



SPRING DALES SCHOOL ALMORA

Link Road, Near Taxi Stand, Almora Pin-263601

Affiliated with C.B.S.E. Delhi Code No.-3530151 School No.-81386

Ref. No. 541

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DISASTER RECOVERY MANAGEMENT PLAN

Academic Session 2025-26

1. Introduction


Spring Dales School is committed to ensuring the safety, security, and well-being of all students, staff members, visitors, and stakeholders. The Disaster Recovery Management Plan has been prepared in accordance with CBSE safety guidelines and disaster preparedness norms to establish systematic procedures for prevention, preparedness, response, recovery, and rehabilitation during emergencies and disasters.

The plan aims to minimize risks, protect lives and property, maintain continuity of educational activities, and ensure coordinated action during emergencies.

2. Objectives of the Disaster Management Plan

The primary objectives of the plan are:

- * To ensure safety and security of students and staff.
- * To create awareness regarding disaster preparedness.
- * To establish clear evacuation and emergency response procedures.
- * To minimize damage to life and property.
- * To develop coordination with local authorities and emergency services.
- * To ensure timely recovery and restoration of school functioning.


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Principal
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- * To train students and staff for emergency situations.
 - * To build resilience and preparedness among all stakeholders.

3. Scope of the Plan

This Disaster Recovery Management Plan applies to:

- * Students
- * Teaching staff
- * Non-teaching staff
- * Visitors
- * School transport system
- * School infrastructure and assets

The plan covers:

- * Natural disasters
- * Fire emergencies
- * Medical emergencies
- * Structural emergencies
- * Human-induced emergencies
- * Health and epidemic emergencies

4. School Disaster Management Committee (SDMC)

A School Disaster Management Committee shall be constituted for effective implementation of disaster preparedness and response activities.

Designation Responsibility Holders

Principal

Overall Head and Incident Commander

Vice Principal

Deputy Coordinator

Disaster Management Coordinator


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Execution and monitoring

Safety Officer

Building safety and evacuation

Transport In-charge

School transport safety

Medical Officer/Nurse

Medical emergency handling

Sports Teachers

Ground evacuation management

Class Teachers

Student accountability

Administrative Officer

Communication and documentation

Support Staff

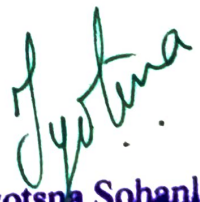
Assistance during emergencies.

The committee shall meet periodically to review preparedness measures and conduct mock drills.

5. Types of Disasters Covered

A. Natural Disasters

- * Earthquake
- * Flood
- * Landslide
- * Storms and heavy rainfall
- * Lightning
- * Extreme weather conditions


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B. Fire Emergencies

- * Electrical fire
- * Laboratory fire
- * Kitchen/canteen fire
- * Short circuit incidents

C. Medical Emergencies

- * Injury or accident
- * Sudden illness
- * Epidemic outbreak
- * Food poisoning

D. Human-Induced Emergencies

- * Bomb threats
- * Violence or intrusion
- * Chemical leakage
- * Stampede situations


E. Infrastructure Emergencies

- * Building collapse
- * Electrical hazards
- * Water contamination
- * Transportation accidents

6. Risk Assessment and Hazard Identification

The school shall conduct periodic safety audits to identify hazards and vulnerable areas including:

- * Electrical installations
- * Science laboratories


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- * Staircases and exits
- * Playground safety
- * Water tanks and sanitation systems
- * School transport safety
- * Fire safety systems
- * Structural stability of buildings

Special attention shall be given to:

- * Emergency exits
- * Assembly points
- * Crowd management
- * Accessibility for differently-abled students

7. Preventive Measures

Infrastructure Safety

- * Regular structural inspection of buildings.
- * Proper maintenance of electrical wiring and equipment.
- * Installation of fire extinguishers at strategic locations.
- * Clearly marked emergency exits.
- * Adequate lighting and ventilation.

Fire Safety Measures

- * Fire extinguishers to be checked regularly.
- * Fire alarm systems to remain functional.
- * Staff training on use of extinguishers.
- * No storage of inflammable materials near classrooms.


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Health and Hygiene Measures

- * Safe drinking water facilities.
- * Clean sanitation facilities.
- * Periodic health check-ups.
- * Isolation room for sick students if required.

Transport Safety

- * Regular vehicle inspection.
- * First-aid kit in every school bus.
- * GPS and emergency contact systems.
- * Trained drivers and attendants.

