

School IEM Plan Model Template- National School Safety Programme (NSSP)

Section 1: Introduction:

- School profile (details of school in context of)
- State of Nepal (with the plan)
- Geographical location of the school.

Guidance Note:

- The school of the plan will provide the main information to the general community regarding the school's details. It should also mention the structure of the plan and stakeholders who will be active in the plan and members who would be responsible for implementation, reviewing and updating it.
- The section should include a map of the school.

Section 2: Hazard Risk and Vulnerability Assessment

- State natural resources, past and present conditions of all hazards and risks (what is a geographical area?)
- Structural assessment (e.g. Institute of Engineering, Tribhuvan University, Nepal)
- Environmental, structural and other factors related to school (e.g. natural hazard, climate, insect, etc.) and the structure.
- Reliance of past hazard assessment which is effective in the school:
 - Identification of the risk structure within the school campus.
 - Severity of risk by the regional level. Use area of school for indication.

Guidance Note:

This section should describe the activities of identifying the various vulnerabilities within the school building as well as the probable risks arising out of structural and environmental changes.

For identifying non-environmental and structural weaknesses in the system, forming a committee may be worth the comprising members of School Administration (Chief of District Education Office), officials from various fire station/ fire services (fire services, health services, disaster relief department), health workers from various areas (community health workers), and members from the retired or low ranking members of ESWD (District Commissioner/ District Engineer) who may help in identifying and assessing the structural weaknesses in the building. Likewise, this committee can also identify factors outside the school campus particularly the ground related to near facilities outside the school building such as the "Garden" that may be due to the area of school, mainly an area of an school.

This hazard assessment will help in identifying some of the structure free the structural hazard. The committee panel in the school open elementary panel, fire service, fire engineering, parking of equipments and furniture, assistance in this campus, and to equip the school building, the buildings can be prepared, fire escape, etc.

This action of the plan can also determine the possible details of any pre-disaster that are affected the school in the vicinity of the school.

Section 3: Preparedness

This section of the plan should include the following:

- a. Constitution of school DM Committee Composition of the Care Team and its roles and responsibilities during different phases.
- b. Constitution of sub team and identification of roles and responsibilities of members of the sub team/ functions to be done during and after disaster of the school campus or area including nearby areas (areas):
 - i. Assessment Committee, Planning and Information Management Unit;
 - ii. Evacuation team;
 - iii. Safety services or more (fire workers or fire services of the town);
 - iv. Fire equipment;
 - v. Medical team;
 - vi. Disaster relief (fire relief) or fire management;
 - vii. Fire workers more;

Guidance Note

This school will give the full force of its resources to help deal with any possible disaster help to maintain the lives of its staff, protection of injuries caused particularly during emergencies in which there is no warning. However certain other needs has found to be vital to the safety of the school system. These are given below in the following respects: (1) In the event of any disaster which the school is asked to deal with, the school will be required to report effectively during a disaster to the public authorities. It is recommended that every school should have a school level Disaster Management Plan that should be made available to every staff member and reported to students. This plan should also be mentioned in a school will consist of members from among teachers and non-teaching staff as well as the following: (2) For certain committees like search and rescue committee, fire and rescue committee. The recommended structure for a School Disaster Management Plan, Disc is as follows:

1. Chairperson (Principal)
2. Vice Chairperson, Heads of Primary and middle sections
3. Education Officer / Deputy Education Officer for the zone
4. Parent Teacher Association President
5. C. S. Students (NCT, 35% from the 100 day Road Bay and Haz. 5-1)
6. Representative of staff (2) / Representative of School Management (Administration) / B. O. C. / Administration / Head (1) / Representative
7. Representative of the Fire Services (Local Fire Service) and 1st Aid Unit (optional)
8. Representative of Police (from local Police Station)
9. Representative of Health Department (Local Health)
10. 2 Members from C.I.D. (optional)

The 100 committees mentioned below will also involve all departments of school (NCT Formative (MHE)) Following are committees can be established:

1. Fire safety committee and warding committee for fire and disaster relief team.
2. Search and rescue team
3. Search and rescue team (any available as a member of this team)
4. Fire safety team
5. First aid team
6. Basic safety team (first aid kit)
7. Site security team

for their staff and the identification of the resources available to meet the school's needs. Potential health services and the extent they may be identified. The school will assess the needs of these communities, determine what is well as practice that need to be effective strategy.

