



उत्तराखण्ड राज्य

GUIDELINES ON 5 STEPS TO RESPONDING TO DISASTER IN SCHOOLS & COORDINATION ARRANGEMENTS WITH DDMA / USDMA

5 STEPS TO RESPONDING TO DISASTERS IN SCHOOL



STEP 1

Know your risk



STEP 2

Plan for safety & effective response



STEP 3

Implement your plan



STEP 4

Monitor & evaluate your plan



STEP 5

Share, reach out & advocate



आपका सुरक्षित उत्तराखण्ड

**Uttarakhand State Disaster Management Authority
Government of Uttarakhand**

Guidelines on 5 steps to responding to disaster in schools & coordination arrangements with DDMA and USDMA.

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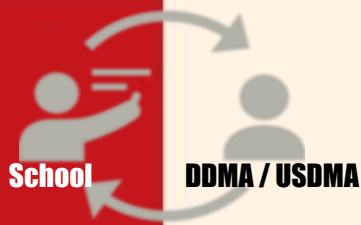
1.1. The “**five steps to responding disaster in school**” as a guidelines issued under the provision of Section 18 (2) (a) and Section 22 (2) (c) and enforced for its implementation under the section 18 (2) (e) (h) of the DM Act, 2005.

1.2. The Disaster Management Act, 2005 provides for effective management of disasters in the country. It provides for the establishment of a well-defined institutional structure for disaster management including the formation of, the National Disaster Management Authority (NDMA), State Disaster Management Authorities (SDMA), and District Disaster Management Authorities (DDMA). The Act also lays down the various functions of these authorities along with the preparation of Plans, coordination of response efforts, issuing directions to take appropriate measures to all the agencies including government and private institutions working in the jurisdiction of state government and district administration for disaster management and effective response arrangements.

1.3. Section 22 (2) of DM Act, 2005 empowers the Uttarakhand State Disaster Management Authority (USDMA) to; a) evaluate preparedness at all government and non-governmental levels to respond to any threatening disaster situation or disaster and give directions, where necessary, for enhancing such preparedness (Section 22 (2) (f)), b) coordinate response in the event of any threatening disaster (Section 22 (2) (g) and Section 32 (xvi)) and c) give direction to any department of government of the state or any other authority or body in the state regarding actions to be taken in response to any threatening disaster situation or disaster (Section 22 (2) (h)). Under these provisions of DM Act, 2005, all the schools in the state of Uttarakhand need to prepare their School Disaster Management Plans and provide necessary information as mentioned in these guidelines for its integration in the state disaster response plan (Section 30 (2) (ii) of DM Act, 2005).

1.5. Thus schools are involved under various provisions of DM Act, 2005 as mentioned above for the management of disaster response by the state government to cater for various essential services to the affected communities in school periphery / vicinity including students and parents. The various essential services which will be established by USDMA and DDMA in various schools are; relief camp, medical aid post and staging area, etc.

1.6. Section 51 to 60 of DM Act, 2005 also clearly spells out provision of punishment. It spells out that “ (a) whoever, without reasonable cause obstructs any officer or employee of the central government or the state government or a person authorised by NDMA, SDMA or DDMA in the discharge of his function under this Act or refuse to comply with any direction given by or on behalf of the central government or the state government OR (b) the national executive committee or the state executive committee and the DDMA under this Act; shall on conviction be punishable with imprisonment for a term which may extend to one year or with fine or both, if such obstruction or refusal to comply with directions results in loss of lives or imminent danger thereof, shall on conviction be punishable with imprisonment for a term which may extend to two years (Section 51 (1) (a) (b) DM Act, 2005).



Role of schools in disaster response

Role clarity of schools

2.1. Encourage to follow appropriate process and procedure during response; Empirically it has been found that success of any disaster response depends on; a) good coordination amongst agencies involved, b) role clarity among responders, and c) implementation of government policy and plans supporting to work effectively by stakeholders concerned in a crisis situation. Therefore it is important to strengthen various factors that will contribute to; a) organising government administrative machinery including resource (men and material) and b) encourage to follow appropriate process and procedure during response phase which will reduce/minimise delay and confusion.

2.2. Present disaster response arrangements - Organising various level of administration of the state government; Considering the importance of coordination amongst various schools, the Uttarakhand State Disaster Management Authority (USDMA), government of Uttarakhand has adapted Incident Response System (IRS) guidelines issued by National Disaster Management Authority (NDMA) Government of India for disaster response in Uttarakhand. The IRS organisation or Incident Response Team (IRT) in Uttarakhand is spread right from state government to district and Tehsil/Subdivision administration. All departments of state government, line departments at district and Tehsil/Subdivision administration are organised at various level and officers are designated as per IRS to respond any disaster situation in a systematic manner.

