

1<sup>ST</sup> Mission Report  
Submitted to GTZ- Colombo

# Emergency Management Planning for Schools under the School Based Disaster Risk Management Project in Sri Lanka

Funded by GTZ- Sri Lanka  
Technical Assisted by ADPC  
In collaboration with Ministry of Education and  
National Institute for Education/Meepe supported on  
Education for Social Cohesion,  
Disaster Risk Management and Psycho-Social  
Care Program  
(ESC, DRM & PC Program)

*26<sup>th</sup> July – 2<sup>nd</sup> August 2007 (Colombo)*



Ministry of Education



German Technical Cooperation



Asian Disaster Preparedness center

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## 1. Introduction

Following the 2004 Tsunami, in response to the growing recognition and expressed needs within the education sector, to integrate disaster risk management concepts in education system, and also as the continuation of “Basic Education Sector” program of GTZ-Sri Lanka in association with Ministry of Education, ADPC was invited to participate in development of the program for “School Based Disaster Risk Management” component of the “Education for Social Cohesion (2005-2010)” program, through consultative mechanisms. ADPC has participated in two workshops held in Colombo and Kandy respectively in May and September 2005 and involved in the development of the Project Outline for the School- Based Disaster Risk Management in Sri Lanka.

## 2. Background of the Project

The project Education for Social Cohesion and Disaster Risk Management/Psycho-social Care (ESC, DRM&PC) is a cooperation project jointly carried out by the Ministry of Education (MOE) and the National Institute of Education (NIE) and the German Agency for Technical Cooperation (GTZ). ADPC providing technical support on adaptation of guidelines for safety and emergency management plan for Meepe and assisting in establishing manual for school safety and emergency plan.

The project is integrated in the country focal area of Poverty Reduction and Conflict Transformation. It supports the MOE, the NIE and the Basic Education Sector Unit in the North-East Province in improving and expanding their range of services. The promotional components consist largely of sector policy advice and training of management and technical staff. Advisory services and training measures are especially provided in the following areas: promotion of Sinhala and Tamil as second national languages; educational opportunities for disadvantaged children, peace and value education, school based disaster risk management (DRM) and psycho-social care (PC). The overall objective is: Teachers and education authority staff are qualified with regard to improved disaster prevention in schools, to provide psycho-social care for children affected by the Tsunami disaster and to enable children and young people to live in peaceful and responsible coexistence in a multicultural and multi-ethnic society.

## 3. Objective of the mission

- To prepare a work plan for the implementation of DRM/School Safety training course at Meepe for school principals
- To Support Meepe in the development of guidelines for safety and emergency management at schools

### 3.1 Activities of the project

ADPC will work in close collaboration with MoE-MEEPE, NIE, DMC and GTZ to provide technical support in the following activities:

*Activity 1:* Adaptation of Guidelines for safety and emergency management in schools

*Activity 2:* Assist the school authority in preparation of emergency management plans for selected schools in one of the 9 districts where DMC is putting in place disaster management system

**Activity 3:** Delivering one training workshop for up to 35 school principals, trainers and/or teacher educators in establishing school safety and preparing emergency management plans.

## **3.2 Project preparation**

### **3.2.1 Briefing meeting at GTZ office**

Briefing meeting was held at GTZ office on 26<sup>th</sup> July. Introduction of ADPC team and mission plan was made to Dr. Metzger, Dr. Patrizia and Mr. Duminda. GTZ – Meepe program presentation was presented by Dr. Patricia. Discussion with ADPC team about detailed tentative plan during 26<sup>th</sup> to 1<sup>st</sup> August and finalized the draft plan.

Disaster Safety Education (DSE) program was introduced by Dr. Patrizia. In collaboration with MOE and GTZ developed curriculum on Disaster Safety Education (DSE). Integration of disaster safety as compulsory subject in junior secondary school level (Grade 6 – 10) into Science, Geography and Life competency subject and training of teachers (TOT) for DSE is developed. As co-curriculum, basic DM concepts, mock drills and fire safety subject is added. International DRR day and National Safety day were conducted in Tsunami affected province and in ISDR school campaign Red Cross and Action Aid were involved.

ADPC team has requested Meepe to form a DRM team in order to implement the project activities. Academic and non-academic staffs are recommend to be involved.