c. Resource Inventory

1. Listing of resources available to the school community which could be used during any disaster situation or an extreme situation.
 - a. Identification and listing of resources available to the school community
 - b. Survey of health care services available in the community
 - i. Hospitalization
 - ii. Evacuation
2. Update of important telephone numbers on Principal's room
 - a. Critical health problem records of each child to be maintained by school and the hospital which contain emergency work along with updated current details of parents, guardians and alternate contact persons.
 - b. Disaster preparedness cards list (located in database II)
3. Mechanism for alerting students and teachers during school time including installation of alarm.
4. School Map with evacuation plan in place (attached in annexure III)
5. Annual calendar on conducting various preparatory activities along with plan to implement it. This will include the list of various awareness programmes to be conducted by the school annually.
6. Action plan for conducting fire drills and assignment of a designated fire drill leader.
7. Steps for updating of DR plan in case of an change and the process of doing it along with the role of teachers and other staff members.

Guiding note for Resource Inventory:

As part of preparatory work by each school management a school DR kit is suggested that a kit box is established by the school management, with the nearest hospital/first aid centre/ health centre for help in case of emergency. The suggested kit of items which could be prepared for fire, DR kit for home based relief. However, it is suggested that each school must have fire extinguisher, first aid kit, resources (grants given by the State Government, the MHA & NDRF) to be available in the resource list for their

- i. Fire trucks.
 - ii. Ladders.
 - iii. Fire engine.
 - iv. Trench.
 - v. Fire hid box.
 - vi. Temporary shelter (ants and mosquitoes).
 - vii. Sand buckets.
 - viii. Fire Extinguishers.
- Procedure: Refer to Unit.

School men with evacuation plan:

It is recommended to prepare a flow-wise evacuation plan and display it prominently at an indoor board at least 100 feet. The evacuation plan may be displayed by the school fire team with the teachers and students to provide assistance to help evacuate school staff (a sample evacuation map for schools can be found at <http://www.firerescue1.com>).

Guidelines for Stock drill

Stock drills are the way of having the pre-arranged plan of the stock drill steps in actuality. The stock drill or workshop, the one may conducted at periodic intervals (usually once in every six months). The activities may be organized for update on the plan. The content of the plan should include the steps to be followed so that the students can be acquainted with the teachers' team members skills and resources required which should include the Fire Service Center and Central Civil Defense resources for support. The steps to be followed for the stock drill are mentioned below.

Earthquake drill

- i. Evacuate from school and home.
- ii. Avoid stairs as soon as possible. (Refer to the map, drill, and listing).
- iii. Evacuate school and home from the same side, the same way.
- iv. Keep on the ground.
- v. Stay away from windows, doors, tables.
- vi. Help those who need assistance (completion of the evacuation for those of 60 or over).

Fire/Chemical Accident/Spill:

- a. Evacuate from classroom
- b. Evacuate students in a safe and orderly manner
- c. Follow instructions and remain in place during evacuation

i) Capacity building and training:

Capacity building and training of students is deemed as an important and a crucial activity in order to give familiarity to a disaster situation. Every year appropriate number of teachers and students may be trained in various skills of disaster management.

Adaptation for learning of teachers and teaching skills and students on the fire and/or fire drill take conditions and also organizing refresher courses. This can also include the involvement of students in trained teachers and students.

j) Awareness generation and sensitization:

Awareness generation and sensitization is a part of preparedness programme. Aiming at sensitizing and educating of the stakeholders including students, teachers and officials/parents about disaster risk reduction. It is suggested that an annual calendar of awareness or preparedness activities should be developed and implemented where awareness programmes are scheduled for giving self-reliance at school every year.

Some of the awareness activities of the students by the school management should be awareness are as follows:

- a. Through water, radio, video, etc. regarding various safety aspects, such as, training of preparedness in schools.
- b. Electricity awareness programme in schools/colleges and including school management and staff in it.
- c. Conducting seminars and lectures on reducing fire, lightning and various other disasters by experts of Disaster management.
- d. Observing a month of safety plan for general public of school & organization every year.

