



Satyam Shivam Sundaram

Modern High School for Girls, Kolkata

EMERGENCY PROCEDURES MANUAL

CRISIS MANAGEMENT TEAM

The Director
The Principal
The Vice Principal
Head Primary & Junior
The Head of Administration Col. S. Nath
Personnel Officer Mr S. Sengupta
Security

When is the team activated?

In cases of human physical injury, major damage to facilities forcing school postponement, major damage to access to and from school or incidents that may affect school reputation.

The Crisis Management Team

The CMT are the executive decision-makers. The Director will consult with the group and the others will collaborate with her to manage the consequences of the emergency or crisis. It is the responsibility of the Director to keep the governing body apprised of all details and decisions regarding the handling of the crisis.

EMERGENCY EXIT PROCEDURES

In an emergency, the alarms will sound continuously. Walking calmly, quietly, and in an orderly fashion, and without waiting to pick up belongings, everyone is to exit the building using the designated exit nearest you. (Consult the diagram in the classroom). Walk towards the emergency meeting location on the playground at the back of the school building.

- All students proceed to the nearest exit – in case of fire, check doors for heat before opening. Teachers make sure the room is clear, then follow the class to the playing field. Students will then wait in their class groups along with the teacher and wait for attendance to be taken. If any member is noted to be missing. The teacher in charge is expected to be informed. She in turn will involve the Head of Administration who is also the Fire Marshal. On no account is a student or teacher to be sent back into the building.
- Any other staff, adults, parents, visitors join the administrative / office staff at the playground
- All will remain quietly on the playground in their respective groups until the Attendance has been taken and attendance numbers checked, and the **ALL CLEAR has sounded**.
- At the end of the EMERGENCY, all will return to their previous activity, students with their subject teachers are expected to disperse from the playground in an orderly manner. All adult employees without a class at the time (guidance, administrative staff, and teachers with non-contact time) will station themselves at key points along the return route to help supervise the re-entry to buildings. Following the evacuation, the Crisis Management Team will offer an opportunity to review procedures in the light of the experience.

BUS ACCIDENT

BUS SUPERVISOR (if able)

- Determine severity of accident, including injuries
- Determine identity of any injured
- Notify School Bus Office, include all information related to injuries
- Asks driver to move bus off the road, contact traffic police, direct traffic around the accident
- Assists teachers in keeping order on the bus
- Assists in helping the injured
- Complete accident report

Teachers / Adults

- Attend to any students with injuries
- Keep all students on bus if it is safe
- If bus is unsafe, move all students to safe area away from the traffic
- When alternate bus arrives, continue remaining route or return to school

Head of Administration

- Notify police
- Confirm and gather facts
- Notify Director and Principal – Activate Crisis Management Team
- Notify Bus office to send alternate bus to transport students
- Determine need to go to scene
- Notify insurance carrier

Head of School

- Head Crisis Management Team
- Determine information to give to parents and to the public
- Identify individuals in need of support
- Review scheduled activities for possible cancellation / suspension
- Set follow-up meetings to address on-going issues and evaluate responsiveness

INJURY TO STUDENT OR ADULT ON CAMPUS

If in need of emergency medical care at an Emergency Room

- Teacher notifies another adult to call Nurse
- The teacher or another person will contact the Principal and if possible the Head of Administration
- Doctor on call is contacted
- School representative accompanies student/ teacher to hospital on advise of doctor
- Parents are ALWAYS contacted along with doctor on call

If in need of first aid

- Teacher notifies another adult to call the Nurse
- Teacher stays with injured student
- Nurse administers First Aid, is responsible for informing School office
- School office informs parents

ACCIDENT ON A FIELD TRIP

Faculty Chaperones (Ratio 1 chaperon for every 12 students)

- Attend to victim
- Arrange for victim to be transported to hospital
- Contact Principal and Head of Administration , who will notify parents concerned
- Provide information to other students
- Activate Crisis management Team if serious

Nurse (if present or in easy access)

- Gather emergency kit
- Attend to victim
- Utilize faculty present as needed
- Follow-up at hospital if needed

Teacher/Section Coordinator / Principal

- Notify counsellor
- Advise receptionists regarding calls
- Refer to inquiries or media to Principal /Director
- Secure victim's belongings

Principal

- Work with Crisis Management Team
- Confirm and gather facts
- Communicate with family. Prepare statements for media, faculty staff, parents and students
- Notify legal counsel / insurance broker
- Notify Board Chairperson
- Notify Police (when appropriate)
- Review scheduled activities for possible cancellation / suspension
- Set follow-up meetings to discuss and evaluate responsiveness

