



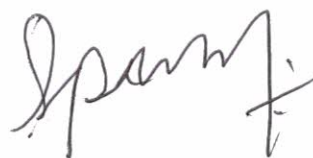
## Institute Disaster Management Plan, 2024



Royal Institute of Management, Simtokha






ҚАЗАҚСТАН РЕСПУБЛИКАСЫНЫҢ БІЛІМ ЖӘНЕ ҒЫЛЫМ МИНИСТРЛІГІ



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## OVERVIEW

The institute being densely populated with trainees, faculty, and staff, represents a vulnerable segment of society. In the event of an earthquake, secondary disasters such as floods, fires, and epidemics can occur, posing significant threats to human lives and property, while also leading to substantial losses for the country. This document aims to mitigate life-threatening hazards and prepare us to ensure the safety of our community. It is essential that the surrounding community remains informed about potential disasters. This plan serves as an emergency operation guide detailing how the institute will effectively respond to emergencies. However, it does not encompass long-term recovery strategies, making it adaptable and subject to revisions for continuous improvement.

### Purpose of the Institute Disaster Management Plan

The main objectives of having a disaster management plan includes the following:

- Help the institute prepare for emergencies, ensure the safety of our trainees, faculty, and staff during an emergency, rescue and medical treatment of casualties, minimize damage to the properties and the environment.
- Rehabilitation and restore to normalcy more efficiently.
- Establish a coordination mechanism for disaster management.
- Put in place standard procedures for disaster response.
- Ensure mainstreaming and integration of disaster risk management into an annual and five-year plan.



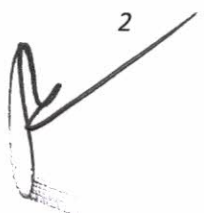
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## TOTAL NO. OF TRAINEES IN THE INSTITUTE

Course	Male	Female	Total
Masters of Business Administration 2025 - 2026	107	62	169
Masters of Business Administration 2024 - 2025	63	26	89
Diploma in Financial Management 2024- 2026	13	15	28
Diploma Information Technology 2024 - 2026	13	17	30
Diploma Information Technology 2023 - 2025	12	7	19
	<b>208</b>	<b>127</b>	<b>335</b>

In addition to the regular trainees, the Institute also conducts **short courses** that bring in participants from various sectors. Managing emergency procedures for these participants is crucial as they may not be as familiar with the institute campus or the disaster management protocols. Therefore, it is important to include specific provisions for short-course participants in the **Institute Disaster Management Plan**.



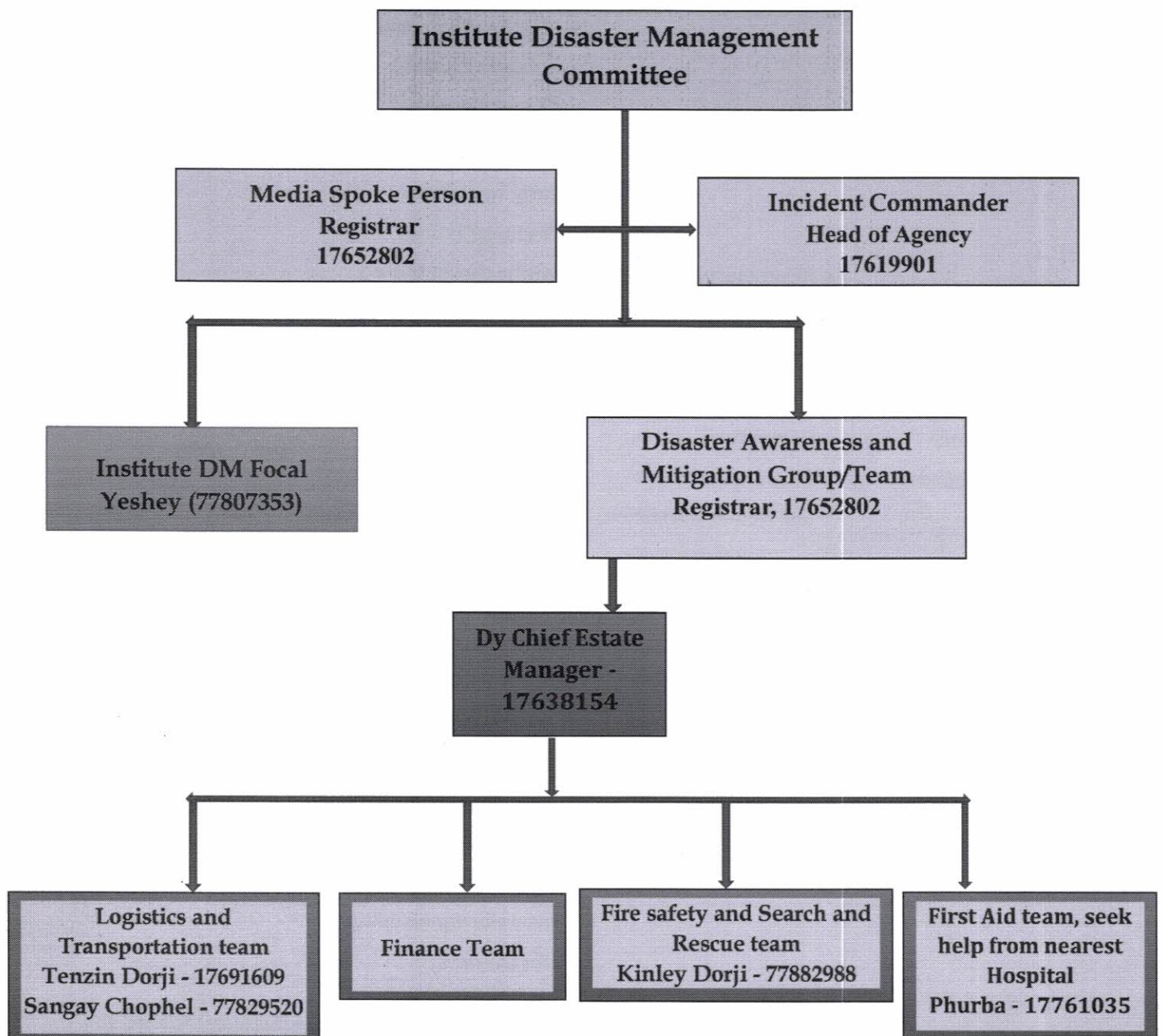
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## INSTITUTE DISASTER MANAGEMENT COMMITTEE (IDMC)

During the emergency, the main contact points for immediate assistance and coordination are:

Sl No	Name	Designation	Contact No
1	Mrs. Tshering Yangden	Director	17619901
2	Mr. Namgay	Registrar	17607626
3	Mr. Tenzin Dorji	ADM	17691609
3	Mr. Padam Narayan Pradhan	Sr. Accounts Asstt.	17686781
3	Mr. Pema Thinley	Dy, Chief Estate Manager	17533508
4	Mr. Karma	Warden	17624390
5	Mrs. Dawa Zangmo	Electrician	17358797
6	Mr. Yeshey	Disaster Focal	77807353
7	Royal Bhutan Police		110
8	Bhutan Telecom		1600
9	JDWNR Hospital		1184

## INSTITUTE DISASTER MANAGEMENT ORGANOGRAM





## KEY ROLES AND RESPONSIBILITIES OF THE IDMC

Sl. No	Position/Team	Responsibilities		
		Before	During	After
1	Incident Commander (IC)	<ul style="list-style-type: none"> <li>• Ensure formulation and endorsement of Institute Disaster Management Committee.</li> <li>• Ensure conduct of awareness, mitigation, preparedness, and capacity building activities as per agreed action plan priorities.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide direction to the group leaders</li> <li>• Ensure effective communication of early warning or response actions within the institute and to parents, as required.</li> <li>• Ensure effective response during disaster and immediate post-disaster requirements</li> <li>• Maintain chain of command and ensure information/reporting channels</li> <li>• Take on trainee's release procedure if Site Security team is unavailable (maintain overall responsibility for trainees)</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate rapid assessment, as required</li> <li>• Fulfill information and reporting requirements</li> <li>• Ensure post disaster relief and immediate recovery requirements</li> </ul>
2	Media Spoke Person	<ul style="list-style-type: none"> <li>• Establish and maintain relationships with local media (TV, radio, newspapers, online).</li> <li>• Prepare a media contact list with updated information.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct live press conferences and give regular updates.</li> <li>• Prepare and deliver clear, concise, and clear messages.</li> </ul>	<ul style="list-style-type: none"> <li>• Actively monitor and respond to rumors or misinformation circulating, especially on social media, to prevent panic or confusion.</li> </ul>

3	Disaster Awareness and Mitigation Group	<ul style="list-style-type: none"> <li>• Raise awareness on various hazards and risks.</li> <li>• Coordinate capacity building activities</li> <li>• Identify sites for Temporary Learning Spaces.</li> <li>• Ensure stockpiles (resources for - shelter, food, non-items, equipment) that may be required for response, relief, early recovery.</li> <li>• Stockpiles to be stored properly at appropriate and safe location.</li> </ul>	<ul style="list-style-type: none"> <li>• Take on responsibilities of the Warning and Information Dissemination Group</li> </ul>	
4	First Aid Team	<ul style="list-style-type: none"> <li>• Conduct first aid training.</li> <li>• Ensure availability of first aid kits</li> <li>• Maintain contact with health facility</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out triage of injured trainees.</li> <li>• Administer first aid.</li> <li>• Refer cases requiring immediate medical care or counseling.</li> <li>• Keep providing consolidated reports to IC</li> </ul>	<ul style="list-style-type: none"> <li>• Continue providing counseling and psychosocial care to trainees requiring support</li> <li>• Refer cases depending on severity</li> </ul>
5	Logistics and Transportation Team	<ul style="list-style-type: none"> <li>• Maintain contacts with hospitals, RBP etc.</li> <li>• Develop and maintain transportation plans.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist transportation of casualties to health facilities as directed by first aid team.</li> <li>• Maintain record of evacuated casualties,</li> <li>• Evacuate important</li> </ul>	<ul style="list-style-type: none"> <li>• Submit list of evacuated cases to IC;</li> <li>• Review evacuation procedures and record lessons to update</li> </ul>

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			documents/ items	
6	SAR and Fire Safety Team	<ul style="list-style-type: none"> <li>• Training, equipment, installation, and inspection (maintenance)</li> <li>• Risk assessment, risk mitigation.</li> <li>• Maintain contact with local fire brigade.</li> <li>• Identify water source/ storage</li> <li>• Improvisation of SAR and firefighting equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Locate the origin of fire.</li> <li>• Inform RBP fire brigade.</li> <li>• Fire control/ contain/ suppression.</li> <li>• Salvage important documents.</li> <li>• Rescue and evacuate.</li> </ul>	

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## RISK ASSESSMENT

### a) Hazard Assessment

Hazard	Secondary Hazard	Probability of occurrence	Probable impact (damage, loss, risk)	Experience (impact, damage and loss)	Priority
Earth-quake	Fire Landslide Flood	High	High (Structural damage, loss of lives, non-structural damage, economic loss)	NA	High
Wind-storm	Fire due to short circuit and lightning	High	Medium (Structural damages, economic loss)	NA	Medium
Flood	Landslide	Medium	High (Structural damage, loss of lives, non-structural damage, economic loss)	NA	Medium
Fire	Fire due to short circuit and lightning	High	Medium (Structural and non-structural damage, economic loss)	NA	High

b) **Vulnerability Assessment**

<b>Hazard</b>	<b>Elements at Risk</b>	<b>Vulnerable conditions</b>	<b>Damage and losses that could occur</b>	<b>Possible solutions to reduce risk</b>
Earth quake	335 Trainees with 66 faculty and staff excluding their families	Both girls and boys' hostels, faculty and staff quarter inside the campus are at high risk	Structural damage in the institute areas; Non-structural damage; Loss of lives, Disruption of classes	Assess vulnerability of buildings; Carry out non-structural mitigation; Have evacuation plan in place and practice mock drill; Be prepared to set up temporary learning spaces
Flood	Girls and Boys Hostel, Offices, Faculty, and staff quarter including executive dining hall and Kitchen	NA	Structural damages Girls and Boys Hostel, Offices, Faculty, and staff quarter including executive dining hall and Kitchen (Non-structural damage; Loss of lives, Economic loss)	Assess vulnerability of buildings; Carry out non-structural mitigation; Have evacuation plan in place and practice mock drill; Be prepared to set up temporary learning spaces
Fire	335 Trainees with 66 faculty and staff excluding their families Structures in Institute	NA	Structural damage ; Non-structural damage; Loss of lives, Economic loss.	Practice Fire mock drill
Wind storm	335 Trainees with 66 faculty and staff excluding their families Structures in Institute	NA	Structural damage ; Non-structural damage; Loss of lives, Economic loss.	NA



c) **Capacity Assessment**

Resources and capacities within the Institute

Sl.No.	Resources	Existing	Required	Remarks
1.	First Aid box	2	0	No equipment
2.	Ladders	2	0	-do-
3.	Fire extinguisher	15	0	working
4.	Siren/Bull horn	Nil	2	No equipment
5.	Tarpaulin sheet	Nil	10	No equipment
6.	Stretcher	Nil	5	-do-

