

GOVERNMENT OF ARUNACHAL PRADESH  
DEPARTMENT OF EDUCATION :: CIVIL SECRETARIAT  
BLOCK - 1 :: 3<sup>rd</sup> FLOOR  
ITANAGAR

No. EED.2/344/DM/2018

Dated: Itanagar, The 6<sup>th</sup> August 2018

To

All the Deputy Commissioner  
Govt. of Arunachal Pradesh

All Deputy Director of School Education  
Govt. of Arunachal Pradesh

Sub : **Action Plan for Disaster Management in School -2017-18.**

Sr/Madam,

I am forwarding the Action Plan for Disaster Management in School -2017-18 along with State Action Plan, District Action Plan, School Action Plan as per the direction of Chief Secretary, Arunachal Pradesh for implementation of National Disaster Management guideline on school safety policy - 2016. You are requested to do the needful to implement the same and oblige to submit the Quarterly Report of Monitoring of Implementation of National Disaster Management Guidelines on School Safety Policy at District Level, on timely basis as given in the SOP.



(Likha Teji)  
Under Secretary (Education)  
Govt. of Arunachal Pradesh  
Itanagar

Memo No. EED.2/344/DM/2018/599  
Copy for information to:

Dated: Itanagar, The 6<sup>th</sup> August 2018

1. The Under Secretary to Chief Secretary, Govt. of Arunachal Pradesh, Itanagar.
2. The Secretary, Department of School Education & Literacy, MHRD, 124-C, Shastri Bhawan, New Delhi-110001.
3. Shri R.K.Jain, Member, NDMA, Bhawan, A-1 Safdarjung Enclave, New Delhi-110029.
4. The Divisional Commissioner (East) and Divisional Commissioner (West), Govt. of Arunachal Pradesh, Itanagar.
5. PA to The Secretary (Disaster Management) Govt. of Arunachal Pradesh, Itanagar.
6. PA to Secretary (Education) Govt. of Arunachal Pradesh, Itanagar.
7. All the Deputy Commissioners, Govt. of Arunachal Pradesh.
8. The Under Secretary (Education) Govt. of Arunachal Pradesh, Itanagar.
9. The Director of Disaster Management, Govt. of Arunachal Pradesh, Itanagar.
10. The Director of Secondary Education, Govt. of Arunachal Pradesh, Itanagar.
11. The Director of Elementary Education - cum - SCERT, Govt. of Arunachal Pradesh, Itanagar.
12. The Deputy SPD, ISSE (SMSA), Govt. of Arunachal Pradesh, Itanagar.
13. All the Deputy Directors of School Education, Govt. of Arunachal Pradesh.
14. The Principal, Govt. Higher Secondary School, ESS - Sector, Itanagar.
15. The Vice - Principal, Govt. Higher Secondary School, Arunodaya, Itanagar.
16. The IT cell of Education Department for uploading in Department Website: [www.arpedu.in](http://www.arpedu.in)
17. Office copy.



Under Secretary (Education)  
Govt. of Arunachal Pradesh  
Itanagar

**DEPARTMENT OF EDUCATION  
GOVERNMENT OF ARUNACHAL PRADESH  
ITANAGAR**

**Action plan for Disaster Management in schools - 2017-18**

There are 3949 schools, 3, 71,148 students and 24,121 teachers in Arunachal Pradesh run by different management. These schools are running under the Deputy Director of School Education in twenty-three (23) Districts of the State. Disaster Management Plan prepared by the Deputy Director of School Education (DDSE) are submitted to the District Administration for preparation of the District Level Disaster Management Plan. All programmes are implemented in schools through the Deputy Director of School Educations. All Upper Primary and Primary Schools are under the control of the Directorate of Elementary Education. All Secondary and Higher Secondary School are under the control of Directorate of Secondary Education. Thousands of stakeholders such as Students, Teachers and Guardians are involved to this department.

**Goal**

The goal of the Disaster Management Plan is to take advance steps for reduction of damage of human lives and schools/office premises through awareness.

