



MATA JAI KAUR PUBLIC SCHOOL

ASHOK VIHAR PHASE III, DELHI – 110052

PHONE- 011-43711013 EMAIL- mjkps@hotmail.com

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Safety Protocols Circular

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Fostering a Safe and Secure Learning Environment

At **Mata Jai Kaur Public School**, we place the utmost importance on the safety and well-being of each individual on our campus. In response to evolving safety concerns, we are enhancing our security measures to ensure that every student, staff member, and visitor is well-protected. Our approach integrates both preventive and responsive strategies to maintain a secure, nurturing environment conducive to learning.

1. Promoting Safety Awareness

We encourage our entire school community—students, parents, and faculty—to remain vigilant and informed. Key actions include:

- Keeping updated with guidance and advisories from credible sources such as the National Disaster Management Authority (NDMA) and the Ministry of Home Affairs (MHA).
- Signing up for emergency alerts through official government portals and trusted news sources.
- Participating in safety training programs and emergency drills organised by experts.
- Encouraging students to familiarise themselves with safety protocols and engage in discussions around safety at school and at home.

2. Building Preparedness at Home: The Emergency Kit

Each family is urged to create a comprehensive “Emergency Preparedness Kit” that should be kept readily accessible. The kit should include:

- Copies of important identification documents secured in waterproof cases.
- A compact first aid kit with necessary medications.
- Non-perishable snacks and sufficient drinking water for at least 72 hours.
- A reliable flashlight, spare batteries, and a portable power bank.
- A printed and digital emergency contact list for quick access.
- A child identification card containing personal details and emergency contacts.
- Basic hygiene essentials like hand sanitizers, face masks, and tissues.
- A whistle or small alarm for signaling emergencies.

3. Familiarizing with School Safety Infrastructure

Every student must be familiar with the school's safety features:

- Locations of emergency exits, fire extinguishers, and evacuation points.
- Well-marked evacuation routes and safe zones within the premises.
- Participation in regular fire drills and emergency preparedness exercises conducted by the school.

These practices are designed to ensure that our students respond confidently and efficiently when faced with any emergency.

4. Faculty's Role in Emergencies

Our teachers and staff are trained to manage emergencies with calmness and clarity. During any crisis:

- Students are expected to follow teachers' instructions immediately and without panic.
- Teachers will take attendance before moving students to designated safe areas.
- No student will leave the premises or be dismissed without proper authorization.
- Floor wardens and staff members will guide orderly evacuations and maintain communication.

5. Crisis Communication Protocol

In the event of an emergency, the school will provide real-time updates to all stakeholders through the following channels:

- The official school website and verified social media platforms.
- Direct communication with parents via WhatsApp groups and messaging systems.

Parents are kindly requested to refrain from calling the school during a crisis to allow uninterrupted communication with first responders. Students will be taught how to communicate effectively, providing essential details such as their name, school ID, and emergency contacts when necessary.

6. Educational Resources for Emergency Preparedness

We believe in educating both students and their families to understand the importance of safety. We recommend that all members of our community watch these video resources to familiarize themselves with our school's emergency protocols:

🔗 Emergency Preparedness: - <https://youtu.be/arEmc0ifZRU?si=Q14ktIQw3wsK27YL>

🔗 Emergency Response Guidelines:

https://youtu.be/M_NtMcg7fuM?si=yd67ucvoEwWhdVFU

In unity and vigilance, we can create an environment where safety is not just a set of guidelines, but a shared responsibility. Together, let us work towards ensuring that every student at Mata Jai Kaur Public School feels protected, supported, and ready to learn with confidence.

With Best Regards,
Team MJKPS