**INSTITUTE ACTION PLAN**

Location	Description of the risk	Elements at risk	DRR Activities (Awareness, Mitigation, Preparedness)	Priority	Responsible team/ person
<b>Hazard One - Earthquake</b>					
Old academic building, IT & Library Block, and the MPH hall.	Falling hazard	Faculty and Staff computer, document. Computers and equipment in the classes.	Secure non-structural hazard Train on non-structural mitigation	Medium	IDMC
Faculty and Staff quarter	Falling of ceiling Falling hazard	Faculty and Staff belongings, Document, Furniture	Secure non-structural hazard	Medium	IDMC
Boys and Girls hostel	Falling of ceiling Risk of structural failure	150 boys and girls belongings and the furniture inside the hostel.	Request for structural assessment and other risk	High	IDMC
MPH	Falling of	Trainees, faculty, and	Secure non-	Medium	IDMC

	ceiling Falling hazard	Staff Furniture. Computers and equipment in the classes.	structural hazard		
<b>Hazard Two- windstorm</b>					
Whole Institute Area	Blowing of roof Falling hazard	Trainees, Faculty, and staff hostels and quarter	Securing roof with firm metallic wire	High	IDMC
Office	Falling hazard	Faculty and Staff computer, document. Computers and equipment in the classes.	Secure non- structural hazard. Train on non- structural mitigation	Medium	IDMC
Faculty and Staff quarter	Falling of ceiling Falling hazard	Staff, Document, Furniture. Computers and equipment in the classes.	Secure non- structural hazard	Medium	IDMC
Boys and Girls hostel	Falling of ceiling Risk of structural failure	150 boys and girls belongings and the furniture inside the hostel.	Request for structural assessment by the EM	High	IDMC
MPH	Falling of ceiling Falling hazard	Trainees Staff Furniture	Secure non- structural hazard	Medium	IDMC
<b>Hazard Four- Fire</b>					
Whole Institute Area	Structure is all wooden	Institute Hostel and Offices	Fire mock drill Fixing of fire extinguishers	High	SDMC



## STANDARD OPERATING PROCEDURES (SOP)

**Parent Trainees Re-unification:** The contact numbers of the trainees and their parents are collected by the **Registration Unit** and stored systematically in the database. This information is crucial for communication during emergencies, ensuring the Institute can contact both trainees and their families promptly. The Registration Unit collects the contact information of all trainees and their parents upon enrollment. Which includes Phone numbers (both trainees and parents/guardians), email addresses and home addresses (for follow-up if needed during extended emergencies). This data is entered into a centralized system that ensures easy retrieval during emergencies.

**Rapid Education Assessment:** After a disaster/emergency, the Warning and Information Dissemination team should conduct Rapid Education Assessment (REA) to gather information on damage caused to the Institute. Assessment report should be submitted to the management.

### Standard Procedures for Earthquake Evacuation

#### Siren /onset of actual earthquake

, Faculty staff and Trainees DROP, COVER and HOLD

**"Drop**, to ensure that trainees are not hurt by standing near objects that could fall or topple and injure them; **COVER** to have a protection that will prevent any objects falling on to them; and **HOLD** to ensure that the cover does not move or slide away due to movement of the floor or falling objects." The person closest to the door should open it fully.

**If on institute transportation**, driver should pull over and stop the vehicle, away from overhead hazards. Take the 'brace position. Faculty and staff should ensure that trainees understand that they should **Not** run back into classrooms during an earthquake to perform the Drop, Cover and Hold. They should stay outside in an open, safe area away from buildings, walls, power lines, trees, light poles, and other hazards and drop down till the shaking stops. After the shaking stops and when it is safe to move, go the designated safe area for your class to get head counted by your faculty concern and coordinators.

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## Procedures for Fire Drill

Anyone (Faculty, Staff or Trainees) to notice the fire first should alert the Institute should inform them immediately. The Director or designated person should Call **Fire Emergency Number – 110** and sound the fire alarm or announcement. In the case of a mock drill, the fire alarm should be sounded.

The Fire Safety team should try to identify the source of fire and if the fire is small try to extinguish it using the correct fire extinguisher. In case someone is on fire, the person should be advised to perform "Stop, Drop and Roll."

1. All trainee, faculty, and students, on hearing the alarm should stop whatever they are doing and line up quickly and silently inside the classroom (*This is to prevent the blocking of the corridor*) and evacuate quickly in a single file to the designated evacuation site. Do not scream, run, jump, or push during the evacuation.
2. Ensure that all trainees with disabilities must take extra care. Concern faculty and coordinators should ensure that all lights and electrical appliances are switched off as they evacuate and close all doors as they leave.
3. Faculty, who are free, will assist at the ground level to ensure smooth flow at various exit points. Use only the primary exits and routes identified in the Evacuation plan, unless the route is blocked because of fire, only then use secondary exits and routes. Once the trainees are at the gathered point, which is the field outside the building, the faculty will make a headcount.
4. The figure must tally with the attendance of the day. The class attendance must be reported to the Director (IC).
5. If missing, send a SAR team to look for missing persons. (*Do not attempt to enter buildings that are on fire*).
6. Attend to any injured, and evacuate to Hospital if required.
7. Do not go near the building until the all-clear signal is given by the Incident Commander.
8. If classes are to be discontinued, follow the student release procedure and hand students over to parents or authorized persons



### **Procedures for Wind storm**

Clarify the sequence in terms of the level of outbreak:

1. In case high wind speeds are noticed, and sound an alarm for a wind storm.
2. On hearing the alarm, if inside classrooms - faculty and trainees should quickly close/ bolt doors and windows and take cover and remain near the inside wall on the lower floor, if possible, and stay away from windows. Wait for the storm to pass.
3. If outside - move to a safe place and avoid staying near electrical/telephone poles, trees, prayer flags, etc. Stay out of structures with large roof spans.
4. After the storm subsides, evacuate and assemble students and staff in safe location on the leeward (downwind side) side of the building.
5. The concerned faculty do the head count (Present, Absent, Missing) and report to the Director (IC) and immediate search for missing trainees by an identified team should be carried out.
6. First aid teams should provide first aid to any faculty, staff and trainees who have sustained injuries.
7. The site security team should assess the institute and notify any utility companies (telephone, electricity) if there are damages. The team should take stock of any damage caused to the building, roof, etc. and report back to the Director (IC).
8. Fire safety teams should assess institute premises to check if there are any fire outbreaks or possibilities due to downing of power lines, etc.
9. The Director (IC) should give the all-clear signal for trainees to go back into their classes.
10. If classes are to be discontinued, follow the trainees release procedure and hand over the trainees to their parents or authorized persons.