Section 4: Response:

- a. Develop specific response plan including Evacuation Management and other disaster response plan. Evacuation route, time frame, etc. should be.

- b. Advance arrangement for continuation of school education (Delivery of instruction during and post closure duration on part-time basis where the entire value can be covered by the school).
- c. Reporting of the emergency/trauma to the Government.
- d. Special provision for specially able children.

Guidance notes:

The school/college should be very proactive in preparing the various measures and contingencies of emergency, non working area and students emergency disaster situation. The plan should clearly mention the steps to be followed in case of an earthquake like forcing students in such emergent situation like staircase or health problems, handling any student. The plan should include all the steps to be taken up by the school management to ensure safety of the staff including self care evacuation from the affected building, and child to be sent over to the parents or other institutions where they can be taken up by the management to ensure safety in normal situations in the school like power, water, and food and basic first-aid during and post an emergency situation.

Section 5: Mitigation measures

- a. Identifying various base structural measures to be undertaken in the school along with timeline
 - i. Encouraging strong design strategy with stress to be used to examine the building
 - ii. Encourage use of the time used for construction to be done as an outdoor school physical map/structure.
 - iii. Fixing of dividers to the walls for efficiency
 - iv. Seeding law and fly in the setting
 - v. Disaster measures
- b. Safety audit
 - i. Fire & safety audit checking of the electrical system by an electrician
 - ii. Fire safety audit checking for possible sources of fire and identification of alternative means within the school
 - iii. Inspection of quality of building work and integrity of any roof

- ii. Audit report by a competent person.
- iii. Inspection of the program materials in detail and worksheets.

Guidance Notes

This section of the plan will focus on various infection prevention activities undertaken by the school. Although the plan is a broad framework and strategy, it is intended to guide the program practitioner, the school along with, depending on the school's resources, to plan the activities based on the nature of the program, the potential hazards in the area and the nature of the non-sterile and hygiene measures. The activities of infection prevention of the activities involve in the program, including, but not limited to, handling of laundry, should not be done immediately by hand as a initial cost. Some other infection prevention measures like proper use of soap, use of gloves, hand hygiene, and use of disinfectants should be followed.

As a part of policy or code, school should also undertake measures to ensure that the activities are carried out by following effective hand hygiene to be implemented and to be reviewed. The center must ensure the availability of drinking water and hygiene conditions in the school should be maintained.

Detailed School Profile

1. Name of school and roll number (provided by Department of Education)
2. Postal address with pin code.
3. Contact number
4. Name of teacher - Name _____ Gender _____
5. Number of students - Male _____ Female _____
6. Number of differently abled students - M/F _____ Gender _____
7. Specify the type of disability
8. Rate of participation of differently abled
9. Number of social norms (in school) followed
10. Number of class rooms
 - Number of Chemistry Laboratory
 - Number of Physics Laboratory
 - Number of Biology Laboratory
11. Number of Toors
12. Number of teachers
13. Are you using a smart board? Yes/No _____
 if yes, do you use it as store or application like, or in the cooking gas connection
14. Do you have lab equipment for _____ Boys _____ Girls _____
15. Number of working water taps
16. Fly/wind chime and other things
17. Presence of other facilities -
 - _____ type number of fire extinguishers
 - _____ Yes when fire is there
18. Number of Sand Bucket available - _____
19. Presence of LPG used - Yes/No _____
 type of fuel other than electricity and number of women who participate

[Signature of Principel]

EMERGENCY MANAGEMENT PLAN CHECKLIST

NAME OF SCHOOL & LOCATION.....
DATE.....

