MODEL DISASTER MANAGEMENT PLAN FOR HIGH SCHOOLS AND HIGHER SECONDARY SCHOOLS.
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Prepared and Published by

DIRECTOR OF SECONDARY EDUCATION, ASSAM
KAHILIPARA, GUWAHATI – 781019
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The Principal of T.C. Govt. Girls’ HS & MP School rendered great help in preparation of this brief plan. Her concern about the safety of her students speaks of her sincerity and devotion. Sri Hiranya Kr. Borah, PA and Md. Abdul Haque, Junior Assistant of this office edited the plan precisely. Their works are acknowledged.

Sri B.L. Sarma, ACS
Director of Secondary Education, Assam
Kahilipara, Guwahati- 781019.
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Contents</th>
<th>Page Nos.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>2.</td>
<td>Brief Guidelines</td>
<td>6</td>
</tr>
<tr>
<td>3.</td>
<td>On Disasters</td>
<td>7</td>
</tr>
<tr>
<td>4.</td>
<td>Model Disaster Management Plan</td>
<td>9</td>
</tr>
<tr>
<td>5.</td>
<td>Roles &amp; Responsibilities</td>
<td>10</td>
</tr>
<tr>
<td>6.</td>
<td>Action on Disasters</td>
<td>11</td>
</tr>
<tr>
<td>7.</td>
<td>Formation &amp; training of the Disaster Management Team</td>
<td>14</td>
</tr>
<tr>
<td>9.</td>
<td>Important functionaries</td>
<td>16</td>
</tr>
<tr>
<td>10.</td>
<td>Map of the School</td>
<td>17</td>
</tr>
<tr>
<td>11.</td>
<td>Map of Critical Resources available</td>
<td>18</td>
</tr>
<tr>
<td>12.</td>
<td>List of Inventory in the School</td>
<td>19</td>
</tr>
<tr>
<td>15.</td>
<td>Immediate Response of Teachers on occurrence of earthquake</td>
<td>23</td>
</tr>
<tr>
<td>16.</td>
<td>On Occurrence of Fire</td>
<td>24</td>
</tr>
<tr>
<td>17.</td>
<td>On Occurrence of Floods</td>
<td>25</td>
</tr>
</tbody>
</table>
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 flood, earthquake or fire. 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. Here becomes the need of a precise plan for meeting an emergency situation.

Assam being situated in a very volatile region prone to earthquake, one should not ignore the fact that disaster may occur at any time. Advance planning is therefore, the need of the hour.

Why Schools?

Schools are places where innocent children assemble for learning and spend most of the hours of the day in the school. If not at all trained how to behave in an emergency situation, the risk of damage, injury would be much more.

In recent days, much importance has been laid on preparation of Disaster Management Plans at various levels. Many state and National Agencies are at work on this subject. The Directorate of Secondary Education was given the responsibility of preparing a model Disaster Management Plan for the
Secondary Schools. It embarked on the subject in the month of November 2011 and a committee was formed for preparation of the Plan. Many Schools in the city of Guwahati were taken as model but finally the T.C. Govt. Girls’ Higher Secondary & M. P. School was selected for a model.

It has been well conceived by the Directorate of Secondary Education that majority of the Secondary Schools are in rural areas where facilities and inventory are rare. In such cases, the prompt response of the teachers in the event of occurrence of disasters will play a major role.

An attempt has been made to lay a precise and brief plan for the guidance of the Principals of the Secondary Schools in Assam. They will prepare plans in respect of their schools in the line of this Model Plan.

_Sri B.L. Sarma, ACS_

Director, Secondary Education, Assam,

_Kahilipara, Guwahati-781019._
A. Brief Guidelines for Preparation of the Plan

1. **Know your School, your location**: During a disaster, you may have to contact persons and organizations; you may have to seek their immediate help. You have to describe your location to enable them to reach you. For this, know the location of your 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 your local Magistrate i.e. your 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 a brief** inventory of articles that may be needed to launch immediate rescue operation at your 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 your 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.