### **Procedures for Floods**

In case a flood warning is received in advance from the Department of Disaster Management or from the responsible technical agency the extent of the flood, and the time it is expected to arrive the course of action to be taken.

Notification of flooding or possible flooding on roads will be made by the Department of Disaster Management authorities along with the decision on whether to close the institute

early or for the day. If the Institute needs to remain closed, faculty, staff, trainees. if possible, should be notified. In case the institute is in the flood zone area and needs to be closed due to an impending flood threat, trainees' parent reunification guidelines should be followed.

In case trainees are being dropped off in buses, regular routes will be followed unless notified that routes or bridges are flooded. In case of any emergency along the routes, bus drivers should call the Director (IC) and if the road to a trainee's home is impassable and no alternate route is available, the driver should call the Director (IC) and bring the trainees back to the institute.

A list of trainees who will not be able to go home should be compiled immediately and temporary arrangements should be ensured for their accommodation and meals.

### **Sudden Fire, Windstorm and Floods**

1. In the event of a sudden fire, windstorm, or flood, an alarm should be activated immediately to alert the public.
2. Faculty should lead evacuation of trainees in a single line to designated flood evacuation areas on higher ground. In case it is not possible to evacuate out of the building, teachers should lead students to the upper floors (*vertical evacuation*).
3. Faculty concerned and coordinator should do a **headcount** (Present, Absent, Missing) and report to the incident commander/Head of Agency, as soon as possible in case of any missing student.
4. The faculty concerned and coordinator should get in touch with the DM Officials / RBP officials to inform them about the flood situation and to ask for any emergency assistance required.
5. After the flood subsides, first aid should be provided to the injured and evacuated to the hospital as required.
6. In case the institute is rendered unusable and needs to be closed, send children home, follow the student release procedure, and hand students over to parents or authorized persons.
7. The site security team should assess the institute premises, take stock of damage and mark off areas to avoid. The team should report back to the Director and DM focal person for their further action and inform utility service providers in case of damage to services.

## EMERGENCY GATHER POINT

### Hostel

If the trainees residing in the hostel are required to assemble at the designated point, they will be located at parking along the roadside towards the hostel. This location has been carefully selected due to its proximity to the hostel, allowing for quick and organized evacuation while ensuring the safety of all individuals.

To ensure smooth evacuation, the following guidelines should be observed:

1. **Clear Pathways:** All trainees must use the nearest safe exit routes from the hostel to reach the roadside. It is important to avoid overcrowding by following the marked evacuation pathways.
2. **Assembly Procedures:** Upon reaching the gathering point, trainees should assemble in an orderly fashion and wait for further instructions from designated emergency response personnel. The gathering point provides enough space to accommodate all residents while maintaining safe distances.
3. **Emergency Personnel Coordination:** The emergency response team will conduct a headcount at the gathering point to ensure all individuals are accounted for. Trainees should stay in the designated area until instructed otherwise.
4. **Safety Priorities:** While moving to the gathering point, trainees are advised to remain calm, move swiftly but carefully, and assist anyone in need of help during the evacuation. Do not return to the hostel or other buildings until it has been declared safe.
5. The designated emergency gathering point is an essential part of the hostel's overall emergency management plan, ensuring the safety and accountability of all trainees during critical situations.





## Old Academic Building and IT & Library Block

If the trainees are inside the old academic building and the IT & Library block their designated point will be between the IT and Old Academic parking. The following instructions outline the specific actions to be taken by trainees in each of these areas:

### 1. Old Academic Building

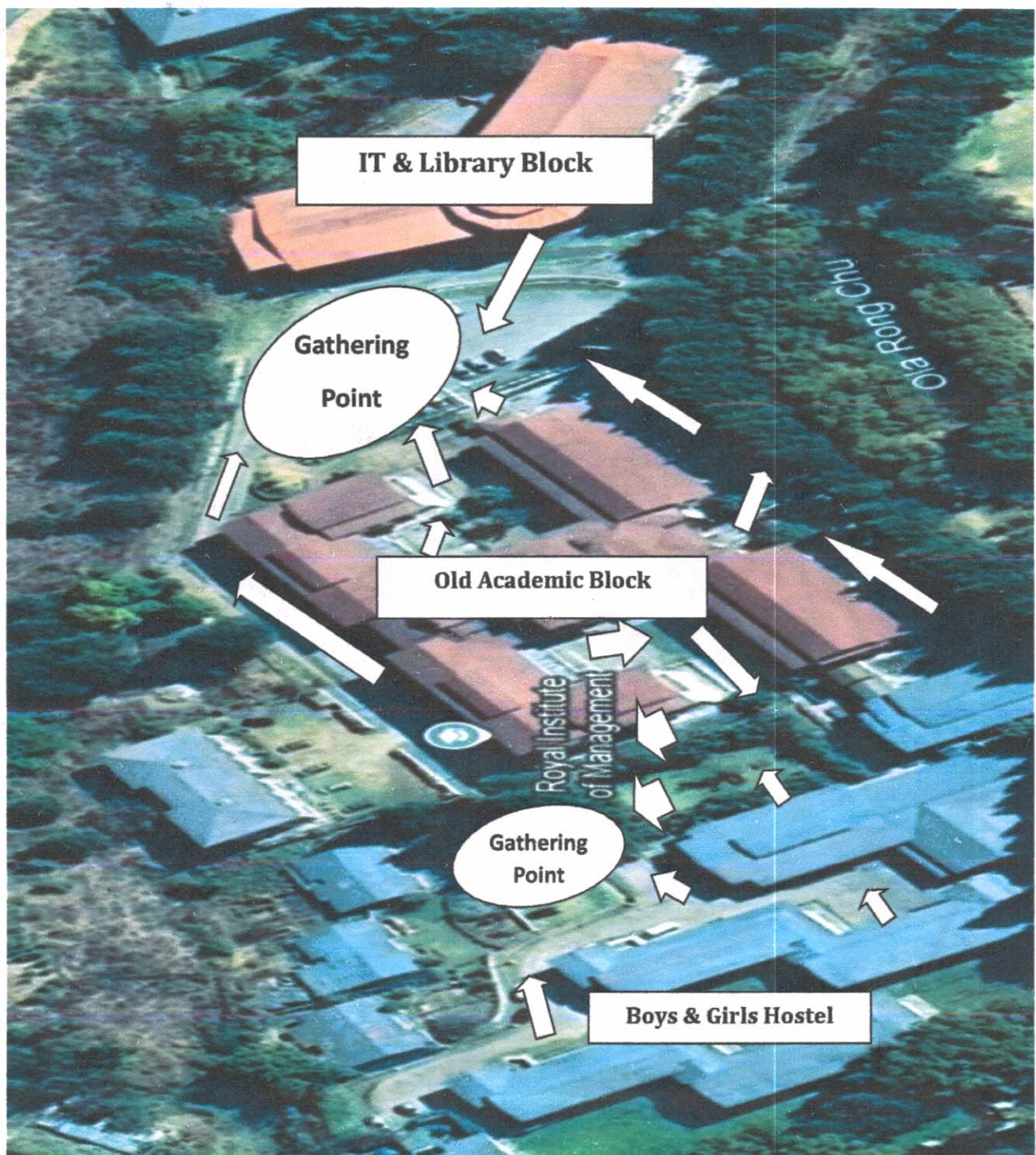
- **Immediate Action:** Once an emergency is announced, trainees in the old academic building should stop all activities and prepare to evacuate immediately.
- **Evacuation Routes:** Trainees should follow the clearly marked emergency exit signs, which are located at key points throughout the building. Use the nearest and safest exit to leave the building swiftly.
- **Avoiding Congestion:** To prevent bottlenecks, trainees should proceed in an orderly manner without running or pushing. Maintain a steady flow towards the exits.
- **Gathering Point:** Upon exiting the old academic building, trainees should make their way to the designated **emergency gathering point**, which is located at the roadside towards the hostel. This location has been chosen for its accessibility and distance from potential hazards within the building.

