

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

12th – 16th November 2007 (Colombo)

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Education for Social Cohesion, Disaster Risk Management
and Psycho-Social Care Program
(ESC, DRM & PC Program)



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 the education system, and also as a continuation of the “Basic Education Sector” program of GTZ-Sri Lanka in association with the Ministry of Education, ADPC was invited to participate in the program for “School Based Disaster Risk Management” a component of the “Education for Social Cohesion (2005-2010)” program. ADPC has participated in two workshops held in Colombo and Kandy respectively in May and September 2005 and has been 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 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).

The project 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 of policy advice and training of management and technical staff. Advisory services and training measures are 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.

The 2nd mission is part of a School Disaster Safety pilot program, which includes a total of 4 missions of ADPC in Sri Lanka. The first mission has been conducted in July 2007 and the 2nd mission was divided into 2 missions, 2nd mission Part I in November 2007 and Part II would be in January 2008.

3. Objective of the project

- To implement the first steps of School emergency management at 5 pilot schools
- To draft and implement the emergency management plan at Meepe

3.1 Activities of the project

ADPC worked 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 in the selected schools

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.

4. Follow-up meetings

4.1 Meeting at GTZ office

Discussion on 2nd mission and plan was held at GTZ office on 12th November. Dr. Patrizia introduced the ADPC team to Mr. Janaka Kodithuwaka, Junior Advisor of GTZ. Mr. Janaka briefed the team on the tentative plan for the mission. ADPC team explained the mission plan and follow-up required on draft guidelines for emergency management plans that was developed in July 2007 for schools and Meepe.

4.2 Meeting with MEEPE participants and MEEPE staff



GTZ- NIE and ADPC team met with MEEPE participants and MEEPE staff who are members of disaster management committee. A total of 43 persons attended. ADPC team made a presentation on “Disaster Risk Reduction into curriculum” based on the experience and lessons learned from India, Lao PDR, Cambodia and Philippines. A presentation on “Introduction to Hazards” and “Introduction to school safety plan” was presented and discussed with

participants. This was repeated from last mission, on demand from participants. After the presentation, the participants were divided into two groups for finalizing the guidelines for MEEPE safety plan.

ADPC team facilitated in finalization of the MEEPE emergency plan based on the draft guidelines. 11 academic and non-academic staff from MEEPE were involved in the activity as members of the MEEPE Safety Team.



5. Mainstreaming of project activities

5.1 Meeting with Secretary, Ministry of Disaster Management

Mr. P.D. Amarasinghe, Secretary to Minister of Disaster Management and Human Rights was briefed on school disaster safety pilot program and activities planned for the future in the schools and at Meepe. A copy of draft guidelines on school safety plan was handed over to him. Mr. Amarasinghe assured involvement of the Ministry and the DMC in disaster risk reduction in schools with GTZ-NIE. He suggested adding a plan for safe school buildings as an addition to the project activities.

5.2 Meeting with Disaster Management Committee (DMC)

ADPC and GTZ-NIE team met Major General Gamini Hettiarchchi, Director General of DMC, Ministry of Disaster Management and Human Rights, Dr. Buddhi Weerasinghe, Director of Training and Education, DMC and Mr. U.W.L. Chandradasa, Director of Technology & Mitigation, DMC. Dr. Patrizia briefed about “Development of School Safety Training manual for Principals at Meepe, National Institute for Education (NIE), MOE and guidelines for safety and emergency plan in schools” project. She also discussed collaboration between NIE, MOE and DMC.

Dr. Buddhi explained that DMC is implementing a pilot project for school disaster preparedness funded by UNOCHA. The pilot project focusses on three schools per district which are vulnerable to hazards. A 3 days brainstorming workshop was conducted during 8th to 10th November. Main discussions at the workshop was on School Safety Guidelines which were developed under the GTZ-NIE project with ADPC. Feedback was taken from school principals and participants on the guidelines. Dr. Buddhi explained that school principals recommended having a comprehensive manual with appendixes. Dr. Buddhi also explained that through district disaster officers, evacuation drills have been done in some schools and 2nd workshop is scheduled to be held on 21st to 23rd November.

The school preparedness manual will be translated into Sinhala, Tamil and English after it is finalized. It was decided to conduct a one day meeting between NIE and DMC stakeholders to merge the School Safety guidelines of GTZ-NIE with guidelines for school disaster preparedness by DMC to develop one comprehensive manual for schools. GTZ-NIE will coordinate to confirm the meeting date with DMC. Under the direction of Minister of Disaster Management, DMC is planning to set up one model school in every district.

5.3 Meeting with district DMC officers

ADPC team and GTZ-NIE coordinator met three district DMC officers at DMC office. Mr. Janaka Kodithuwaka, GTZ-NIE briefed about the project and sought coordination with DMC during mock drills in pilot schools. Capt. H.M.D.S.R Senaratna, District Disaster Management Coordinator explained his experiences and lessons learned from mock drills in Galle district.

Totally ten schools out of twenty three schools in Galle district conducted mock drills facilitated by DDMC officers. DMC team agreed to collaborate and to assist in mock drills with GTZ-NIE and ADPC.

6. Visit to Pilot schools

NIE have selected five schools as pilot schools for implementation of school emergency plan. The names of the selected schools are:

1. Meegoda Buddhist primary collegue
2. Ananda Balika colleague, Pitakkotte city
3. Padulla Sri Piyarathana MMV, Paduka city

4. Thalahena MV, Malambe city and
5. Eheliyagoda National school, Ratnapura district

ADPC team visited Buddhist Junior School at Meegoda city with Meepe and GTZ-NIE project coordinator. The school principal handed over the school emergency plan and ADPC suggested that the mock drill be conducted in January 2008. The principal was also invited to join a mock drill at Meepe as an observer, two days before the school mock drill.