**Objective**

A disaster may be in any event, natural or manmade which threatens human lives, damages private and public property and infrastructure and disrupts social and economic life. Natural disaster cannot be prevented, but their impact on the lives can be reduced to a considerable extent. Disaster management covers all aspects of preventive and protective measures, preparedness, rescue, relief and rehabilitation operation. Schools offer good entry point for keeping communities alert and making disaster management more sustainable. Teachers, students, Non-teaching staff and parents can play an important role in disseminating knowledge and keeping their communes well prepared. The main objective of the plan:

- To ensure the safety of students, teachers and other staffs of all educational Institutions.
- Awareness among the stakeholders about the preparedness to save lives during disaster.
- Arrangement of necessary equipment to ensure safety of students, teacher and other staffs of educational institute from predictable disaster.
- Making guidelines for preparation of plan for construction of building keeping in arrangement for reduction of disaster in educational premises.
- Conducting necessary training of teachers, SMC and students.
- Utilization of SMC Volunteers, Teachers and students at the time and after disaster.

## **Action Plan for Identified hazards and Vulnerabilities**

Due to natural Hazards like, Cyclone, Flood, Drought, Earthquake, Land slide, Tornado, Storm etc. and manmade accident, fire riots etc may occur in the state for which preparedness is necessary. The following points will be identified to minimize the loss of human lives, school building etc. during disaster

- Identification of infrastructure of Educational Institution regarding vulnerabilities and planning for renovation/arrangement of alternative to maintain the risk during the disaster.
- Formation of Rapid action team in all educational institution i.e. at schools level, Blocklevel, District level and State level.
- Hazard hunting and retrofitting.
- Identification of School buildings nearby flood prone area for shelter during shifting of people from flood affected area.
- Arrangement of Drinking water resources and toilet facilities in all schools.

## **Roles and Responsibility of the Departments and their Stakeholders**

The Education Department always plays a vital role about the management of pre and post disaster with the help of stakeholders. The Volunteers are prepared to ready for their service with the guidance of trained teachers and SMC Member to come forward whenever necessary. District Level team with the leadership of the Deputy Director of School Education is prepared in this respect. Moreover, regular contact with the local Fire Station, Health Centre, electric house, Deputy Commissioner office, Superintendent of Police office etc.

The Officer of the Department of Education is always maintaining contact with District Officers regarding implementation of programme of Disaster management in the Districts.

The Department should provide training by instructing SCERT to train master trainer from each District. The Master trainer should impart training to resource persons/ teacher/SMC Members of their respective district.

Deputy Director of School Education ensures that the teacher and monitor students should get the training regarding school safety issue. Also allocate the resources necessary to minimize the Disaster.

Department and their Stakeholders at the time of disaster has to inform the Deputy Directors of School Education.

They have been requested to take the following measures:

- To attend disaster management meetings, training, workshops or any related programme on behalf of the Department.
- To set up control room and assign other officer(s) for Control Room duty.
- To identify staffs for deployment on site operation centers during a disaster.
- To organizes regular awareness programme in the schools of the districts.
- To organize the periodic mock drills at least twice a year as per their suitability and update the plans at all levels.

## Mapping Resources

All Head of Educational institutions have been asked to shortlist the resources available in their establishment which may be utilized at the time of their need. Man powers and materials available in these institutions identified and to earmarked for their role.

## Pre-Contacts

Contact numbers of Local Hospitals, Police Station, fire Stations and important persons are displayed in prominent places of all educational institutions.

## Quick Response Team (QRT):

Quick response team in all educational institution and their contact numbers are maintained. State Headquarter and Deputy Director of School Education to form the following QRTs.

Sl. No.	Name of Offices	Name & Designation of the team members	Contact Numbers
1.	Directorate of Elementary Education	1. Shri Tapi Gao, Director of Elementary Education	09436049100
		2. Shri OtemTayeng, Joint Director of Elementary Education	09436258043
		3. Shri T. T. Tara Deputy Director of Elementary Education (E)	9402277758
		4. Shri N k Singh, PRT (E)	8974951690
		5. Shri O. Boko, UDC (P)	9436895925
		6. Shri T. Darang, LDC (Acc.)	9862262966
		7. Shri PertoGadi, LDC (N)	9862194291
2	Directorate of Secondary Education	1. GaniaLeij, Director of Secondary Education	9436042377
		2. Marken Kadu, Joint Director of Elementary Education	8794812121
		3. S. Ronrang, Deputy Director of Elementary Education	9436057448
		4. Shri Bini Tacha, Suptd (Academic)	-----
		5. Shri Takam Pate, State Coordinator (SYS)	-----
		6. Deepak Kumar Sharma, Asth. (E)	8974461455
		7. L. Sokun Singh, YWO	9856060137