ACCIDENT / INJURY / DEATH ON A FIELD TRIP

A fire is discovered
Set off nearest alarm
Notify nearest school office

Faculty
Evacuate building according to plan
Gather with advisers.
Do head count

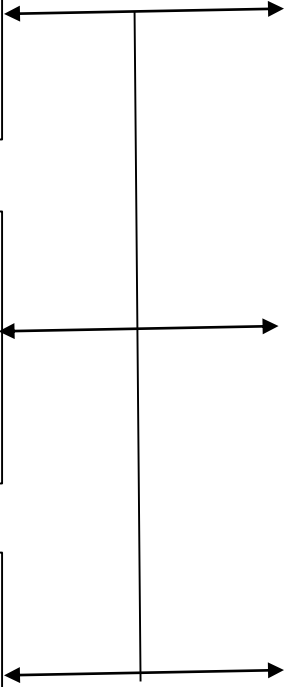
Fire Response Team
Locate the fire and extinguish if possible
Call fire department if necessary

Teachers/ Support staff
Clear the building
Call fire department (after school hours) if necessary

Nurse
Gather medical kit
Set up First aid station in safe area if

Head of Administration
Facilitate hospital admission if necessary

Principal
Activate Crisis Management Team
Evaluate evacuation process
Notify the Board Chairman
Determine pertinent information for families and media



LOCKDOWN PROCEDURES

A lockdown is an emergency procedure intended to secure and protect any building occupants who are in the proximity of an immediate threat. The procedure is used when it is safer to stay inside a building than to evacuate it. By controlling entry / exit and movement within a facility, emergency personnel are better able to contain and handle any threats.

Notification for lockdown will come in from the Director or through a member of the CRISIS MANAGEMENT TEAM or an academic or administrative head.

Upon alert to Lockdown (announcement made on PA system)

In Classrooms :

1. Teachers must move students away from doors and windows and get them to stay low.
2. Lock the doors. If unable to lock the door, barricade it with tables and chairs.
3. Stay quiet. All cell phones should be on silent mode. Do not make non-essential calls.
4. Teachers should locate and hold on to attendance rosters. Turn off all lights.
5. Never open doors during a lockdown, even when a fire alarm sounds. An administrator or emergency personnel will signal when the lockdown has been lifted

In the Gym :

PE classes should move into a locker room, lock the doors, turn off lights, and stay low and quiet

In the Toilets / Bathroom

Move into a stall, lock it and stand on the toilet. Keep low.

After the lockdown :

1. Evacuate the building in an orderly manner.
2. Proceed to the designated assembly area Playground
3. Authorities may require individuals to remain available for questioning following a lockdown.

SCHOOL DIRECTORY**School Nos. : (033) 22875326, 22876080**

Extension No.	Name
220	Ms. D. Kar
221	Annexe of Ms. L.J. Guha Sircar
222	Mr. R.K. Rastogi
223	Ms. S. Saha
224	Sr. Library
225	Staff Room (3rd floor)
226	Staff Room (2nd floor)
227	Staff Room (1st floor)
228	Mr. G. P. Khandelwal
229	Ms. Indrani Anklesaria
230	Mr. S.Sengupta
231	Ms. A. Confectioner
232	Ms. S. Chatterjee
233	Bengal Stores
234	Mr.S. Chattopadhyay
235	Mr. T. Chatterjee
236	Ms. R. Agarwal
237	Mr. J. K. Kejriwal
238	Mr. R R. Mawatwal
239	Mr. J. Chobdar
240	Mr. A. Samanta
241	Mr. T. Dey
242	C.C.TV Surveillance Room
243	Planeterium
244	Ms. C. De Bakshi
245	Ms. I. Mallick - MACE
246	Ms. D. Mukherjee
247	Ms. I. Roy
248	Examination Room
249	Ms. K. Buchia
250	4th floor Computer Lab.
251	Main Auditorium (Shed) / Music Room
252	Gymnasium
253	Gate No. 5
254	First-Aid Room
255	Ms. D. Lahiri - MACE

256	Mr. S. Nandi
257	Ms. N. Moitra - MACE
258	Mr. A Mondal / Server Room
259	Jr. Library
260	Ms. L. J. Guha Sircar
261	4th floor Auditorium
344	Mr. G S Agarwal / Mr. S. Sinha
345	Ms. S. Mitra / Ms. S. Kar
346	Ms. S. Das
347	Auditor
348	Lt Col S. Nath
349	Gate No.4

E. ADDITIONAL EMERGENCY TELEPHONE NUMBERS

ADDITIONAL EMERGENCY TELEPHONE NUMBERS		
1	CMRI Ambulance	30903500, 9830182347 (Mr. Kartik Ghosh) 71727172
2	Gautam Ambulance	9831854542

Telephone Nos. of closely Located Ambulance Provider

Sl. No.	Location	Phone No.	No. of Ambulance
Near Chittaranjan Hospital			
1	Medi View – Dr. Rachna Sonthalia	9331008528	
	Medi View, 74, Broad Street, Kolkata.	9831431577, 9038710999	2
2	Blue Print	9007792254	2
Near Park Circus Maidan			
1	Park Circus Byam Samity	22871793, 8820360605 (Ramesh Driver)	1

School Nurse - Bipasha Mitra - 8272906596