According to Mr. Duminda Currently, Meepe does not have any emergency plan and no guidelines for school safety. They are facing four main problems in the Centre for Leadership development campus;

- 1) Lightning
- 2) Fire safety

Except main building and new building have fire safety system and fire extinguisher but no training for fire hazards.

- 3) Water supply

Meepe is getting water from government water supply but water capacity is not enough for staff and participants and have to supplement from the well. During drought season due to lack of generator and electricity power system couldn't pump water to buildings from the well.

- 4) Electricity system

Generator capacity is not enough and there are frequent power cut offs in the campus.

### **3.2.2 School visit**

ADPC team made a school visit to Buddhist Junior School in Meergod province accompanied by Meepe officers and met with school principal. School has total 282 students with 16 teachers from grade 1 to 5. Most of the students are absent from class during rainy season due to flood problem. School location is very close with canal and it is 4km away from provincial clinic and police station. During floods, class are cancelled for 3-4 days and sometimes roof falls down due to strong wind. School principal showed her enthusiasm in joining workshop on 30<sup>th</sup> till 1<sup>st</sup> August as Sri Lanka is now experiencing unexpected disasters.

Another school visited was Paduka secondary high school at Paduka province. Principal, Mr. D.S. Kuluratha briefed on school organization system and about school. Five years school development plan was just started and need to develop the action plan under his

management. Paduka School's main disaster is road safety. School is very close to railway and there is no gate between school, road and railway.

The above two schools were selected as a pilot school for school emergency plan by Head of Meepe.

#### 4. DRR awareness raising at Meepe

Mr. Sanjaya made a presentation on basic concepts of Disaster Management (DM) and Disaster Risk Reduction (DRR) to (24) academic and non-academic of Meepe staffs. Participants actively participated in discussion and ADPC team briefed them on mission plan for Meepe.

ADPC team and Dr. Patrizia met with Mr. Wilfred Perera, Head of Meepe and discussed workshop plan and he requested GTZ to allow (45) school principals and education officers to participate in this workshop as all principals are coming from throughout the country.

Separate discussion was held with two principals from visited schools. ADPC team discussed safety and emergency plan for schools as well as for Meepe. Two principals briefed about Sri Lanka education system and line of authority. Education system of Sri Lanka is in *Annex I*. Detailed discussed on forming the emergency team and school safety plan in the two schools were held.

#### 5. School Safety Workshop

GTZ – Colombo in collaboration with the National Institute for Education (NIE), Ministry of Education, Sri Lanka, organized three days workshop on “School Safety and Emergency guidelines for Meepe and schools” from 30<sup>th</sup> to 1<sup>st</sup> August 2007 at Meepe campus.

The workshop was attended by school principals, education officials and Meepe academic and non-academic staffs, the full list is in *Annex II*.

##### 5.1 Presentation

The workshop began with welcome address by Mr. Wilfred Perera, Head of Meepe and Assistant Director General of NIE and followed by plenary introduction of programme objectives by Dr. Patrizia Bitter, GTZ- Colombo. The agenda of the workshop is in *Annex III*.

The objective of the workshop is write-shop for fleshing out the manual on school emergency management plans for schools and emergency plan for Meepe. The next presentation was given by Mr. Sanjaya, ADPC on “Overview of DRR- Culture of Safety” and he also discussed “Introduction to Hazards”. The presentations were followed by group discussions together with group introduction. The participants of the workshop were divided into five groups for simulation exercise on “Hazard Hunt” finding “Hazards” in Meepe campus at the following places:

Group I (Lightning team) – Library and Auditorium

Group II (Fire team) – Office buildings and Class room

Group III (Disaster team) – Kitchen

Group IV (Cyclone team) – Gents hostel

Group V (Tsunami team) – Ladies hostel

## 5.2 Group Discussion

2<sup>nd</sup> day workshop was started with presentation on “Introduction to School Safety” by Mr. Sanjaya. The participants continued working in five groups. They discussed the draft emergency management plan for schools and guidelines prepared by ADPC. Discussions were divided into five groups based on the following sub-themes:

1. For Meepe Emergency Plan  
Lightning group : Section I and II  
Fire group: Section III and IV
2. For School Emergency Guidelines  
Tsunami group: Guiding principles till end of section II  
Cyclone group: Section III and IV  
Disaster group: Appendixes and guiding questions