### **Testing Review and Updating of the Departmental Plan:**

- Headmaster and trained teacher monitor the drill and identify gaps.
- They test and compare the performance of the key role players during the drill to identify gaps.
- These drills also keep testing of the plan or Table Top exercise of the plan.
- Based on the experience and gaps identified during mock drill, the plan are being updated to ensure effective and realistic performance stakeholders involved in various activities.
- Plan and estimate for construction of school building are prepared with earthquake resistance.

### **Action Plan 2017-18**

- Formation of Quick Response Team in all Education Institutes with Teacher, Student and other stakeholders – DDSEs should take necessary step in this respect.
- Awareness/ Mock Drill Programme on Disaster Management shall continue in all schools and shall be done twice a year.
- SMC Volunteers and Students Volunteers shall be trained regarding rescue operation during and after Disaster.
- Plan and Estimate for construction of school Building shall be prepared with earthquake resistance and other facilities by the Engineering wing of the Department.
- All Head Teachers/ Acting Head Teacher shall be trained in phase manner about Disaster Management.
- Quarterly Report shall be prepared and submitted in the Department of Education in accordance with latest guidelines.
- All Head of Educational Institute shall be instructed to display contact number in prominent places in educational institute.
- During Summer/Rainy Season Vulnerable areas shall be intermittently supervised and updated by the concerned teacher in charge or Focal Point Teacher of the school to DDSE.
- Sensitive route availed by student in remote areas, where school is located in flood prone area may be constantly monitored and Identified by the DDSE in respective District in collaboration with District administration and update the school every year.

Abbreviation		
1.	STO	State Transport Officer
2.	M &E	Monitoring and Evaluation
3.	PHED	Public Health Engineering Department
4.	APPCB	Arunachal Pradesh Pollution Control Board
5.	SOP	Standard Operating Procedure
6.	SJETA	Social Justice and Empowerment Tribal Affairs Department
7.	DMP	Disaster Management Plan
8.	DWCD	Department of Woman and Child Development
9.	NHAI	National Highway Authority of India
10.	DM	Disaster Management
11.	DRR	Disaster Risk Reduction
12.	DCPU	District Child Protection Unit
13.	GPS	Global Positioning System
14.	HRVA	Hazard Risk Vulnerability Assessment
15.	DIP	Detailed Implementation Plab
16.	DHFW	Directorate of Health and Family Welfare
17.	SDMP	State Disaster Management Plan
18.	SCERT	State Council for Education and Research
19.	APSCPC	Arunachal Pradesh State Child Protection Society
20.	IEC	Information, Education and Communication
21.	BRC	Block Resource Coordinator
22.	CRC	Community Resource Coordinator
23.	ISSE (SMSA)	Integrated Scheme for School Education (Samagra Shiksha Abhiyan)
24.	SDRF	State Disaster Response Team
25.	PRIs	Panchayati Raj Institutions
26.	CWCs, JB, CP	Child Welfare Committee, Juvenile Justice Board, Child Protection
27.	DIET	District Institution for Education and Training
28.	ULB	Urban Local Bodies
29.	DDMA	District Disaster Management Authority
30.	CD	Child Development
31.	NGO	Non-Government Organization
32.	NSS	Nation Social Service.