**B. On Disasters**

Disaster may occur in any of the following manner

1. Earthquakes.
2. Land Slides.
3. Flash Flood.
4. Fires.
5. Industrial.
6. Epidemics

We know that Assam is situated in a very high risk seismic zone earthquakes of high magnitudes have already taken place. 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.

In this Model Disaster Management Plan for schools, effort has been made to make a simple and precise plan that can be adopted by each school.

At the time of any kind of disaster, how the students would react should be discussed by the teachers with the students.
Model Disaster Management Plan

A Disaster Management Plan for your School should contain

C. Brief information

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.
8. Telephone Numbers of the School if the School has any.
9. Mobile Number of the Head Master/Principal.

Describe briefly the route to be taken to reach your school from the District Head Quarter. The school should submit the brief information to the respective officer at District Level.

Reporting to Related Departments

The school authority immediately informs the Emergency Response Department for help. You, if located in a rural area immediately inform your local Police Station and your local Revenue Circle Officer about the occurrence of emergency situation.
Formation of School Disaster Management Plan

The School should form a School Disaster Management Committee with following possible Members-

1. Chairman (Head of the Institution).
2. Vice Principal / Head of L.P. & M.E School.
3. Education Officer of the area.
4. One or two parents (at least one lady)
5. Member of Municipal Administration / Gaon Panchayat.
6. Member of Closest Fire Station.
7. Member of closest Health Centre.
8. Member of closest Red Cross Society
9. Member of closest Local N.G.O.
10. Member of closest N.C.C / Bharat Scout and Guide etc.

Roles and Responsibilities of School Disaster Management Committee

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 fund for carrying out preparedness and mitigation.
6. During a Disaster the S.D.M.C. shall co-ordinate the Groups and Teams like First-Aid Team, Rescue Operation Team etc.
7. Medical Management to be carried out by the S.D.M.C.

Please collect important Telephone numbers of the following functionaries,
D. **Important Telephone Numbers**

1. Local Police Station.
2. Local Revenue Circle Officer.
3. Fire Station nearest.
4. Nearest Hospital.
5. Nearest Doctor.
7. Local Gaon Burah.

**Describe the Structure of your School, i.e. Assam Type / R.C.C. Building**

1. Year of Construction
2. Numbers of Class Rooms
3. Area of land under occupation
4. Prepare a map of your school.

**Action on Disasters how to be precisely Managed**

**Before occurrence of Disaster**

**Periodical Inspection of the Building:** Injuries / Causalities at the time of earthquakes occur due to collapse of wall / roof / columns of buildings. Inspect the building of your 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 facility to disconnect electricity in your School if situation calls for. The main switch should be located within easy reach of you and your teachers. See that it is in working condition. Prominently display a signboard mentioning “Main Switch” pull the red handle down “near the main switch”. You may be surprised to note that 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: This Directorate is on the work of procuring and supplying to you Fire Fighting Equipments. But till these are supplied, make available at least 3 buckets full of soil that can be used in case of fire.
**First Aid Box** : Keep a First Aid Box in your School. Keep an old used Rug (Kambol) learn how it can be used as stretcher to carry injured during an emergency.

**During occurrences**

1. Don’t panic and not allow your students to get panicky.
2. Ensure there is no panicky situation.
3. Don’t allow students to run, it may cause stampede at the doors.
4. If situation allows get the students out one by one in the open.
5. 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.

**Sensitisation Meeting**

To sensitize the teachers, staff, students, guardians etc. about disaster at least two meetings in a year may be organized. The following may be present in the meeting:-

1. Principal / Headmaster.
2. Vice – Principal.
3. All Teachers.
4. Head Boy / Girl.
5. All members of the School Disaster Management Committee.
Formation & Training of the Disaster Management Teams

1. Disaster Awareness Group: Roles & Responsibilities before the Disaster

   i) Conduct awareness generation activities systematically in the whole school, targeting different classes and also staff and teachers.

   ii) Organize demonstration on Fire Safety, First-Aid and search and rescue through appropriate agencies.

   iii) Assist in organization of the evacuation drills for various hazards.

   iv) 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.