2.3. Coordination between district administration and schools functioning in the jurisdiction of district state and administration; Apart from various line departments of district administration, there are good numbers of organisations functioning under the state government in the jurisdiction of various district administrations. The schools are one of them. During the management of response in a disaster situation, the district administration is responsible to cater for quality services to the affected people and schools are needed to be a part of this venture. The role of district administration during such situation will be strengthening or reinforcing schools for continuation of relief activities by providing resources for the affected communities. The mechanism for smooth coordination between the schools and district administration is also spelt out in this document.

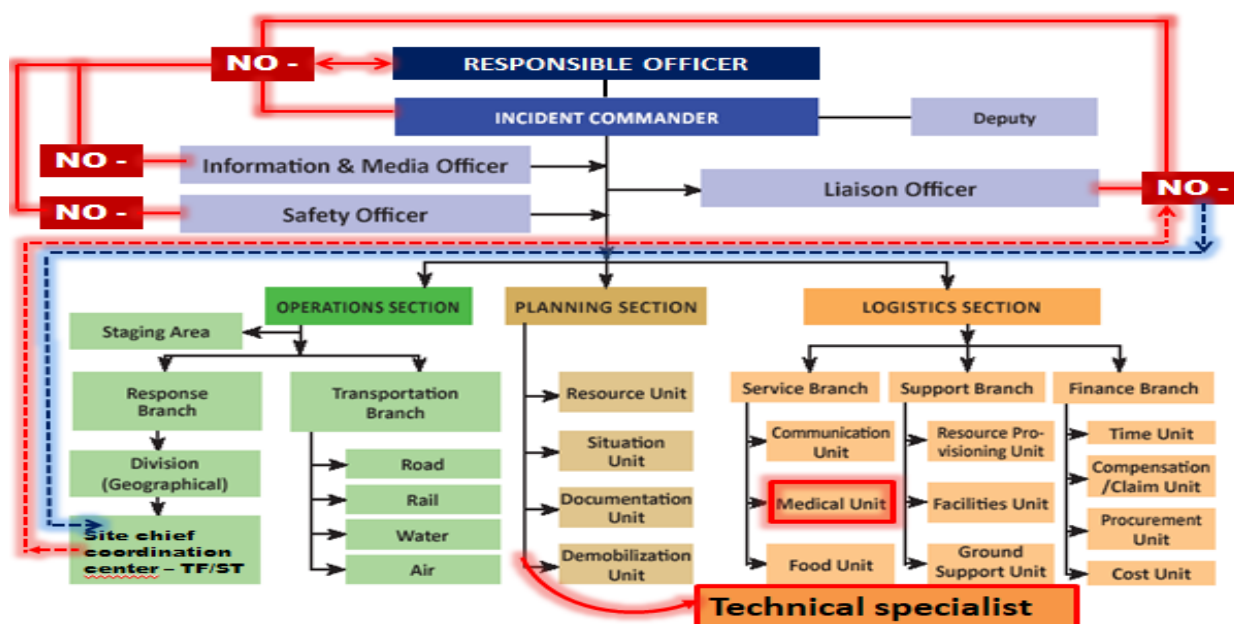
2.4. Issues needs to be addressed by the district / state IRT; It is a fact that; a) whenever the central government will deploy the resource for management of response activity in that circumstances the resource will arrive through state government and district administration and b) the media will approach schools, district administration and state government for necessary information. It may be noted that the state of Uttarakhand is one of the education hub and tourist destinations of the country as well as the World. In case of occurrence of any disaster, different state government and Embassies of different countries will be approaching the state government to know whereabouts of their kids and people. Therefor, a close coordination among the schools, district administration and state government needs to be designed for effective response management in a worst case scenario which is also spelt out in this document.



Role of schools in disaster response

Role clarity of schools

2.5. District IRT and role of School; The coordination with schools and with the state / district IRT will be done with the help of designated Nodal Officers (NOs) from various schools. The NOs concerned will be in touch with Responsible Officer, Incident Commander, Information & Media officer, and Safety Officer of state government and district administration (as depicted in the diagram). The schools shall earmark NOs for effective coordination. The disaster response activity will be managed by the Incident Response Team (IRT) (state, district and subdivision) as depicted below. A training program will be organised once in a year for the schools for clarification of their roles and responsibilities during disaster response.