### 2. IT & Library Block

- **Immediate Action:** Trainees in the IT & Library block must also cease all activities and prepare to evacuate as soon as the emergency is communicated.
- **Evacuation Routes:** Like the old academic building, the IT & Library block, the exit will be from the main door towards parking. Trainees should use the nearest available exit, which is designed to ensure quick evacuation from the building.
- **Gathering Point:** After exiting the IT & Library block, trainees should also proceed directly to the **emergency gathering point at the roadside towards the hostel**. This point serves as the primary assembly area for all trainees from nearby buildings.

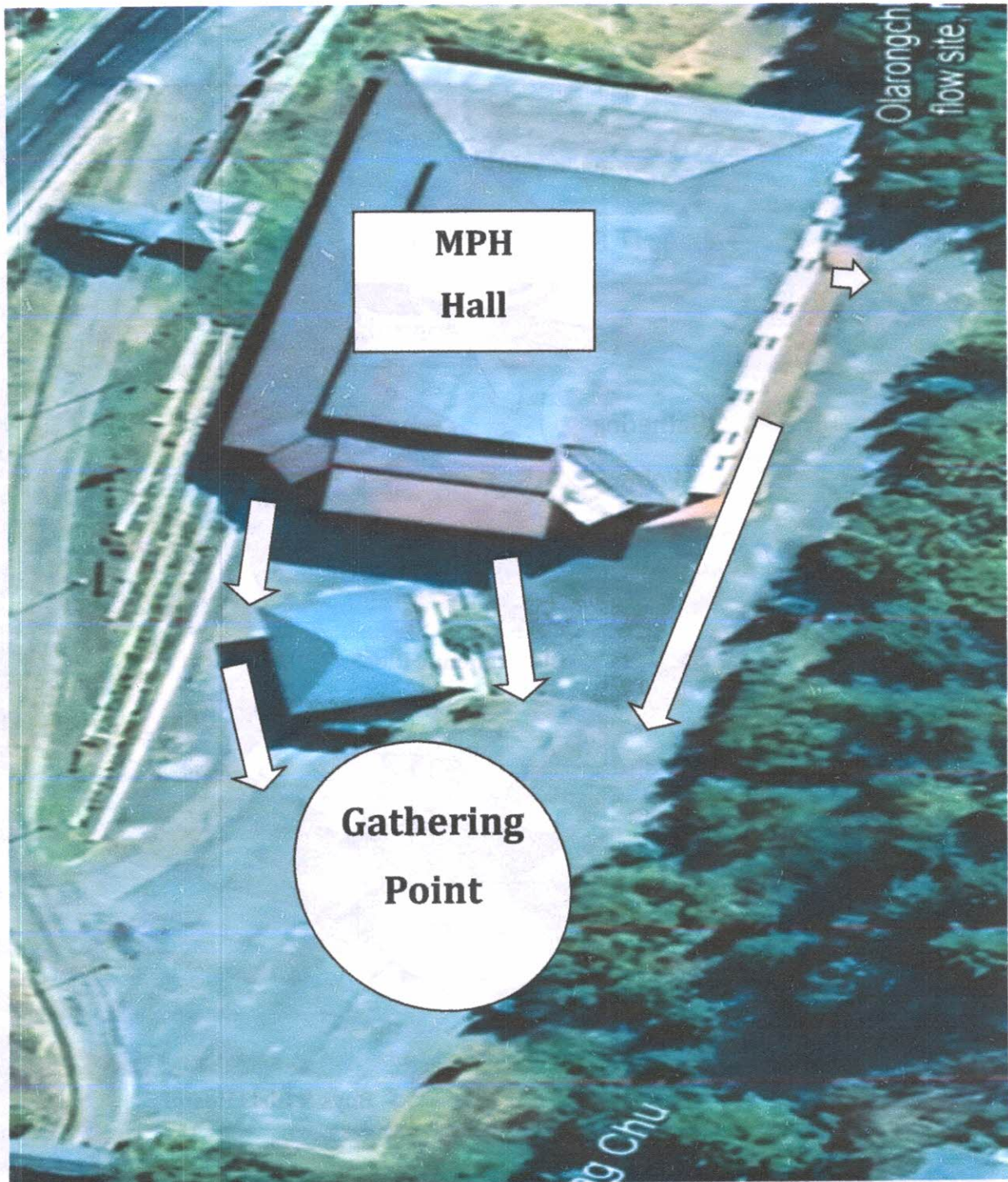


## EVACUATION PLAN OR MAP



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### Key Safety Guidelines for Both Buildings:

- **Stay Calm:** It is essential for all trainees to remain calm during the evacuation process to ensure a smooth and orderly exit.
- **Assist Others:** Trainees should help anyone in need, particularly those with disabilities or injuries, ensuring that everyone can evacuate safely.
- **Avoid Re-entry:** Once outside, trainees should not re-enter the building under any circumstances until it has been declared safe by emergency personnel.
- **Accountability:** Upon reaching the gathering point, trainees must report to their group leaders or designated emergency personnel for a headcount to ensure that everyone is accounted for.