**During the Disaster :-**

   a) 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.

   b) In case of other hazards, assist the **Evacuation Team** in evacuation of the school building.
Model Disaster Management Plan for T.C. Govt.
Girls’ HS and MP School

Basic information

1. Name of the School : Tarini Choudhury Government Girls’ Higher Secondary and MP School

2. Location : Guwahati Club, Guwahti-781003

3. Police Station : Latashil Police Station

4. Year of Establishment : 1945

5. Name of the Principal : Mrs. Jyotshna Devi

6. Name of Revenue circle : Guwahati Revenue Circle

7. District : Kamrup Metro District

8. Mauza : Guwahati Mauza


10. Nos. of students : 1050

11. Nos. of Staff : 64

12. Boundary wall : The school has a secured boundary wall

13. Exit Gate : The School has one main exit Gate

14. Open Space : The School has spacious courtyard
School Building

The School has both RCC double storey and Assam Type Construction.

The entrance gate of the school is spacious and sufficient for any emergency evacuation of students. The gate touches the road side reservation and footpath of busy GNB Road. There are 7 Assam Type Blocks and one RCC Block.

Door openings: In most of the class rooms there are only one door which is to be taken care of by the teachers.

Important functionaries and their Phone Numbers

<table>
<thead>
<tr>
<th>SL.</th>
<th>Name</th>
<th>Distance/ Location</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Police Station</td>
<td>Latashil, 1.5 KM</td>
<td>0361-2540136</td>
</tr>
<tr>
<td>2</td>
<td>DC Office</td>
<td>Kachari, 2 KM</td>
<td>0361-2540149</td>
</tr>
<tr>
<td>3</td>
<td>SSP Office</td>
<td>Kachari 1.5 KM</td>
<td>0361-2546286</td>
</tr>
<tr>
<td>4</td>
<td>CEO, Zila Parishad</td>
<td>Kachari 1.5 KM.</td>
<td>0361-260544</td>
</tr>
<tr>
<td>5</td>
<td>Jt. Director of Health Services, Kamrup</td>
<td>Panbazar 2.00 KM</td>
<td>0361-2664549, 2543823</td>
</tr>
<tr>
<td>6</td>
<td>DG, Civil Defence</td>
<td>Beltola 10 KM</td>
<td>0361-2301756</td>
</tr>
<tr>
<td>7</td>
<td>Revenue Circle Officer</td>
<td>Kachari</td>
<td>94350-60678</td>
</tr>
<tr>
<td>8</td>
<td>Wintrobe Hospital</td>
<td>GNB Road, 200 Mtr</td>
<td>0361-2519860</td>
</tr>
<tr>
<td>9</td>
<td>Nearest Ambulance GLP Social Circle</td>
<td>Mrituyanja, Magistrate Colony, adjacent Ulubari (contact Sri Pranab Talukdar)</td>
<td>108</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0361-2544356</td>
</tr>
<tr>
<td>10</td>
<td>MMC Hospital</td>
<td>Panbazar, 2 KM</td>
<td>0361-2543998</td>
</tr>
<tr>
<td>11</td>
<td>Guwahati Medical College and Hospital</td>
<td>Bhangagarh, 4 KM</td>
<td>0361-2529457, 2528417</td>
</tr>
<tr>
<td>12</td>
<td>Fire Station</td>
<td>Paltanbazar</td>
<td>0361-2540222, 101</td>
</tr>
</tbody>
</table>
List of Inventory in the School and at places near the School

**Ready available in the School**

1. Fire Extinguisher 1 Nos.
2. First Aid Box 3 Nos.
4. Ladder 1 Pc
5. Sand Bulty 3 Nos.
6. Stretcher 1 Pc
7. Rope 1 Coil

**Inventory near the Schools**

**Place:** GMC Depot, Location near Stadium Over Bridge,

Distance 500 Mtr.