## 6. Outcomes of the Group Discussion

6.1 Lightning group and Fire group developed Meepe emergency plan and main topics of discussion were:

Lightning group developed on Section I and II for General Planning and Risk reduction as follows;

Section I: General Considerations and Planning Guidelines

- A. Purpose
- B. Identification of Emergency Teams
- C. Concept of Operations
- D. Plan review and public comment

Section II: Risk Reduction/Prevention and Intervention

- A. Designation of Emergency Teams
- B. Prevention Strategies
- C. Identification of Sites of Potential Emergencies

Fire group discussed and developed guidelines on Response and Recovery.

Section III: Response

- A. Assignment of Responsibilities
- B. Continuity of Operations
- C. Access to Floor Plans
- D. Notification and Activation
- E. Hazard Guidelines
- F. Evacuation Procedures
- G. Security of building

Section IV: Recovery

- Long term
- Short term

The other three groups presented on School Emergency guidelines with the following themes:

Guidelines for Developing School Safety Plans

- Guiding Principles
- A Planning Framework

- Using the Sample Formats and Resources as a Framework for Planning Response and Recovery for organizing important information about the plans for response, including assignment of responsibilities, continuity of operations during an emergency, notification and activation of the plan, guidelines for specific emergencies and hazards, and evacuation procedures. For recovery stage, school emergency plan to identify and describe the actions that will be taken by the school after an emergency, were developed by Cyclone group.  
Suggested Appendixes and guiding questions were prepared by Disaster group.  
Detailed write-shop recommendations for establishment of Emergency Management Plan for Meepe is at *Annex IV*.  
Guidelines/Manual for School Safety and Emergency Plan is at *Annex V*.

