



REMINDER

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Directorate of Higher Education

Himachal Pradesh Shimla -1

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Dated: Shimla the October, 2015

To

All the Dy. Directors of Higher Education,
Himachal Pradesh.


Subject: - Regarding Draft Action Plan on Disaster Management.

Memo:-

It is in reference to this Directorate letter even dated 6th October, 2015, on the subject cited above.

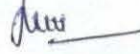
In this context, you are once again directed to circulate and implement these guidelines issued by the Government of Himachal Pradesh, Department of Higher Education to implement the action plan on Disaster Management for addressing any emergency situation in the context of Disasters in all the Government /Private educational Institutions for further necessary action. ATR (Action Taken Report) must be submitted in this office in the consolidated form immediately, so that the information could be sent to the O/o Addl. Chief Secretary (Edu.) to the Govt. of Himachal Pradesh.

Treat it as most urgent and time bound, any delay in the said matter will be viewed seriously.


Jt. Director of Higher Education(C-1)
Himachal Pradesh Shimla-1

Endst. No. Even, dated Shimla-171001 October, 2015 Copy for information and necessary action to:-

1. The Additional Secretary (Hr. Edu.) to the Govt. of Himachal Pradesh, Shimla-2, w.r.t. his letter referred as above.
2. ✓ Technical Officer(IT Cell)
3. Guard File.


Jt. Director of Higher Education(C-1)
Himachal Pradesh Shimla-1

Draft Action Plan on Disaster Management

Introduction

Disaster refers to an abnormal situation which renders sudden disruption of the normal way in which the society runs. Disaster means an emergency situation where saving lives of people becomes the immediate demand of the hour. An emergency situation may arise due to any natural disasters like floods, earthquakes, tsunamis, cyclone, landslide. Any disaster management plan cannot mitigate the happening of the disaster but a well and advanced preparedness minimizes the damage which, if there had been no preparedness, would have been much more. Hence, there is a need of having a precise plan for addressing any emergency situation in the context of disaster.

Purpose of Plan

Schools are places where innocent children assemble for learning and spend most of the hours of the day. There is a need to chalk out a well devised plan to train children in an emergency situation.

Preparation of school safety plan in the event of likely disasters such as Earthquake, Floods, Fire, and Cyclone etc. is very much essential. The aim of school safety plan is to ensure safety of students and staff during such emergencies. It is necessary to know how to identify hazards in the schools, how to manage the hazards and how to mitigate the affects thorough proper planning and effective response. As the schools have many resources and are community nodes, they have responsibility towards nearby locality. As such comprehensive action plan in respect of schools to manage the disaster aspects is imperative.

Brief Guidelines for Preparation of the Plan

1. **Know School, location:** - During a disaster, you may have to contact persons and organizations; you may have to seek their immediate help. You have to describe location to enable them to reach you. For this, know the location of school precisely. The students should be given the physical location and demographic details of the school building and its surroundings.

2. **Collect the important Phone Numbers** like nearest Police Station, nearest Hospital and local Magistrate i.e. Revenue Circle Officer, Fire Station, Experienced Persons and Retired Defense

Personnel if available. The important Phone Numbers should be displayed prominently in the school campus as well as in the School Disaster Management Plan.

3. **Prepare brief inventory of articles** that may be needed to launch immediate rescue operation at level. Such inventory may include small tools that will be used to break open any door, break any wall to rescue trapped students in case of emergency. You should keep a record of where from you will collect the tools immediately in emergency from households situated near School. The list should cover the following –

4. **Inventory of resources in the school**, list of material resources available in the school such as Stretcher, Fire Extinguisher, Ladder, Thick Ropes, Torch, Communication System and First-Aid-Box, List of Human Resource (Teachers and Students having knowledge on First-Aid rescue and evacuation). If possible such type of tools should be purchased from school fund and be kept in the school. Besides sand and water reservoir may be arranged in the school campus within easy reach for use.

Categories of Disasters

Disaster may occur in any of the following manner

1. Earthquakes.
2. Land Slides.
3. Flash Flood.
4. Fires.
5. Industrial.
6. Epidemics
7. Cyclone/Storm

As per the warnings of scientists and experts in the field, earthquake of high intensity may occur at any time, floods may take place during rainy season or because of an earthquake. Schools situated on banks of rivers or on and near embankments are prone to this type of disaster.

On occurrence of emergency situation due to earthquake or floods, the concern before us is to save the lives of students who are in large numbers and are in one place that is in class Rooms unaware of any previous warning. Any Disaster Management Plan cannot overrule disaster but the aim of such plan is to minimize the impact and damage caused.