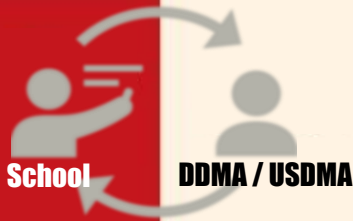


IRS Organisational structure for coordination between Schools and State / District IRT for management of disaster response effort.

2.5.1. Role of Owner of the school / Principal / Coordinator as a NO to Responsible officer / Incident Commander of state or District IRT: The Owner of the school / Principal / Coordinator (who ever will be nominated by the owner of the school) designated as Nodal Officer (NO) to RO and IC¹. The NO is responsible for coordination with the district administration and state government. He will be responsible for overall management of response effort in the school. Apart from this he is responsible for;

- Implementation of school disaster response plan (“five steps to responding disaster in school”);
- Multi-agency coordination in the school in case of Armed Forces, SDRF, NDRF and any other agencies joins for support;
- In case of big disaster in the state, the NO to RO and IC will be part of the Operations Section as a Site Chief of State or District Incident Response Team and will support the IRT concerned to cater for various essential services to the affected communities;

¹ Chief Secretary (Responsible officer at state level), Secretary Disaster Management (Incident Commander at state level), District Magistrate (Responsible officer at district level) and Additional District Magistrate/ Chief Development Officer (Incident Commander at district level).



Role of schools in disaster response

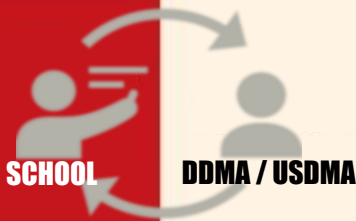
Role clarity of schools

- Ensure that the detailed information of affected victim is documented such as; name, gender, original location of the victims, etc and updated from time to time to the Site Chief or RO or IC or Operations Section Chief;
- Earmark dedicated locations for establishment of “Site Chief Coordination Center” at school and provide basic requirement such as power supply, chairs, table and projector with big screen for dissemination of information on injured, dead and about other activities.
- Ensure that IRS form 001 (enclosed at **annexure - 2**) is updated (Hourly basis) and sent to the Site Chief Coordination Centre (which will be activated in your school);
- Ensure that the call sign or phone numbers of Nodal Officers of school is with the Site Chief; and
- Maintain IRS form 007 as enclosed at **annexure- 6**.

2.2. Nodal Officer (School) to Liaison Officer of IRT (District/State) - The senior administrative officer associated by a senior teacher shall be designated as NO to Liaison Officer (LO) to IRT (State / District). The designated Nodal Officer of the school for liaison with state and district administration (IRT) will ensure;

- Effective mobilisation and deployment of resource in the school;
- Coordination with the Site Chief Coordination Centre, Operations Section Chief of IRT (State/District).
- Coordination with the IRT (district / State);
- Establish information centre at the school which will show status of affected victims with photographs. Preferably LCD projector must be used for this purpose in an open space.

NOTE: The actions given above must be conducted with the approval of school owner, Principal, coordinator (whichever is appropriate) of the school or direction of RO (Chief Secretary/District Magistrate) of the state or district.



Role of schools in disaster response

Role clarity of schools

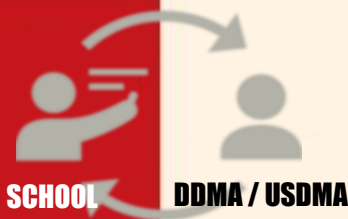
2.3. Nodal Officer (School) to Information and Media Officer (IMO) of IRT (State/District)

The senior teacher associated by a senior non-academic staff shall be designated as Nodal Officer (school) to **IMO** of IRT (State/District) and shall ensure;

- Compilation data on victim's status as per IRS form 001 (enclosed at **annexure - 2**) and handed over to Site Chief or Operations Section Chief of IRT. The IRS 001 form shall be updated by the Nodal Officer (school) to State and district IRT (Information and Media Officer) in an hourly basis.
- Information on functioning of relief camp, medical aid post, camp etc. as well as further requirement for the effective functioning of it needs to be given to the Site Chief or operations Section Chief of IRT (State/District) as per IRS form 001.

NOTE: The actions given above must be conducted with the approval of school owner, Principal, coordinator (whichever is appropriate) of the school or direction of RO (Chief Secretary/District Magistrate) of the state or district.