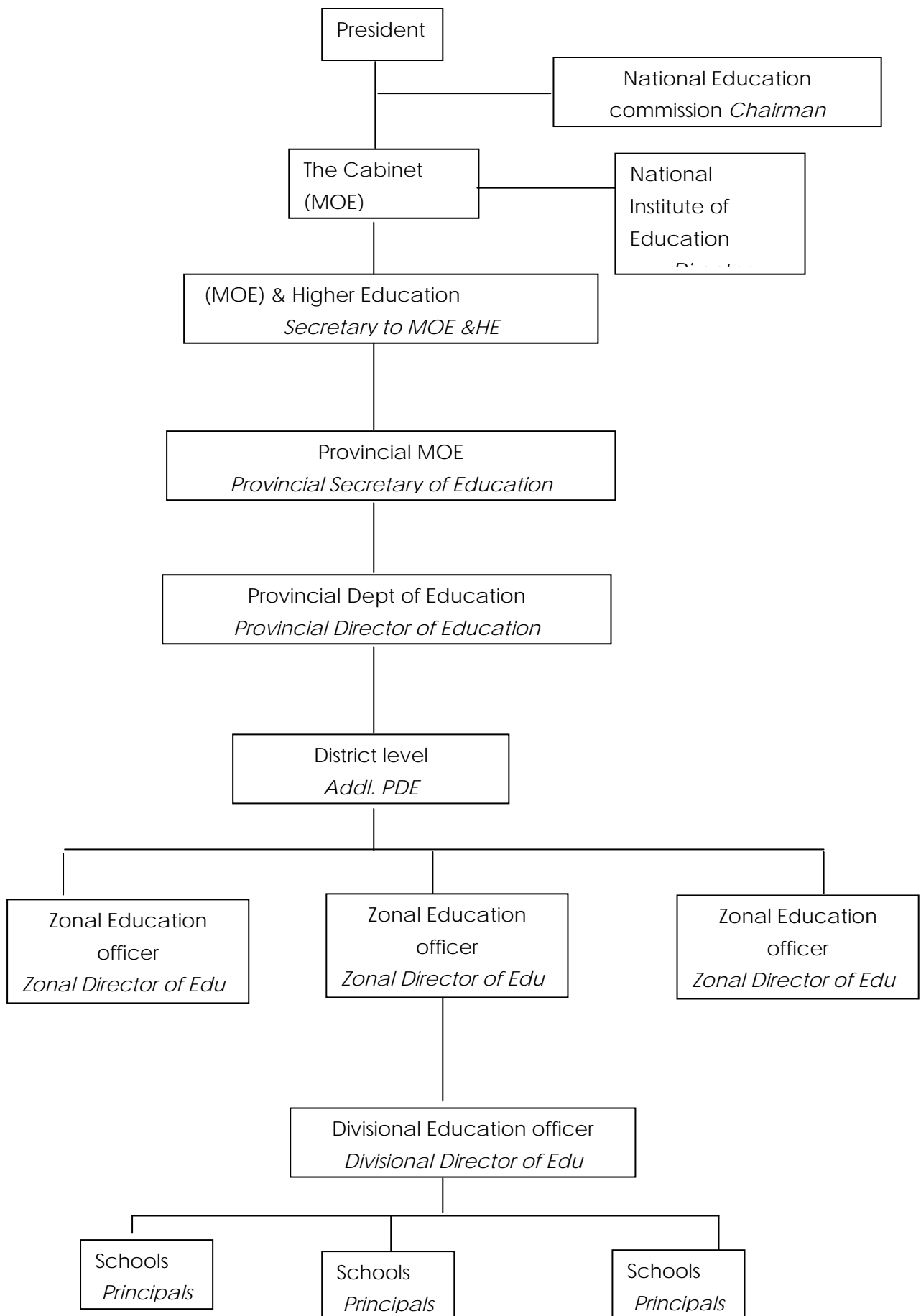
## 7. Conclusion

School principals and education officials from throughout the country are attending the one year degree program at Meepe. It is recommended that they review and revise the draft emergency plan to be used in their respective schools since they have been working on the plan. Meepe/NIE to send existing documents to ADPC to assist in developing training module for "School Safety and Emergency Management program". The 2<sup>nd</sup> mission scheduled for October 2007.

MEEPE will develop curriculum and email to ADPC for technical inputs. The curriculum would include lectures, presentations and activities. With this mission Activity 0 and Activity 1 of the TOR attached with the contract are complete.



**Annex I.** Education System of Sri Lanka



**Annex II.** List of participants

1. Mrs. K.T. Wijesingha Director, Meepe
2. Mr. M. Ananda A.P.O, Meepe
3. Mr. D.H. Palihakkana P.O, Meepe
4. Mrs. Indu Wijetunge Director, Meepe
5. Rex Fa G. Fernando Deputy Principal, S.A.C, Kandy
6. Ms.W.M. Kularatha Principal, Sripiyarathana
7. Rev.S. Ratanasama Principal, Meedangamuku
8. Mr. J. A.Cross DDE, E.D,Zonal Education office, Madu
9. Mrs. Jayantha Rupasinghe Asst. Director of Education, Homogane
10. Ms. Marg Margithevetha teacher, Kanandda college
11. Mrs. J. Sethupathu Deputy Principal, Anthays College
12. Mrs. N.H. Abeywardenee Asst. Director, Katugatawa
13. Mrs. S.G. Masakorala Principal, Buddhist Junior School, Meegadi
14. Mr. D.A.G. Dissanayake Lecturer, Wayamba
15. Mr. K.K.D. Maheethilake Lecturer, Sariputte
16. Mr. C.M.M.Mansoor ADE, Denuwara Zonal E.O.P
17. Mr. M.S.M. Yunawaar Deputy Director, Wijeyentarana
18. Mr. E.M. Naggear ADE, Zonal Education Officer
19. Mrs. E.D.M. Prewawathi Deputy Principal, Kengalapa
20. Mrs. S.A.K. Kulatunga Asst. Director of Education, Wattagammat
21. Mrs. M.S.I. Ejsanyatha Teacher service, Grade-I
22. Mr. W.D. Dayawathie Lecturer, Pulathisipura
23. Mr. K.K.A.S. Rathnaseel Teacher Service, Grade- I
24. Mrs. Malani Sawarakoon Principal, Galahiyawa
25. Mr.K.B. Theresa Principal, Raltahdarukandal
26. Mr. C.H.K. Indrawathi Teacher service, Grade-I
27. Mrs. M.G. Latha Lecturer, Pasduwatha
28. Mrs. A.M.W.K.K. Alahakoon Teacher centre manager, Kegalle
29. Mr. M.V.K. Mallawa Lecturer, Pulathisipura
30. Mr. S.S. Senarath Senior Lecturer, Nilwala
31. Mrs. A.W.S. Amunugawa Lecturer, Seripadan
32. Mr.E.A.G.S. Kumara Principal, Belitha
33. Ms. D.L. Sarathkumara WP,MT, Piyanatanaan
34. Mr. F.M. Caseem Principal, Assalam M.M.V Rakana
35. Mr. A.H.M. Jiffy Zonal College, Gintota
36. Mr. S. Rasayawakam Principal, Thirananavankutha