Action Plan

A Disaster Management Plan for the School should contain: -

1. Name of the School.
2. Location / Village / Mauza.
3. District.
4. Approx. Distance from District Head Quarter.
5. Name of the Circle.
6. Name of the Head Master/Principal.
7. Number of Students in the School (boys and girls separately, if Co-Ed).
8. Telephone Numbers of the School, if available.
9. Mobile Number of the Head Master/Principal.
10. Address & Telephone Number of nearest primary health centre.
11. Address & Telephone Number of nearest fire station
12. Address & Telephone Number of nearest police station
13. Telephone Number of District Collector, District Education Officer.

Describe briefly the route to be taken to reach school from the District Head Quarter. The school should submit the brief information to the respective officer at District Level. District Education Authority should conduct mock drill programme for combating eventualities under certain disaster prominent in the particular area.

B. Reporting to Related Departments

The school authority should immediately inform the Emergency Response Department for help. If located in a rural area concerned local Police Station and local Revenue Circle Officer should be informed about the occurrence of emergency situation.

C. Formation of School Disaster Management Plan

The School should form a School Disaster Management Committee with the following suggested composition-

1. Chairperson (Head Teacher/Principal of the school).
2. Vice Principal of school
3. Education Officer of the area.
4. One or two parents (at least one lady)
5. Member of Municipal Administration / Gram Panchayat.

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6. Member of nearest Fire Station.
 7. Member of nearest Health Centre.
 8. Member of nearest Red Cross Society.
 9. Member of the N.G.O. connected with the activities of school.
 10. Member of N.C.C / Bharat Scout and Guide etc.

D. Roles and Responsibilities of School Disaster Management Committee (SDMC)

1. The S.D.M.C will help the school in preparation of and evaluation of the School Disaster Management Plan.
2. Updating the plans at regular intervals to ensure that the plan is workable.
3. Look into the structural safety requirements of the school for various hazards.
4. School Building should be assessed for the hazards identified and prompt remedial measures taken as required.
5. Earmark funds for carrying out preparedness and mitigation.
6. During a Disaster, the S.D.M.C. shall co-ordinate with Groups and Teams like First-Aid Team, Rescue Operation Team etc.
7. Medical Management to be carried out by the S.D.M.C.
8. Important Telephone numbers of the following functionaries are to be collected and kept on record and be updated: -

- Local Police Station.
- Local Revenue Circle Officer.
- Fire Station nearest.
- Nearest Hospital.
- Nearest Doctor.
- Nearest available Ambulance.
- Local Gram Panchayat

E. Describe the Structure of School

- R.C.C. Building or load bearing
- Year of Construction
- Numbers of Class Rooms
- Area of land under occupation
- Map of the school.

F. Action for managing Disasters

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(i) Before occurrence of Disaster

- **Periodical Inspection of the Building:** Injuries / Casualties at the time of earthquakes occur due to collapse of wall / roof / columns of buildings. Inspect the building of school periodically. See if there are any cracks in the walls, inspect the Ceiling / roof. If any crack is noticed, go for immediate repair.
- **Inspection of Electric Connection:** Make sure that there is a facility to disconnect electricity in School if situation calls for. The main switch should be located within easy reach of students and teachers which should be in working condition. Prominently display a signboard mentioning "Main Switch" pull the red handle down "near the main switch". It has been observed in major disasters like fires, the owners or residents of the building were unaware of the location of the main switch.
- **Exit Routes:** Ensure that the doors of Class Rooms are wide enough to facilitate evacuation of students. The doors should not have hindrances of any kind. As far as practicable ensure that there are two gates in each Class Room. While constructing new rooms this can be kept in mind.
- **Evacuation team** should be formed in each school engaging Civil Defense, Red Cross Society, N.G.O's, N.C.C, N.S.S, Scout and Guide etc. The team will make a plan for evacuation of School Building for safety of the students and others. Evacuation Route Map should be displayed in the school showing the exit route by arrows in the map also alternative exit route in case the main route is damaged and not accessible.
- **Identify safer places:** For taking shelter after the Disaster School Authority should identify safe place for students and others members.
- **Fire Fighting Equipments:** Adequate fire fighting equipments as per norms applicable should be provided and well maintained in the schools.
- **First Aid Box:** Keep First Aid Box in the School. Keep an old used Rug (Kambol). Learn how it can be used as stretcher to carry injured during an emergency.

(ii) During occurrences of disasters

- Don't panic.
- Do not allow students to get panicky.
- Don't allow students to run, it may cause stampede at the doors.
- If situation allows get the students out one by one in the open.