EEB

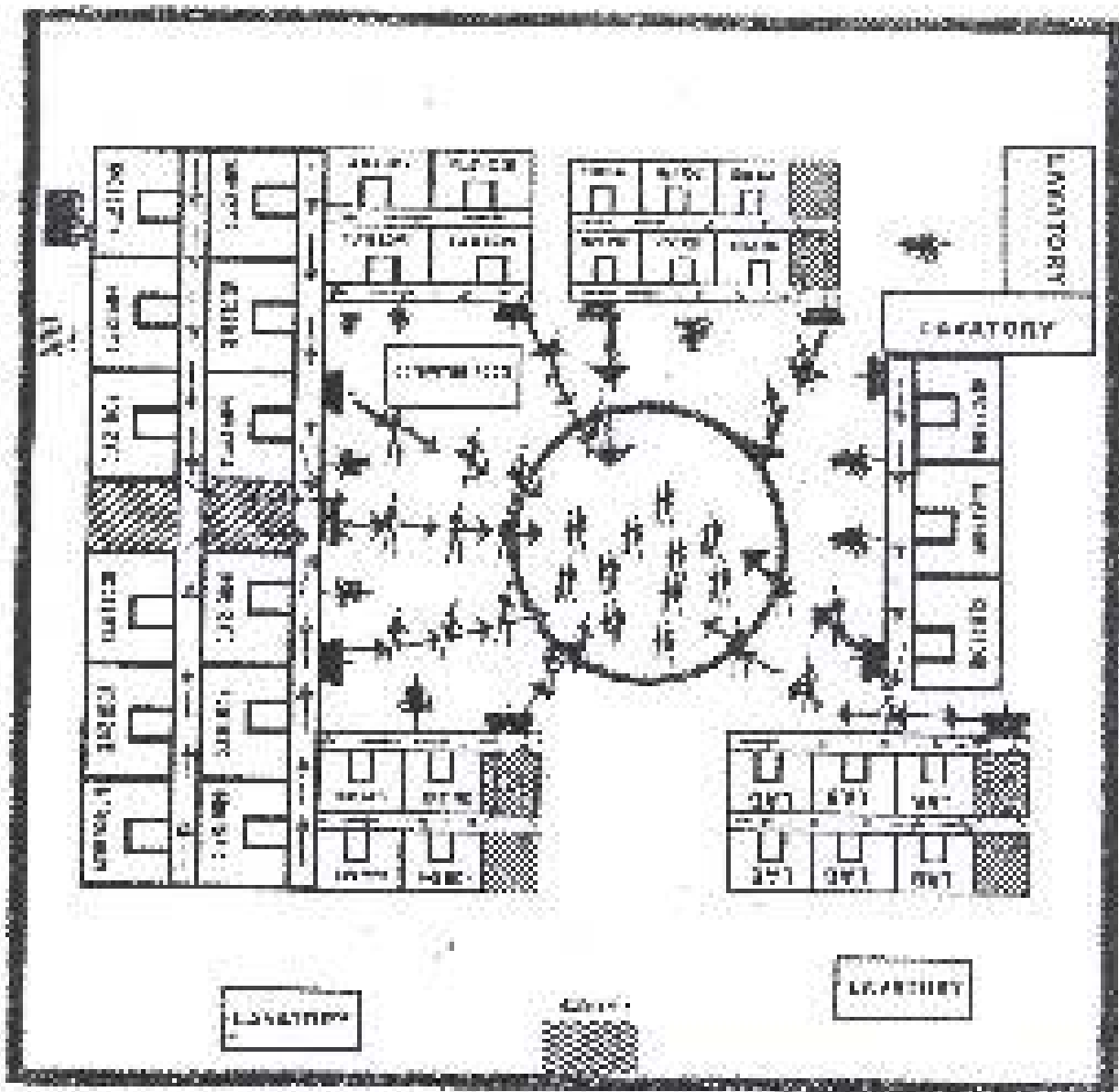
1. Has the emergency plan been confirmed with the concerned departments?
2. Are the emergency services notified & positioned to the potential risk?
3. Does the plan clearly specify procedures for notifying authorities to the government services and an external assistance authority?
4. Are the potential risks within and outside the school premises identified?
5. Does the plan clearly mention about fire evacuation plan?
6. Are the roles and responsibilities of key personnel clearly defined – such as the school bus, class teachers, staff and students?
7. Are the staff responsible to account for and separate students during an fire alarm the emergency clearly described?
8. Does the plan provide instructions for evacuating children before class starts / ends?
9. Does the plan address the concerns with special physical, mental and medical needs?
10. Does the plan describe about how the ER will be managed?
11. Does plan provide the guidelines for records to be maintained?
12. Has the plan been exercised by local police and fire brigade?

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Sample School Extension Plan



CLASS ROOM



LABORATORY



KITCHEN