Inventory available at nearest places:

1. Excavator 2.
2. Ladder 1.
3. Dumper 2.

**Contact Person**

Sri Ratul Barua, ACS,
Joint Commissioner, Guwahati Municipal Corporation. Contact No. 94350-40185

Organizer who will require the equipments

Chittaranjan Kalita, Subject Teacher
Designated Safe Place : T.C. Govt. Girls’ H.S. & M.P. School open space.
Designated nearest Hospital : Wintrobe Hospital

**School Disaster Management Committee for T.C. Govt. Girls Higher Secondary & M P School**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson</td>
<td>Smt. Jyotshna Devi, Principal, TC Govt. Girls’ HS&amp;MP School</td>
<td>98640-96638</td>
</tr>
<tr>
<td>Convenor</td>
<td>Sri Chittaranjan Kalita, Subject Teacher, TC Govt. Girls’HS School</td>
<td>9706311484</td>
</tr>
<tr>
<td>Parents Representative</td>
<td>Sri Khagen Deka, Kahilipara</td>
<td>98641-89787</td>
</tr>
<tr>
<td>Students Representative</td>
<td>Borosha Burman, Student class XI</td>
<td></td>
</tr>
<tr>
<td>Students Representative</td>
<td>Limsi Rani Baruah, Student, class IX</td>
<td></td>
</tr>
<tr>
<td>Smt. Bijoya Choudhury, Addnl. Deputy Commissioner, Kamrup (Metro)</td>
<td>Representative from District Administration</td>
<td>98540-66183</td>
</tr>
<tr>
<td>Sri J.C. Nath, OC, Latashil PS</td>
<td>Representative from Police</td>
<td>98640-14678</td>
</tr>
<tr>
<td>Dr. Utpal Sarma</td>
<td>Representative from Health</td>
<td>8822579258</td>
</tr>
<tr>
<td>Sri Ram Chandra Bhakat, Senior Station Officer, Guwahati Fire Service Station.</td>
<td>Representative from Fire Service</td>
<td>9435513496</td>
</tr>
<tr>
<td>Smt. Karabi Hazarika, Subject Teacher and CTO,</td>
<td>NCC</td>
<td>94351-016671</td>
</tr>
<tr>
<td>Monica Das, Guide Captain</td>
<td>Scouts &amp;Guides</td>
<td>9508350445</td>
</tr>
<tr>
<td>Sri Nupur Sarma</td>
<td>Inspector of Schools, KDC, Guwahati</td>
<td>9864096933</td>
</tr>
</tbody>
</table>
Constitution of Cells for Rescue Operations

A. **Logistics Cell**
   1. Ikram Hussain, Subject Teacher
   2. Sri Kamal Baishya, Asst. Teacher
   3. Sri Jayanta Sarma, Music Teacher

B. **Medical Cell**
   1. Smt. Ankana Chakroborty
   2. Smt. Pinaki Borkakoty, Asst.Teacher
   3. Arundhuti Chakraborty Asst. Teacher

C. **Fire Safety Cell**
   1. Marry A. Barbaruah, Asst. Teacher
   2. Eliza Islam, Asst. Teacher
   3. Barnali Mazumdar, Asst. Teacher

D. **Coordination Cell**
   1. Sri Jugamoni Das, Asst.Teacher
E. Disaster Response Group (Evacuation Team)

1. Sri Chittaranjan Kalita, Subject – Teacher, TC Govt. Girls’ HS School
2. Sri Khagen Deka, Kahilipara
3. Borosha Burman, Student class XI
4. Limsi Rani Baruah, Student, class IX
5. Smt. Karabi Hazari, Subject Teacher and CTO,
6. Monica Das, Guide Captain

Duties and Responsibilities

- Check the exit points
- Keep reporting on the situation to the Disaster teams and coordinate them
- Disseminate safety tips in coordination with the awareness Generation Team
- Prepare maps for use in case of eventuality

Motto and Aims of the School Disaster Management Committee

1. To hold regular meetings
2. To organize mock drills
3. To organize mock rescue operations
4. To coordinate with District Administration and the State Disaster Management Agency at regular intervals
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.
On occurrence of Fire

Smoke gives first waning 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.

Immediate Response by School Staffs/ Teachers and Students

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.

Response Phase by Designated Teams

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 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.

**Head Count Phase**

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 SFMC may declare the final Call Out.

**On Occurrence of floods**

Monitor the water level of the river if your school is situated nearby a river or near an embankment. If due to heavy rains, if any portion of the embankment near your 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.

**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 your plan depends. Hence, discuss the plan at regular intervals and hold mock drills regularly.

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