### 4. Coordination with Emergency Personnel:

- Designated emergency response teams will be present at the assembly area to guide trainees, conduct headcounts, and provide any additional instructions. Trainees are expected to follow their directions carefully.

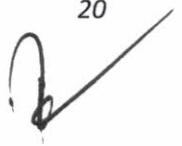
Once the trainees are evacuated from the building. Regular drills and clear instructions are provided to minimize risks and ensure a swift and safe evacuation process.

### Emergency Evacuation from the MPH Hall

If the trainees are inside the Multi-Purpose Hall (MPH) to respond quickly and follow evacuation procedures to ensure their safety. The following procedure to be taken by trainees located in the MPH Hall:

#### 1. Immediate Response Upon Emergency Notification

- **Alert and Prepare:** The moment an emergency is identified, either through the activation of an alarm or a direct announcement, all activities inside the MPH must come to an immediate halt. Trainees must remain calm and prepare to evacuate.





## 2. Evacuation Routes and Exits

- **Primary Exits:** The MPH is equipped with three exit points, located from the front, one from right and one from left. Trainees should use the nearest and most accessible exit to evacuate. These exits are clearly marked with illuminated emergency exit signs.
- **Orderly Evacuation:** Trainees should evacuate in an organized manner without rushing or pushing. Those seated nearest to the exits should lead the evacuation, while others follow in an orderly flow. Avoid creating bottlenecks by keeping a steady pace and respecting the evacuation sequence.

## 3. Proceed to the Designated Emergency Gathering Point

- **Assembly Area:** After exiting the MPH, trainees must proceed directly to the designated **emergency gathering point**, which is MPH hall parking. This area is sufficiently distant from the building to avoid potential hazards (such as fire, and structural damage).
- **Stay in Groups:** Trainees should remain with their respective groups or classmates while moving toward the gathering point. This will assist emergency personnel in conducting headcounts and ensuring everyone's safety.

## 4. Key Safety Guidelines During Evacuation

- **Stay Calm and Follow Instructions:** In an emergency, it is essential that trainees stay calm and follow the instructions of designated emergency personnel or safety officers. Any form of panic could lead to accidents or hinder the evacuation process.
- **Help Others:** Trainees should assist anyone who may need help, such as those with mobility challenges, injuries, or confusion about the evacuation procedure.
- **Do Not Re-enter the Building:** Once trainees have safely evacuated the MPH, they **must not return** to the hall or any surrounding buildings until it has been declared safe by emergency authorities. Even if personal belongings are left behind, re-entry is strictly prohibited.
- **Listen for Further Instructions:** Emergency response teams and safety officers will be present at the gathering point to provide updates and further instructions. Trainees must stay attentive and follow their guidance.





## 5. Accountability and Headcount

- **Reporting to Group Leaders:** Once assembled at the gathering point, trainees should report to their designated group leaders, instructors, or emergency personnel for a headcount. This step is crucial to ensure that all individuals have safely evacuated.
- **Emergency Response Coordination:** Emergency personnel will work with group leaders to verify the presence of all trainees and will coordinate any necessary actions, such as medical attention for those in need or the safe relocation of trainees to an alternative area.

## 6. Post-Evacuation

- **Await Further Instructions:** After the headcount and safety check, trainees should remain in the gathering area until they receive further instructions from emergency services or the institution's safety officers. Depending on the nature of the emergency, they may be asked to relocate to another safe zone, or they may be given clearance to return to the building once the situation is resolved.
- **Regular Drills:** To enhance preparedness, trainees are encouraged to participate in regular emergency drills held at the MPH. These drills help familiarize everyone with evacuation routes and procedures, ensuring a swift and efficient response during real emergencies.

This elaboration provides detailed guidance on how to safely evacuate the MPH during an emergency, ensuring that all trainees are aware of the evacuation routes, safety protocols, and procedures to follow once outside.



## MOCK DRILLS PROCEDURE

A **Mock Drill** is an essential exercise designed to prepare staff, trainees, and emergency personnel for real-life disaster scenarios. The primary purpose of these drills is to ensure that everyone is familiar with their roles, understands the emergency protocols.

By conducting these drills, the institution can identify potential weaknesses in its emergency procedures and improve overall preparedness. It is recommended that these drills be conducted at least **twice a year** to keep everyone well-practiced and aware of any updates to the emergency management plan. This regular practice helps in minimizing risks and ensures a swift, coordinated response when faced with an actual emergency.

### Step-by-Step Mock Drill Procedure:

#### 1. Planning the Mock Drill:

- **Objective Setting:** Define the specific objectives of the mock drill, such as testing the effectiveness of evacuation routes, the speed of response by the Search and Rescue (SAR) team, or communication protocols during an emergency.
- **Scenario Development:** Choose a realistic emergency scenario (e.g., fire, earthquake, or floods) that aligns with the risks identified in the Hazard, Vulnerability, and Capacity Assessment (HVCA). This scenario should reflect possible threats faced by the Institute.
- **Team Formation: Identify key team members involved in the drill:**
  - **Incident Commander (Director):** Oversees the drill, ensuring everything runs according to the plan.
  - **Disaster Management Committee:** Coordinates the logistics and communicates instructions to different departments.
  - **SAR Team, First Aid Team, and Evacuation Team:** Each team has specific roles to perform during the drill.
  - **Training and Briefing:** Before the drill, conduct briefings for all participants to explain their roles. Special training should be provided to emergency response teams, including SAR, first aid, and fire response teams.

## 2. Pre-Drill Preparations:

- **Scheduling:** Announce the date and time of the drill in advance, ensuring that all personnel are informed. In some cases, the exact timing may not be shared with participants to simulate a real emergency.
- **Emergency Signals:** Test alarms, sirens, and announcements that will be used during the drill. Ensure that everyone knows the specific signals for evacuation.
- **Evacuation Maps:** Ensure that evacuation routes and emergency assembly points are clearly marked and known to all participants.
- **Coordination with External Agencies (Optional):** If external agencies (e.g., local fire department or medical personnel) are participating, ensure they are briefed and ready to support the drill.