Sl.No.	Action	Responsibility	When/ Frequency
<b>School Level Action Plan</b>			
1.	Dedicated planning and action for school safety. Also include community for meetings and participation.	SMC	Quarterly
2.	Designate a school safety "focal point teacher" (FPT) to operationally anchor related actions at the school level as part of his / her routine commitments in the schools.	Head Teacher	Once a year
3.	Identify and develop a cadre of Bal Sansad/ peer educators/ trainers for ensuring that safety messages, dos and don'ts of different disasters, procedures and protocols reach each and every student in the school.	School Safety Focal Point Teacher	Quarterly
4.	Conduct a detailed assessment of needs from a safety perspective for inclusion in the School Development Plan (Structural and non structural). Participants include PRI/ULB, SMC, and teachers.	Focal Point Teacher / SMC	Once a year
5.	Establish inclusive mechanism to address issues in relation to school expansion and development, conduct mock drills, power outage, early dismissals for weather events, health and safety concerns, trespassers or road/bus accidents.	SMC, PRI, Teachers and Peer educators	Quarterly
6.	Develop an Emergency Responsibility Plan for the school (including evacuation procedures, handling of chemicals in the laboratory, stock-piling of emergency equipment and materials etc.).	Head Teacher/ Focal Point Teachers/ SMC	Yearly
7.	Regularly monitoring risk and update plan	Head Teacher Focal Point Teacher /SMC	On - Going
8.	Review and immediately take up activities that the school can undertake on its own viz. non-structural mitigation e.g. Clearing evacuation routes, addressing loose objects etc.	Head Teacher Focal Point Teacher /SMC	Quarterly
9.	Share components of the school development plan that can be included in the panchayat plans and follow up with the relevant departments along with the PRIS / ULBs	Head Teacher Focal Point Teacher /SMC	Yearly
10.	Amend the time table and school calendar to build in opportunities for reinforcing safety awareness among children, mock drills etc.	Head Teacher Focal Point Teacher /SMC	Quarterly
11.	Awareness programmes for children on local hazards and risk reduction for example through street plays, rallies, drawing competition, quiz competition, slogan writing	Head Teacher/ Focal Point Teacher	Monthly
12.	Regular mock drills and follow up of lessons on school safety; practical demonstration on the use of equipment, etc. including designation of School safety Week / Day annually.	Head Teacher/ Focal Point Teacher	Monthly
13.	Conducts Safety Audits in school including fire safety and food safety (mid day meals in rural schools and clearance by fire authorities.	SMC	Quarterly
14.	Review School Development Plans to identify unaddressed hazards and additional new hazards that emerge.	SMC	Quarterly
15.	Grievance redressal system in the firm of a dropbox in each school.	Head Teacher Focal Point Teacher /SMC	On - Going
16.	Installation of display board at prominent place with display of all emergency nos. like Children (1098), 100, 101, contact no. of DCPO.	Head Teacher Focal Point Teacher /SMC	Once a year
17.	Proper signage for different areas, entry and exit to be used in case of emergencies.	Head Teacher	On - Going
18.	Fill School Safety Monitoring Indicator as available in Annexure and share with BRCs/DPC/DDSE		Monthly

Sl. No.	ACTION	Sub-task against Broad Actions	Monitoring Indicators	Responsibility	When/Frequency
<b>District Level Action Plan</b>					
1.	Constitute and review a school safety and security advisory committee at the district level and establish a mechanism for monitoring safety and monitoring parameters in all schools on a regular basis	<ol style="list-style-type: none"> <li>1. Creation of Committees (Advisory, implementation and M&amp;E) at District, Block, Cluster and School level.</li> <li>2. Delegation of Responsibility, Accountability and Reporting system.</li> <li>3. Internal meeting of Education Department convene by DDSE and DAEO also are Nodal Officer</li> </ol>	<ol style="list-style-type: none"> <li>1. No. of Coordination meetings held.</li> <li>2. No. of SOPs prepared for respective department on role clarity.</li> <li>3. No. of joint action plans shared with State Advisory Committee.</li> </ol>	Deputy Commissioner, DDO, DDMA, DDSE, DPC, Department of Women and Child Development, Fire, Health, Home Department, SJETA, STO.	Monthly
2.	Prepare Block wise inventory of Schools to be made safer (including physical condition of schools assessed through rapid visual screening or any other methodology for all hazard relevant to the area, hazardous industries in the vicinity etc.)	<ol style="list-style-type: none"> <li>1. Provision of building safety codes to Department concern on construction of schools.</li> <li>2. Indicators related to CSSP concern integrated in existing schools and checklist and rolled out for implementation.</li> <li>3. Regards update and systematic maintenance of Database on Disaster impact on schools.</li> </ol>	<ol style="list-style-type: none"> <li>1. No. of School Safety audits conducted.</li> </ol>	SDMA, ISSE(SMSA)	Once a year
3.	Ensure District Disaster Management plans include a focus on Educational		Updated DDMPs, on a regular basis with incorporation of school	Deputy Commissioner, DM, DDMA, DDSE, DPC	Once a year