The IRS form 001 is introduced in schools for effective coordination and planning by state or district IRT.



Coordination Arrangements

(SCHOOL WITH IRT OF STATE & DISTRICT)

Establishing linkages with USDMA & DDMA

NOTE: “A” To be filled by School Authority and submitted to USDMA (Secretary, Department of Disaster Management, Sachivalaya, Government of Uttarakhand).

ARRANGEMENTS OF COORDINATION OF SCHOOLS WITH IRT OF STATE & DISTRICT²

Name and Contact details		
A	B	
Name and contact details of the school representative as NO to RO/IC of IRT (State/district)	Name and contact details of the RO / IC of IRT	
	State	District
	Responsible Officer (RO): Chief Secretary Government of Uttarakhand, Sachivalaya, Shubas Road, Dehradun, Uttarakhand Mobile: 8510057997 Land line: 0135 2712100(O) Incident Commander (IC): Secretary Department of Disaster Management, Government of Uttarakhand, Sachivalaya, Shubas Road, Dehradun, Uttarakhand Mobile: 7895312007 Land line: 0135 2711439(O) CONTACT: State Emergency Operations Centre, Sachivalaya, Dehradun, Uttarakhand Mobile: 9557444486, 8266055524 Land Line: 0135 2710334	Responsible Officer (RO): District Magistrate, Dehradun, Uttarakhand. Incident Commander (IC): Additional District Magistrate, Dehradun, Uttarakhand. CONTACT: District Emergency Operations Centre, DM office, Dehradun, Uttarakhand Mobile: 7500302066, 9412964935 Land Line: 0135 2726066
Name and contact details of the NO to IMO of IRT (State/district)	Name and contact details of the LO of IRT	
	State	District
	Information & Media Officer (IMO): DG, Information Government of Uttarakhand, Sachivalaya, Shubas Road, Dehradun, Uttarakhand Mobile: 9458551904	Information & Media Officer (IMO): Information Officer, DM Office, District Dehradun, Uttarakhand.
Name and contact details of the NO to LO of IRT (State/district)	Name and contact details of the IMO of IRT	
	State	District
	Liaison Officer (LO): ED, DMMC Government of Uttarakhand, Sachivalaya, Shubas Road, Dehradun, Uttarakhand Mobile: 9412054085	Liaison Officer (LO): District Disaster Management Officer, District Emergency Operations Centre, DM office, Dehradun, Uttarakhand

² The information asked for in this table will help the school and Incident Response Team (IRT) of state and district to contact the right officers at right time to avoid further delay and confusion during crisis situation.

Abbreviations:

- IRT: Incident Response Team
- IC: Incident Commander
- IMO: Information & Media Officer
- LO: Liaison Officer:
- NO: Nodal Officer
- RO: Responsible Officer



STEP 1

Know your risk

5

STEPS TO RESPONDING TO DISASTERS IN SCHOOL

NOTE: To be filled by School Authority in-consultation with Principal, Teachers, Students and Non-academic staff only and a copy of it must submitted to USDMA.

SCHOOL PROFILE:

Name and location / Address of the school				Name of administrative jurisdiction of the location of school					
Name of the School:				Location / Address		District		Subdivision/Tehsil	
Total nos. of Staff				Total nos. of Students					
Ladies		Gents		Boys	Girls	Borders		Students with Special Needs	
						Boys	Girls	Boys	Girls
Nos. of utilities						Total nos. of Classrooms	Any Other		
Shops	Canteens	Total nos. of Laboratories							
		Ladies	Gents	PH					
Facilities available nearby of your school									
Hospital			Police Station			Forest Out Post			Any other
Location	Distance	Land Mark	Location	Distance	Land Mark	Location	Distance	Land Mark	
Any other information:									

BUILDING WISE DETAIL:

Block	Name of the school	No. of Rooms	Name of the in-charge	Type of Roof Construction		Age of School Building
				KATCHHA	PAUCA	
Block - 1						
Block -II						
Block -III						
Block -IV						
Block -V						

Any other

[illegible]



Plan for safety & effective response

5 STEPS TO RESPONDING TO DISASTERS IN SCHOOL

TEAM-5 SEARCH & RESCUE TEAM:

[illegible][illegible][illegible][illegible]

STEP 2

Plan for safety & effective response

5 STEPS TO RESPONDING TO DISASTERS IN SCHOOL

NOTE: To be filled by School Authority in-consultation with Principal, Teachers, Students and Non-academic staff only and a copy of it must submitted to USDMA.

