**KENDRIYA VIDYALAYA ONGC MEHSANA**

**NATIONAL DISASTER MANAGEMENT 2019-20**

**1/8/2019**

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| Formation of NDM School committee | Name of Teachers  1.Mrs Namrata Shah ,PGT CS  2.Mr Shakti Sinh ,TGT PHE  3. Mrs Madhu Jain, TGT SSt  4. Mr S S Srimali ,Lib  5. Leena Wadhwani | Functions:  1. To assign duty for teachers and sub staff on main gate before morning assembly and after school hours.  2.To assign duty during Recess hours in school building and playground  3. To check the functioning of CCTV cameras.  4. To check visitors register placed at main gate for visitors. |
| Duties of Sub staff | All Sub Staff | 1. Timely open and close the lock of doors and Grill gate of School building  2. Checking of class room especially immediate after the school hour.  3. Checking the Bathrooms and Toilets. |
| Formation of Women NDM School committee | Name of Ladies Staffs  1. Mrs Madhu Jain  2. Mrs Divya Jaiman | 1. To provide sanitary items to girls  2. To check cleanness of girls Bathrooms and Toilets. |
| Suggestion Box | Mrs Divya Jaiman | To check suggestion box regularly and submit the suggestions to Principal |
| Students Council | School captain Boy and Girls | To co-operate teachers to maintain discipline |
| Awareness Program for students | All Teachers | 1. Arranged mock drill for fire safety  2.Arranged film show(KOMAL) for girls students  3.To keep biodata and mode of conveyance details with class teachers |
| Awareness Program for Parents | All Class Teachers | To discuss the safety points at the time of PTA meeting |
| Training Programme |  | 1.Arranged mock drill programme by ONGC for fire safety(Already arranged in month of April 2019)  2. Arranged mock drill programme by teachers for Earth Quake.  3. Do’s and don’ts in case of flood. |

Principal is monitoring all safety measures and discussed guidelines with all teachers. He instructed teachers to take all precautionary measures for the safety and security of the children. Guest lectures will be arranged for awareness of the safety of the school children.

PRINCIPAL