	infrastructure and supportive action thereof, within the District.		safety concerns.		
4.	Ensure implementation and roll out of CSSP	<ol style="list-style-type: none"> <li>1. Convergence with SCPC for creating awareness on CP strengthening greivences redressal system.</li> <li>2. Covergence with home Department for rapid action.</li> <li>3. Convergence with health department for specialised counselling.</li> <li>4. Convergence with existing schemes and policies of government related to creation of children and adolescents.</li> <li>5. Convergence with PRTs, CWCs, DBs, DCPS for CP support services to school etc.</li> </ol>	Robust monitoring mechanism established at district level.	DDSE & DPC.	Monthly
5.	Supporting creation of child freindly spaces for emergencies in advance.		No. of Child freind spaces created in each block	DDMA	Once a year
6.	Ensure that all existing as well as new schools conform to safety standard as per the National building Code. In addition, any other norms prescribed by the State Government need to be adhered to.	Adherence to norm and regulations by the district Administration	No. of schools where retrofiting done as per norms.	DDMA, DDSE, DPC	On-going
7.	Issue "Recognition Certificate" under Sub-rule (4) 15 of Right of Children to Free and Compulsory Education Rules, 2010 to		No. of certificate issued by competent authority to schools	DDSE, DPC & DDMA	On-going

	only those schools that comply with safety norms prescribed by the state.				
8.	Review progress on Non-safety measure in schools	<ol style="list-style-type: none"> <li>1. Verification of all staff.</li> <li>2. Verification of drivers and conductors.</li> <li>3. Ensuring safe waste disposal facility.</li> </ol>	No. of review meetings conducted on steps taken on non-structural safety measures and meeting proceedings issued.	DDSE, DPC, STO, Home Deptt. & DDMA	On-going
9.	Training of all teachers of schools on school safety & providing psycho-social support to children affected by disaster	Training done at district, block and cluster level	No. of Training completion certificate issued	DIETs & DDMA	Once a year
10.	Train school safety focal point teachers on school safety concept and various activities related to execution of their responsibilities as the school safety focal point teachers.		Database and its updation at district and sub-district level on focal points assigned to schools	DIETs & DDMA	Quarterly
11.	Capacity building of SMC on different aspects of school safety in case of an imminent disaster, e.g. Sanitation and hygiene needs of boys, girls and teachers; first aid; handling fires, handling chemicals/hazardous materials in Labs etc.	<ol style="list-style-type: none"> <li>1. Orientation of SMC members on various activities of school development.</li> <li>2. Organizing regular SMC meetings.</li> <li>3. Communities reading activities – a) Gram Shaba, b) Information Display through community Board</li> <li>4. Community Based Monitoring of all school based activities, Capacity building of PRUL Local Body.</li> <li>5. Exposure and training of SMC and PRI / Local Body members on successful</li> </ol>	No. of Training Completion certificate issued by different agencies.	DIET & DDMA, SJETA	Half-Yearly

		<p>implementation of school education and interpretation of SMC at Block/GP/Cluster level.</p> <p>6. Social Audit of School activities.</p>			
12.	Monitoring Implementation of State School Safety Guidelines at the district and school levels using identified indicators	<ol style="list-style-type: none"> <li>1. GPS Tracking of Vehicles</li> <li>2. Regular Report collection on key indicators.</li> <li>3. Review of child harassment cases immediately after reporting</li> </ol>	<ol style="list-style-type: none"> <li>1. Study report on different issues concerned with DRR, CP, safe school environment</li> <li>2. Robust MIS system developed</li> <li>3. Indicators on CP, DRR monitored at sub-district and school levels and at different intervals</li> </ol>	DDSE, DPC & DDMA	Monthly
13	Safety and Security audit at all schools. The aforementioned District level committee will make an audit team consisting of members from Engineering Department, Health Deptt., Home Deptt., Revenue, PHED and Education.	<ol style="list-style-type: none"> <li>1. Regular Safety Audit by all visiting staff of different stakeholder departments on key indicators.</li> <li>2. Random Visit to schools conducting safety audit for validation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Road safety norms followed by schools</li> <li>2. No. of Schools where mock drills conducted by local authority for fire, red cross, Health Deptt. etc.</li> <li>3. Drinking Water testing done.</li> </ol>	Members from Engineering Deptt., health Deptt., Home Deptt., Revenue, PHED and Education.	Once a year
14.	Advise TPEOs to constitute Advisory committee on school safety at district level and ensure implementation and monitoring			DDSE & DPC	Once a year