TEAM-9 BUS SAFETY TEAM:

[illegible]

TEAM-10 TEAM FOR STUDENTS WITH SPECIAL NEEDS:

[illegible]

TEAM-11 ON-CALL EMERGENCY TEAM:

[illegible]

TEAM-12 EMERGENCY TEAM FOR ANY ISSUES:

[illegible]



STEP 2

Plan for safety & effective response

5

STEPS TO
RESPONDING TO
DISASTERS IN
SCHOOL

NOTE: To be filled by School Authority in-consultation with Principal, Teachers, Students and Non-academic staff only and a copy of it must submitted to USDMA.

FLOOR PLAN

Prepare floor wise School Disaster Management Plan and display in corridors and other important areas. Mark evacuation routes on this map.

Nos. of floor plan displayed	Locations

Attach a copy of the following maps along with document:

- Resource Map
- Vulnerability Map
- Assembly Point and Evacuation Route Map

DETAILS OF RESOURCE MAP:

S. No.	Name of resources	Nos. / in KG	Name of In-charge of resource	Contact details of resource in-charge (Telephone number including address)
	Buses			
	Ambulance			
	Stretchers			
	Medical officer			
	Paramedics			
	Trauma councillors			
	PA System			
	Generators			
	Ladders			
	Illuminating light			
	Tents (specify size)			
	Trained human resource (<i>specify</i>)			
		Search & Rescue		
		First Aid		
		Any other		
	Details of food items stored in the hostel			
		Rice		
		Flour		
		Dall		
		Water		
		Vegetable		
		Milk		
		Any other		
	Details of canteen & eatable available			
		Biscuits		
		Water /liquid		
		Any other		
Any other				



STEP 2

Plan for safety & effective response

5

**STEPS TO
RESPONDING TO
DISASTERS IN
SCHOOL**

NOTE: To be filled by School Authority in-consultation with Principal, Teachers, Students and Non-academic staff only and a copy of it must submitted to USDMA.

DETAIL OF OPEN SPACE:

Sl. No.	Type of open space	Utilized for the propose of	Size / Area	Will be used by DDMA



STEP 3 & 4

Implement, monitor & evaluate your plan

5

STEPS TO RESPONDING TO DISASTERS IN SCHOOL

NOTE: To be filled by School Authority in-consultation with Principal, Teachers, Students and Non-academic staff only and a copy of it must submitted to USDMA.

DETAILS OF MOCK DRILLS:

S. No.	Name of Drill	Date of conduct	No. of Participant	Status of involvement of DDMA or USDMA		Status of involvement of government departments				
				Yes	No	Police	Fire	power	Armed Forces	Any Other
	Drop, Cover, & Hold Drill									
	Evacuation Drill									
	Safety Consideration									
	Emotional Consideration									
	Fire Safety Drill									

SNAP SHOTS

Activity	Snap shots



STEP 5

Share, reach
out & advocate

5 STEPS TO
RESPONDING TO
DISASTERS IN
SCHOOL

NOTE: To be filled by School Authority in-consultation with Principal, Teachers, Students and Non-academic staff only and a copy of it must submitted to USDMA.

DETAILS OF TRAINING CONDUCTED IN COLLABORATION WITH DDMA, USDMA, SDRF OR ANY OTHER AGENCIES:

S. No.	Name of training program	Date of conduct	No. of Participant	Name of the agency who has /have conducted the training
	First aid			
	Search & Rescue			
	Do's and Don'ts in earthquake			
	Preparation of DM plan			
	Any other			

DETAILS OF TRAINING CALENDAR PROPOSED:

S. No.	Theme of mock exercise	Proposed date	Status of correspondence with USDMA & DDMA (specify date of correspondence)	
			Yes	No

DETAILS OF ESSAY, DEBATE AND DRAWING COMPETITION CONDUCTED ON DISASTER MANAGEMENT AND RESPONSE:

S. No	Theme of essay, debate and drawing competition	Date of conduct	
		Proposed date	Already conducted

DETAILS OF IEC MATERIAL DISSEMINATION AT THE SCHOOL - DO'S & DON'TS ON VARIOUS TYPES OF DISASTERS:

S. No	Name of the disaster on which IEC materials disseminated	Location where it is disseminated



STEP 5

**Share, reach
out & advocate**

**5 STEPS TO
RESPONDING TO
DISASTERS IN
SCHOOL**

NOTE: To be filled by School Authority in-consultation with Principal, Teachers, Students and Non-academic staff only and a copy of it must submitted to USDMA.