## 3. Execution of the Mock Drill:

- **Triggering the Emergency:** Begin the drill by activating the emergency alarms or sirens, simulating the chosen emergency (fire, earthquake, etc.). The Incident Commander declares the emergency and oversees the entire process.
- **Evacuation:**
  - **Staff and Trainees:** Follow predetermined evacuation routes, moving quickly and calmly to the designated assembly points (e.g., parking beside the roadside near the hostel or another safe location).
  - **SAR Team and First Aid Response:** As trainees and staff evacuate, the SAR team conducts a sweep of the buildings to ensure that no one is left behind or trapped.
  - **First Aid Team:** If any "injured" individuals are simulated in the drill, the first aid team administers mock treatment and ensures they are shifted to the nearest hospital.
- **Role of Key Team Members:**
  - **Registrar:** Tracks personnel and ensures everyone is accounted for at the assembly points.
  - **Finance Officer:** Monitors any emergency resources used during the drill and reports and prepares on logistical needs.
  - **Disaster Management Committee:** Observes the response and documents any challenges or areas needing improvement.





- **Communication During the Drill:**

- Use communication tools (mobile phones, social media etc.) to stay in contact with team members and external agencies. This ensures efficient coordination and support.
- Emergency teams must practice relaying information to the Incident Commander regarding the status of evacuations, rescues, or injuries.

#### 4. Post-Evacuation Activities:


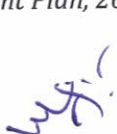
- **Headcount and Accountability:** Once everyone reaches the designated assembly points, conduct a headcount to ensure all individuals are accounted for. The Registrar confirms the numbers and reports to the Incident Commander.
- **Assessment of Injuries (Simulated):** If injuries were part of the simulation, the first aid team reports on the number of injured individuals, their treatment, and any additional medical attention required.

#### 5. Debriefing and Review:

- **Immediate Feedback:** After the drill, gather all participants, including team leaders and the Disaster Management Committee, for a debriefing session.
  - Discuss what went well, such as quick evacuations or effective communication.
- **Feedback from Observers:** Observers who monitored the drill should provide objective feedback on how the emergency procedures were carried out.

#### 6. Corrective Actions and Follow-Up:

- Based on the debriefing, implement any corrective actions to improve the emergency response plan. This could involve revising evacuation routes, improving communication systems, or conducting additional training for emergency teams.
- **Follow Up Training:** If specific weaknesses are identified, conduct follow-up training sessions to address those areas.
- **Updated Procedures:** Update the Disaster Management Plan and Contingency Plan based on feedback and outcomes from the mock drill.



## 7. Frequency and Evaluation:

- **Regular Drills:** Mock drills should be conducted at least twice a year to keep all staff and trainees prepared and familiar with the procedures. This ensures that everyone remains aware of their roles and can respond quickly during an actual emergency.
- **Evaluation:** Each drill should be evaluated thoroughly, and the results documented to improve future preparedness. Regular evaluations ensure continuous improvement in the disaster management system.



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## CONTINGENCY PLAN

A Contingency Plan is a strategic framework designed to ensure that the Institute can effectively respond to emergencies and disasters, minimizing disruption to operations and ensuring the safety of all individuals on campus. The plan outlines a coordinated approach for responding to unexpected events, providing clear roles, procedures, and resources for managing various crisis scenarios. The Institute's Contingency Plan is a crucial part of its overall disaster management strategy.

### Key Components of the Contingency Plan:

#### 1. Risk Assessment and Prioritization

- The plan begins with a comprehensive assessment of the risks and hazards that the Institute might face, such as natural disasters (earthquakes, floods), fires, Strom, and other health-related emergencies.
- Based on the Hazard, Vulnerability, and Capacity Assessment (HVCA), potential risks are prioritized, and response strategies are designed accordingly.

#### 2. Clear Roles and Responsibilities

- **Incident Commander (Director):** Leads and coordinates the overall response during an emergency, overseeing all activities and ensuring that actions are in line with the disaster management plan.
- **Disaster Management Committee:** Responsible for providing guidance and support during the execution of the contingency plan.
- **Key Personnel (e.g., Registrar, Finance Officer, Deputy Estate Manager, Warden, Electrician, Assistant Disaster Manager):** Each has specific duties, from managing evacuations to ensuring power systems remain safe.
- **Emergency Response Teams:** Include trained personnel who carry out specific functions such as first aid, firefighting, or security.
- **Trainees and Faculty:** Expected to follow instructions, evacuate as needed, and support the overall response efforts.





### 3. Emergency Evacuation Procedures

- **Evacuation Routes:** Clearly identified routes are established to ensure a safe exit from all buildings during emergencies. Evacuation maps are placed in strategic locations across the campus.
- **Assembly Points:** Designated emergency gathering areas, such as the roadside near the hostel or other predetermined points, are used to account for all trainees, faculty, and staff after evacuation.
- **Communication:** Alerts are triggered using alarms and public announcement systems, and all communication during an evacuation follows the established protocols.

### 4. Immediate Response Actions

- **Fire:** Evacuate buildings immediately following fire alarm signals. Fire extinguishers should be used only by trained personnel.
- **Earthquake:** Seek cover under sturdy furniture if inside a building, and evacuate once the shaking stops. Move to the assembly points and away from structures that might collapse.
- **Medical Emergencies:** Trained personnel or emergency medical services (EMS) will provide immediate care, and individuals in need of medical attention will be transported to the nearest hospital.

### 5. Resource Allocation and Logistics

- **Emergency Supplies:** First aid kits, fire extinguishers, emergency lighting, and other critical resources are strategically placed across the campus and maintained regularly.
- **Backup Power Systems:** Emergency power generators are available to ensure key systems (lighting, communication, etc.) remain operational in the event of a power outage.
- **Transportation:** Emergency vehicles or transportation are pre-arranged to evacuate injured or vulnerable individuals if necessary.



## 6. Communication Protocols

- **Internal Communication:** The Incident Commander communicates directly with the Disaster Management Committee, response teams, and all staff via phone, radio, or public address systems.
- **External Communication:** The Registrar is responsible for coordinating with local emergency services such as the fire department, medical teams, and police. Contact details for these services are readily available.
- **Public Information:** Key personnel are designated to communicate with the public, families of trainees, and other faculty and staff those who are residing inside the campus during emergency

## 7. Response Coordination and External Support

- **Coordination with Local Authorities:** The Institute works closely with local emergency services to ensure swift responses, including fire services, police, and hospitals.
- **Mutual Aid Agreements:** The Institute may have agreements with nearby organizations or institutes to provide mutual support during disasters, such as sharing evacuation facilities or resources.
- **Volunteer Support:** The Institute can activate a pool of trained volunteers to assist during emergencies.