37.	Mr.V.Ramachandra	Principal, Andimumai T.M.V
38.	Mr. T.L. Lalchandra Kumara	Principal, Bandarawanakapura
39.	Mr.E.A.G.S. Kumara	Principal, Mahagawa
40.	Mr. E.G. Jayathilake	Principal, KGCC
41.	Mr. R.P. Karanawatha Bundala	Principal, Dutugawanapura
42.	Mrs.B.G. Wickramanasha	Vice Principal, Etheliyagada
43.	Ms. K. Sandhya Kumari	I.S.A Zonal Education officer, Kulutawa
44.	Mr. R.M. Jayawardena	Principal, Central College, Danture
45.	Mrs. K.M.D. Nimalasiri	Principal, Malabe
46.	Mrs.W.I.M.H. Welange	Principal, Balagande

**Annex III.** Workshop agenda

## Workshop on “School Safety”

30<sup>th</sup> July – 1<sup>st</sup> August 2007

### Agenda

#### Monday, 30<sup>th</sup> July

10.00 – 12.30	Meeting with Meepe staff and (2) Principals
12.30 – 13.00	Lunch
13.00 – 13.10	Welcome address by Mr. Wilfred Perera, ADG, Head Meepe
13.15 – 13.30	Plenary – Introduction of Objectives, Programme ( Dr. Patrizia, GTZ, Mr. Duminda, Meepe)
13.30 – 15.00	Introduction of participants (facilitated by Mr. Sanjaya, Ma Gyi) and Presentation on basic concepts of DRR (Mr. Sanjaya, ADPC)
15.00 – 15.15	Coffee/Tea Break
15.15 – 16.00	Introduction to Hazards (ADPC)
16.00 – 17.00	Practical simulation exercise on “Hazard Hunt” and finding “Resources” (Group exercise) (ADPC) - hostel (female) - hostel (male) - kitchen - class room and office buildings - library and auditorium
17.00 – 18.00	Summary of day 1 and discuss on findings

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#### Tuesday, 31<sup>st</sup> July

09.00 – 10.30	Introduction to School Safety and Frame work of Emergency Plan (ADPC)
10.30 – 10.45	Coffee/Tea break
10.45 – 12.30	Group Discussions and Writing of draft guidelines by groups (Meepe and School safety)
12.30 – 13.30	Lunch

- |               |  |
|---------------|--|
| 13.30 – 16.30 | Continuation of Discussions and Writing of draft guidelines by groups (Meepe and School safety; facilitation by ADPC)  |
| 16.30- 17.00  | Summary of day 2, 5 minute verbal presentation of each group on work done by the group, clarifications on technical aspects and preparation of presentations by groups (Groups will work in the evening) |
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#### Wednesday, 1st August

- |               |   |
|---------------|---|
| 09.00 – 10.00 | Group activity to prepare draft guidelines – final touches  |
| 10.00 – 12.00 | Presentation of draft guidelines and finalization   |
| 12.00 – 12.30 | Writing of final consolidated guidelines (One guideline for Meepe Emergency Plan and one guideline for School Emergency Plan) |
| 12.30 – 13.30 | Lunch   |
| 14.00 – 16.00 | Presentation of final guidelines (ADPC & GTZ- NIE)  |
| 16.00 – 16.30 | Closing   |

**Annex VI. School visit Pictures**



Class rooms (Grade 3- 5)



Grade 1- 2 class rooms



First aid box in class room



Damaged roof due to wind



Class room roof



Canal next to school (primary class rooms)

**Buddhist junior School – Meergod Province**



Chemistry lab room



Class rooms

**Paduka Secondary High School**

**Annex VII.** Workshop activities picture



Meeting with Meepe staff



Opening ceremony



Hazards hunt exercise



Group discussion



Group presentation



Closing ceremony