DETAILS OF SERVICES PROVIDED TO THE AFFECTED COMMUNITY IN PERIPHERY / VICINITY BY THE SCHOOL AUTHORITY DURING DISASTER RESPONSE IN COLLABORATION WITH USDMA AND DDMA OR INDEPENDENTLY:

Sl no.	Types of services is provided	Capacity of school premises to accommodate affected people in school periphery	Whether you have intimated to the community in periphery about services which will be provided by the school (Put tick mark)		If yes, how have you intimated the community in your periphery (Put tick mark)			
			Yes	No	School diary	Sign board	During PTM	Any other
	Relief Camp							
	Medial Aid Post							
	Information Centre							
	Any other							

PROFILE OF COMMUNITY IN THE PERIPHERY / VICINITY OF THE SCHOOL

Types of population residing in the periphery of the school (specify approximate number)			Type of construction of buildings of the community residing in the periphery		Distance of main road from the school	Status of road of the school periphery	
Rich	Middle class	Poor	Pacca	Kacha		Pacca	Kacha
River flowing nearby		Nos. of petrol pumps available in your periphery		Armed forces units near your school		In case there is a slum in your periphery, mention name and approximate population with distance from your school/hostel	
Name	Distance	Name	Distance	Name	Distance		
Any other							

Response Indicators

TOOLS TO MEASURE PREPAREDNESS OF THE SCHOOL BY DDMA & USDMA

NOTE: These tools will be used by the expert committee of USDMA & DDMA to measure level of preparedness of the school.

Sl.	Indicators	Achievement status		If “No”, time line for its achievement
		Yes	No	
1.	Disaster Management plan is prepared.			
2.	Evacuation floor plan is prepared and disseminated.			
3.	Vulnerability analysis of your area is conducted and mentioned in the DM Plan.			
4.	IEC materials on “do’s and don’ts” for earthquake are disseminated in the school.			
5.	School committee for disaster management is formed.			
6.	Meeting minutes of the school disaster management committee is documented and appropriate actions are taken.			
7.	Resource mapping conducted and updated.			
8.	Nos. of blankets, generators, PA system, Buses, etc. available in the school is mentioned in the DM Plan.			
9.	Time to time coordination with district administration is done.			
10.	Training of staff on evacuation, first aid and “Do’s and Don’ts” are regularly conducted involving district administration or state administration.			
11.	Team formed for Search & Rescue, providing First Aid, Awareness Generation on various disasters and its prevention and control, Management of Relief Camp and officers are designated as leader of various team.			
12.	Services to be provided to the affected community by the school authority in collaboration with DDMA & USDMA is disseminated for public.			
13.	Types of services will be provided to the affected community (areas of school periphery and parents) during a major earthquake is disseminated through school diary or any other correspondence			
14.	Total population of periphery is mapped and intimated to the DDMA and SDMA.			
15.	Nearest police station, Hospitals, Fire station, Community center, and local trained volunteers are mapped and mentioned with their contact details in the DM Plan.			
16.	Class wise strength of students is mentioned in the DM Plan.			



Response Indicators

TOOL TO MEASURE PREPAREDNESS OF THE SCHOOL BY DDMA & USDMA

NOTE: These indicators will be used by the expert committee of USDMA & DDMA to measure level of preparedness of the school.

Sl.	Indicators	Achievement status		If “No”, time line for its achievement
		Yes	No	
17.	Types of building that are KATCHA and PUCCA is mentioned in the DM Plan.			
18.	Assembly point is earmarked for students and staff.			
19.	Alternate location for assembling students and parents are earmarked.			
20.	Location for storage of relief material with capacity (relief material which will be provided by SDMA and DDMA) is earmarked and intimated to DDMA and SDMA.			
21.	Calendar for conduct of Mock Exercise is prepared and a copy of it is circulated to DDMA & SDMA for monitoring.			
22.	Calendar for conduct of capacity building of staff on disaster management is prepared and a copy of it is circulated to DDMA & SDMA for further action.			
23.	Special provision for disabled children is clearly spelt out.			
24.	Project work is assigned to students on disaster response emphasising roles of schools during most crisis situation (Major Earthquake).			
25.	Drawing & Painting competition is conducted and best 03 painting were submitted to SDMA for conduct of painting exhibition on 15 th August of every year.			
26.	Communication system is in place to inform parents / guardian or students SMS / whatsapp group or any other			

Members of Core Group



Contact Us

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