## 8. Recovery and Continuity Measures

- **Damage Assessment:** After the immediate danger has passed, the Deputy Estate Manager and disaster response teams assess the damage to infrastructure, determining whether buildings are safe to re-enter.
- **Mental Health Support:** Post-disaster counseling services are offered to trainees and staff to help cope with the trauma of the emergency.
- **Business Continuity Planning:** The plan includes procedures to resume normal operations as quickly as possible after the crisis, ensuring minimal disruption to academic and administrative activities.



## 9. Monitoring and Revisions

- The Contingency Plan is regularly reviewed and updated to reflect changing risk patterns and the evolving needs of the Institute. This ensures that it remains relevant and effective in managing future emergencies.
- The plan is revised every five years or after any significant event that reveals weaknesses or areas for improvement.

## 10. Training and Drills

- The success of the contingency plan depends on regular training and mock drills for staff, trainees, and response teams. These drills help ensure that everyone knows their roles and can respond effectively during an actual emergency.
- Training sessions are conducted on SOPs, evacuation routes, first aid, and communication protocols to ensure preparedness.

The Contingency Plan ensures that the Institute is prepared to respond effectively to disasters, reducing risks and protecting the lives of its community members. By coordinating resources, establishing clear procedures, and maintaining communication, the plan enhances resilience and ensures the safety of all involved.





## SEARCH AND RESCUE (SAR)

Search and Rescue (SAR) operations are a critical component of the Institute's disaster management plan. These operations involve locating, assisting, and rescuing individuals in danger during emergencies such as natural disasters, fires, building collapses, or other hazardous situations. The goal of SAR teams is to ensure that all individuals are accounted for and brought to safety as quickly as possible.

Key Components of Search and Rescue Operations:

### 1. Formation of Search and Rescue Teams:

- The Institute Disaster Management Committee (IDMC) designates and trains a specialized Search and Rescue (SAR) Team, consisting of faculty, staff, and volunteers. These individuals are trained in:
  - Basic first aid
  - Evacuation procedures
  - Handling rescue equipment (ropes, stretchers, helmet, crow bar, spade etc.)
  - Communication during emergencies
- **Key Team Members:** The SAR team includes the Warden, Electrician, ADM, and trained volunteers from the faculty and staff.



## **2. Phases of Search and Rescue Operations:**

### **A. Initial Response:**

- Once an emergency is declared, the Incident Commander (Director) initiates SAR operations. The SAR team members are deployed to affected areas, starting with high-priority zones (e.g., collapsed buildings, blocked exits).
- Communication and Coordination: SAR teams coordinate with the Incident Commander and other emergency teams via radio or mobile communication to report progress and request support if needed.

### **A. Search Operations:**

- SAR teams use specialized techniques to locate missing individuals. These techniques include:
  - Visual Searches: Checking each room, hall, and building for individuals who may be trapped, unconscious, or unable to evacuate.
  - Voice Projections: SAR members call out to locate survivors who may be trapped in hard-to-reach areas.
  - Systematic Room Clearing: Starting from the highest-risk areas (e.g., damaged structures), SAR teams systematically move through each building following pre-determined routes.



## **B. Rescue and Evacuation:**

- Once individuals are located, SAR teams assess their condition:
  - Injured or Trapped Individuals: SAR teams provide immediate first aid and extract individuals using stretchers, ropes, or other rescue equipment. If someone is trapped under debris, the SAR team may coordinate with external rescue services (e.g., fire department) for heavy-duty equipment.
  - Non-injured Individuals: Escort them safely to the designated emergency assembly point.
- The SAR team may need to assist individuals with disabilities or those unable to move independently.

## **3. Coordination with External Emergency Services:**

- Firefighters, Police, and Medical Personnel: The SAR team may collaborate with local emergency services for more complex rescues, especially if there is a structural collapse, fire, or hazardous material incident.
- Emergency Medical Services (EMS): Once individuals are rescued, EMS teams provide medical treatment for those injured. The SAR team ensures that those in critical condition are prioritized for immediate medical evacuation.

## **4. Equipment and Resources for SAR:**

- The Institute's SAR Team is equipped with essential tools such as:
  - First aid kits for on-site medical assistance.
  - Stretchers and evacuation chairs to transport injured individuals.
  - Communication devices (radios, phones) to stay in contact with the Incident Commander and other teams.
  - Ropes, ladders, and basic rescue tools for accessing hard-to-reach or collapsed areas.



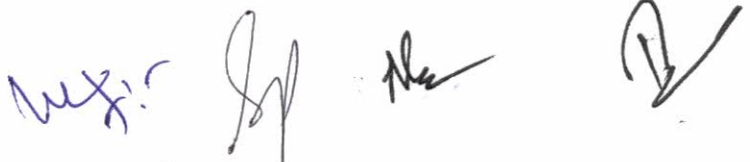


## 5. Post-Rescue Actions:

- **Headcount and Accountability:** After the search and rescue operations are completed, the SAR team conducts a headcount at the assembly point to ensure everyone is accounted for.
- **Debriefing:** The team reports to the Incident Commander on the success of the operation, any challenges encountered, and any areas of concern (e.g., missing persons or high-risk areas that need further attention).
- **Psychological Support:** Those rescued may require counseling or psychological support. The SAR team works with the Disaster Management Committee to ensure that such services are available.

## 6. Training and Preparedness:

- SAR teams undergo regular training in various rescue techniques, disaster response protocols, and first aid. They participate in mock drills to practice their skills and improve response times.
- **Continuous Improvement:** After each SAR operation or mock drill, the team conducts a thorough review to identify areas of improvement. This feedback loop helps enhance preparedness and ensures effective responses to future emergencies.



## 7. Safety of SAR Personnel:

- SAR team members are trained to prioritize their own safety during operations. They are equipped with personal protective equipment (PPE), such as helmets, gloves, and safety vests, and are instructed to avoid entering highly unstable structures without support from professional rescue services.

Search and Rescue (SAR) operations are a vital part of the Institute's disaster management plan, ensuring the safety and well-being of all individuals during an emergency. By coordinating effectively with other teams, providing timely rescue services, and maintaining regular training, the SAR team plays a key role in reducing the impact of disasters on the campus community.

The disaster management plan will be reviewed every year on a need basis.