8. Emergency Response Procedures

A. Earthquake Response

During Earthquake


- * Students and staff shall follow "Drop, Cover, and Hold".
- * Stay away from windows, shelves, and electrical fittings.
- * Do not panic or run.

After Earthquake* Evacuate building in an orderly manner.

- * Assemble at designated safe assembly points.
- * Attendance verification by class teachers.
- * Injured persons to receive immediate medical aid.

B. Fire Emergency Response

In Case of Fire* Raise alarm immediately.


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- * Inform Principal and Fire Department.
- * Switch off electrical mains if safe.
- * Evacuate students calmly using nearest safe exit.
- * Do not use elevators.

Fire Evacuation Procedure

- * Teachers lead students in single lines.
- * Students leave belongings behind.
- * Attendance verification at assembly area.
- * Fire extinguishers to be used only by trained personnel.

C. Medical Emergency Response


- * Provide immediate first aid.
- * Inform school medical room and administration.
- * Contact parents/guardians immediately.
- * Shift patient to nearest hospital if necessary.
- * Maintain medical incident records.

D. Bomb Threat or Security Threat

- * Inform police authorities immediately.
- * Avoid panic among students.
- * Evacuate building if instructed.
- * Prevent spread of rumors.
- * Restrict unauthorized movement.

9. Evacuation Plan

The school shall maintain a proper evacuation map displaying:


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- * Emergency exits
- * Stairways
- * Assembly points
- * Fire extinguisher locations
- * First aid room
- * Emergency contact details

Evacuation Rule

- * Maintain calm and discipline.
- * No pushing or shouting.
- * Teachers to carry attendance registers.
- * Students move in orderly lines.
- * Special assistance for young children and differently-abled students.

10. Assembly Areas

Safe assembly points shall be:*

- * Open playground


- * School ground
- * Designated safe zones away from buildings and electric poles

Class teachers shall conduct attendance verification immediately after evacuation.

11. Communication System

The school shall maintain an effective emergency communication system involving:

- * Public announcement system
- * Emergency bells/alarm
- * Telephone and mobile communication
- * WhatsApp emergency groups
- * Parent notification system


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Emergency contact numbers shall be displayed prominently across the campus.

12. Emergency Contact Directory Service

Contact Number

Police 100 , 05962-230323

Fire Brigade 101 , 112 , 05962-234101

Ambulance 108

Disaster Management Authority

Nearby Hospital

School Principal

Transport In-charge

13. First Aid and Medical Preparedness

The school shall maintain:

- * Fully equipped first aid kits
- * Wheelchairs and stretchers
- * Emergency medicines
- * Trained first-aid personnel
- * Medical records of students

Teachers and staff shall receive basic first-aid training periodically.

14. Capacity Building and Training

Regular awareness and training programs shall be conducted for:*

- * Students

- * Teachers
- * Non-teaching staff
- * Drivers and transport staff

Training areas include:

- * Fire safety
- * First aid


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- * CPR awareness
- * Evacuation procedures
- * Disaster preparedness

15. Mock Drills

The school shall conduct periodic mock drills for:

- * Fire evacuation
- * Earthquake preparedness
- * Emergency response coordination

Purpose of Mock Drills

- * Improve preparedness
- * Identify gaps in response
- * Reduce panic during emergencies
- * Ensure coordinated evacuation

Records of mock drills shall be maintained properly.

16. Recovery and Rehabilitation Plan

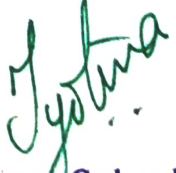
After any disaster/emergency:

- * Damage assessment shall be conducted.
- * Counseling support shall be provided to affected students/staff.
- * Restoration of infrastructure and utilities shall be prioritized.
- * Academic continuity plans shall be implemented.
- * Safety inspection shall be conducted before resuming operations.

17. Documentation and Record Keeping

The school shall maintain:

- * Incident reports
- * Safety audit reports
- * Drill records


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- * Maintenance records
- * Emergency contact lists
- * Training attendance records

18. Review and Updating of the Plan

The Disaster Recovery Management Plan shall be reviewed annually or whenever required based on:

- * Safety audits
- * New risks identified
- * Changes in infrastructure
- * Government/CBSE guidelines

19. Conclusion

Spring Dales School is dedicated to maintaining a safe, secure, and disaster-resilient educational environment. Through systematic planning, awareness programs, training, mock drills, and coordinated emergency response mechanisms, the school aims to ensure the protection and well-being of all students and staff members at all times.

The Disaster Recovery Management Plan reflects the school's commitment toward preparedness, prevention, resilience, and responsible institutional management in alignment with CBSE safety norms and national disaster management guidelines.


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