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- The teacher in the class room should ask the students to come under the cover of desk bench and firmly hold the legs of such tables and benches till the tremors come to halt.

(iii) Sensitization Meeting

Sensitization meeting should held in the school. The principal has to play the lead role. The following may be present in the meeting:-

- Principal / Headmaster.
- Vice – Principal.
- All Teachers.
- Head Boy / Girl.
- All members of the School Disaster Management Committee.

Disaster Management Meetings should be held regularly. The teachers, staff, students, guardians etc. should be associated with the disaster management meetings at least twice in a year

G. Formation & Training of the Disaster Management Teams

(i) Disaster Awareness Group: Roles & Responsibilities before the Disaster

- Conduct awareness generation activities systematically in the whole school, targeting different classes and also staff and teachers.
- Organize demonstration on Fire Safety, First-Aid and search and rescue through appropriate agencies.
- Work with the warning and information dissemination team in making students aware about the different warning levels and the colours and locations of flags signs that will be used.

(ii) During the Disaster:-

- Take cover under tables, desks and hold at first sign of earthquake. Hold on to furniture legs if furniture moves. If outside, move away from buildings, electric wires.
- In case of other hazards, assist the Evacuation Team in evacuation of the school building.

H. Motto and Aims of the School Disaster Management Committee

- To hold regular meetings
- To organize mock drills
- To organize mock rescue operations

- To coordinate with District Administration and the State Disaster Management Agency at regular intervals

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I. Immediate Response of Teachers on occurrence of earthquake

The teacher in the class room will ask the students not to panic. He will ask the students to lie down, take covers under the desks and benches, hold the legs of such desks and benches firmly. He will keep announcing that the tremors will soon calm down and there is no need to fear. The teacher in class shall not allow any student to run out of the class room as it may result in injury to the running student

The members of the evacuation cell will immediately come out and assemble at the Principals chamber; they will form immediate teams and go to class room one by one to bring the students in the open.

The Medical Cell members will check injuries if sustained by any student and will give first aid to such students. In case of grave injury such student shall be shifted first to the nearest Wintrobe Hospital. The Teachers having Cars will come to the Principals Chamber to render help in shifting students having injury.

The Logistics Cell members will immediately assess need of tools if any student got trapped. The rescue team will launch immediate work to bring the trapped students.

They will immediately ask for help and send request for sending machinery and tools.

J. On occurrence of Fire

- Smoke gives first warning of an imminent fire. When smoke is seen, or smell of smoke or burning is sensed, the teacher will immediately go to the place from where such smoke is emanating. If it is in some electrical wiring, will immediately switch off the switches, don't allow students to go near such smoke. Ask for the Fire Extinguisher, apply it. Try to extinguish the fire with sand. Evacuate the students in open space.
- If anyone is caught in fire immediately STOP, DROP & ROLL. The members of designated team need to be activated in order to take up their designated post/positions to accomplish their tasks effectively. The rest of the members should act in accordance to their roles.
- The designated Evacuation Team evacuates the whole school building through pre-determined safe exit routes into the designated assembly point. The Fire Fighting Team will take position and douse off the fire (created scenario) with fire fighting equipments. The Search and Rescue Team will thoroughly check the whole building one on one basis

(1/2) and rescue and carry the injured (if any role play) to the designated First-Aid Post. The First-Aid Team will provide the basic First-Aid and will further refer the injured to the nearest medical centre. The Transport Management Team will ensure that the referral victim is carried to the already identified medical centre. The Site Safety Team will cordon off the whole building area restricting traffic flow inside the school premises and ensures the safety of the gathering.

- Designated team members will ensure head count that all the staff/teachers and students have reached the assembling point. If anyone is found missing, the matter is reported to the designated Search & Rescue Team and team carries out further search and rescue activities. After having confirmed and things brought under control the SDMC may declare the final Call Out.

K. On Occurrence of floods

- Monitor the water level of the river if school is situated nearby a river or near an embankment. If due to heavy rains, if any portion of the embankment near school is seen threatened, better to send students home instead of taking any risk. Identify in advance a high raised place where the students can be taken if water enters suddenly. Wait for help from agencies to arrive.

L. Dissemination of the Plan to everybody in the School

The School Disaster Management Committee shall discuss the plan with every member of the school, hold periodical meetings. The School shall organize mock drills at least twice a year. Holding of mock drill is the base on which success rate of action plan depends. The action plan is to be discussed at regular intervals and mock drills are to be held regularly.

M. Financial Arrangements

The Department may allocate special provision for reconstruction of school buildings and infrastructural facilities under existing civil works head subject to approval by Project Approval Board.