Sl. No.	ACTION	Sub-task against Broad Actions	Monitoring Indicators	Responsibility	When/Frequency
<b>State Level Action Plan</b>					
1.	Ensure School Safety and protections concerns are included in the State Disaster Management plans and Education Department plan.	<ol style="list-style-type: none"> <li>1. Departmental consciousness for inclusion of Child Safety &amp; Security concern in DMP at different levels.</li> <li>2. DRR inclusion in Education Department</li> <li>3. Initiating district and Blocks for necessary Action.</li> </ol>	Specific SOPs issued on DRR inclusion Plans	APSDMA, Education Department, DWCD, DCPU, Home Dept., Health Dept., local Authority for Fire, Civil defense under DC & DM.	Once a year
2.	Prepare District-wise inventory of school to be made safer and ensure school included safety features	<ol style="list-style-type: none"> <li>1. Provision of building safety code</li> <li>2. Safety Audit should be conducted related to CSSP</li> </ol>	No. of Safety Audit Conducted.	APSDMA, SJETA, ISSE	Once a year
3.	Focus on educational infrastructure and supportive action thereof, within State Disaster Management Plans.	Specific guidelines for school infrastructure, Gender, equity concern and category situations to be incorporate in preparation of SDMP	Guidelines issued or not	Education dept. and APSDMA	Once a year
4.	Develop Action Plan and Department SDRF/Red Cross for training for Student and School Staff on different Natural Hazard to the State / District, dos and Don'ts of different disaster, first aids etc. Initiative on School Safety Week / days identified under action plan for prior planning.	Procurement, placing, capacity building, existence of disaster response equipment and tools at all levels such as first aid, emergency transport etc.	Comprehensive Training module by Department such as <ol style="list-style-type: none"> <li>1. Health</li> <li>2. SDRF</li> <li>3. SJETA</li> <li>4. Education Dept.</li> <li>5. PHED</li> <li>6. DWCD</li> </ol>	DDSE/DPC, DC & DM, SDRF, Police, Fire, DWCD, ISSE, SCERT, APSDMA	Once a year
5.	SBCC strategy Development for Teachers and Students	Develop Child friendly IEC material in the vernacular medium for developing the understanding of children on various hazards and dos and don'ts of response. Develop child friendly teaching material for teachers .	Development of training materials for teachers by SCERT. Repository of IEC materials developed with the help of department such as SCERT and shared with concern dept.	APSDMA, Department of Woman and child Development, SJETA and SCERT.	Once a year

6.	Plan for Training of Resource Persons/Teachers at the school level on school safety concepts and processes. Training of Resource Person/ Teachers on Psycho-social supports for Children affected by disaster, emotional and Physical mental at school	Training plan of CSSP for a. Teachers b. ISSE Engineers c. BRC d. CRC e. DDSE	No. of Training Programme Conducted on CSSP for: a. Teachers b. ISSE Engineers c. BRC d. CRC e. DDSE	Department of Woman & Child Development, SCERT, SJETA, Health Training Institute and NGOs of State.	Once a year
7.	Monitor Implementation of CSSP Guidelines at the District and school level on identified indicators	1. Comprehensive study to understand child protection issues and Scenario in school 2. Strengthening MIS system to capture child right issues preciously done at school	1. Study report on different issues concerned with DRR, CP, safe School environment 2. Robust MIS System developed	Department of Woman & Child Development, Education Dept., SJETA, APSDMA.	On-Going
8.	Advise DDMA's to constitute Advisory Committee on School Safety at the district level and ensure implementation and monitoring			APSDMA, DWCD, Education Department.	Once a year