, Government Of India, Shastri Bhawan New Delhi-110115
2. Joint Advisor(RR/CBT), National Disaster Management Authority, NDMA Bhwan,A-1 Safdrjung Enclave, new Delhi-110029
3. Principal Secretary to Government, Higher Education Department
4. Commandant General(DGP),CD, Home Guards/Civil Defence and SDRF,J&K
5. Divisional Commissioner Jammu/Kashmir.
6. Commissioner/Secretary to Government, Disaster Management, Relief & Rehabilitating Department;
7. Director Fire and Emergency Services
8. Secretary, J&K Board of School Education
9. All Deputy Commissioners
10. Director School Education Jammu/Kashmir. The copy of the circular should be endorsed to all Chief Education Officers for further transmission to the Heads of Government/private Schools in their respective jurisdiction for strict implementation.
11. State Project Director SSA/RMSA
12. Director Disaster Management Civil Secretariat
13. Additional Secretary(A/M) School Education Department
14. Principal State Institute of Education Jammu/Kashmir
15. Executive Engineer School Education Department Division I,II,III and IV
16. Private Secretary to the Chief Secretary, J&K for information of the Chief Secretary
17. Private Secretary to the Hon'ble Minister of Education for information of the Hon'ble Minister
18. Private Secretary to the Hon'ble Minister of State for Education for information of the Hon'ble Minister
19. Private Secretary to the Secretary to Government, School Education Department for information of the Secretary.
20. Website Incharge
21. Circular file


(Javaid Iqbal Matto)
Joint Director (Planning),
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