2nd school visited was Eheliyagoda MMV School in Ratnapura district. Eheliyagoda School has 2,500 students and 120 teachers from Grade 1 to 11. Mr. Janaka, GTZ-NIE explained details of the project. ADPC gave a presentation on "School safety plan" and explained why schools need safety/emergency plans.



The vice principal, Head of Commerce, Head of Arts, Head of Science, Mathematics teacher, Section head Grade-7, Science teacher, Deputy Principal, Section Head of Grade-8 & 9, Deputy Principal and English teacher attended as members of the school disaster safety committee.

After presentation, members of the school team prepared :

- List of hazards in the school campus
- Hazards calendar
- List of existing resources in school
- Required resources
- Hazards and vulnerability maps for the school
- School safety plan



7. Conclusion

Selected pilot schools have formed school disaster safety committees and have been informed about mock drills planned in January 2008. Meepe has also developed final guidelines and safety plan. Meepe will send completed final guidelines to ADPC after filling up all required information (i.e members name, designation with contact numbers). Completed guidelines for Meepe safety plan will be translated into Sinhala and Tamil to facilitate distribution to all stakeholders and concerned government officials. Meepe/NIE will send a copy of final guidelines to DMC office.

Schools safety plans will be compiled and translated into Sinhala and Tamil by GTZ-NIE to share with DMC and to prepare a comprehensive manual for schools to be utilized at national level.

3rd mission is scheduled for 2nd week of January 2008 to conduct mock drills at Meepe on Tuesday and in pilot schools on Thursday.

The tasks under the TOR have been successfully completed.

Appendix I

Guidelines for MEEPE Safety Plan

November 2007

**Education for Social Cohesion, Disaster Risk
Management and Psycho-Social Care Program
Ministry of Education, ADPC, GTZ**

Contents

Introduction

Guidelines for Developing MEEPE safety Plan

MEEPE Emergency Response Plan

Annexure-

Resource Materials

- Annexures
- Guiding Questions
- Selected resources
- Dos and Don'ts (Safety Tips for Fire, Floods, Lightning and Thunderstorm, Earthquakes, Cyclones, Tsunami and Bomb threat)

Introduction

Emergencies in the MEEPE Center must be addressed in an expeditious and effective manner. The MEEPE Center is at risk from acts of violence, natural and manmade disasters. This plan addresses prevention, response, and recovery with respect to a variety of emergencies in the MEEPE Center.

Center for Education Leadership Development is situated at MEEPE Junction near Padukka. It is a branch of National Institute of Education, Maharagama. It is the unique center for training leaders in education sector. Many short term and long term course are conducted by this sector. The working population in the center is described as follows:

1.	The academic staff	07
2.	Non-academic staff	19
3.	Security service	05
4.	Cleaning service	17

The premises include the auditorium, 08 lecture halls, library, computer units, 02 hostels (number of rooms), a dining hall, open air theatre and a play ground. This institute is a well equipped modern institute.

Section 1: General Considerations and Planning guidelines

Important points to remember while drafting the emergency plan

- Plans should be developed through an open process with broad community participation. Students, parents, teachers, school leaders, public safety agencies and other key partners should be involved in plan development. Participation by community members will gain their support for the plans.
- Planning should be comprehensive, encompassing all activities from prevention through crisis response.
- Plans should be user-friendly, easy to read, and understandable. The plans should be widely disseminated within the community to foster broad acceptance and participation.
- Plans should clearly define roles and responsibilities. It is crucial that all key people know their roles and responsibilities, as well as the roles and responsibilities of others. Plans should also include contingency provisions to enable implementation when key individuals are unavailable.

02. Evacuation team

- a. Develop an evacuation plan and ensure display of the plan
- b. Opening locked doors and windows
- c. Lighting emergency lights on the campus
- d. Directing the people to the designated safe area
- e. Count the heads and report missing persons

03. First Aid team

- a. Establish a first aid post in the safe area and take stretchers and first aid kits.
- b. Upgrade the first aid boxes
- c. Provide first aid
- d. Transfer the injured to the hospital
- e. Inform the institute authorities and families about the injured

04. Site Security team

- This responsibility is given to the security section of the institute
- They will ensure protection of property
- They will cordon off the incident area to prevent unauthorized entry.

D. Operations

- The initial response to all emergencies at MEEPE will be by the Safety team
- Upon the activation of the Safety team, the DG or designee will be notified and local emergency officials will also be notified

E. Review of the emergency plan and public comment

- Full copies of the emergency plan will be supplied to police within 30 days of adoption by DG of MEEPE
- This plan will be reviewed periodically for change in names, contact details, etc. during the year and will be maintained by the Safety Team. The annual review will be completed before December 31st of each year.

Section II: Risk Reduction

A. Prevention strategies

I. Training

Training for emergency teams should be conducted once a year. First aid training can be organized with help of Red Cross Society. Search and Rescue teams will be formed only if they can be given basic training and equipment. **A detailed training program can be annexed here.**

II. *Coordination with emergency officials*

A copy of plan will be given to local emergency officials such as fire brigade, police station, local hospital etc.

A review and conduct of mock drills should be done once in a year to test the coordination with local and district emergency responders and officials. The emergency teams will be responsible for ensuring that the drills are conducted.

A one day meeting must be organized with district disaster officers, police officials, fire department and other key officials to inform them about the emergency plan.

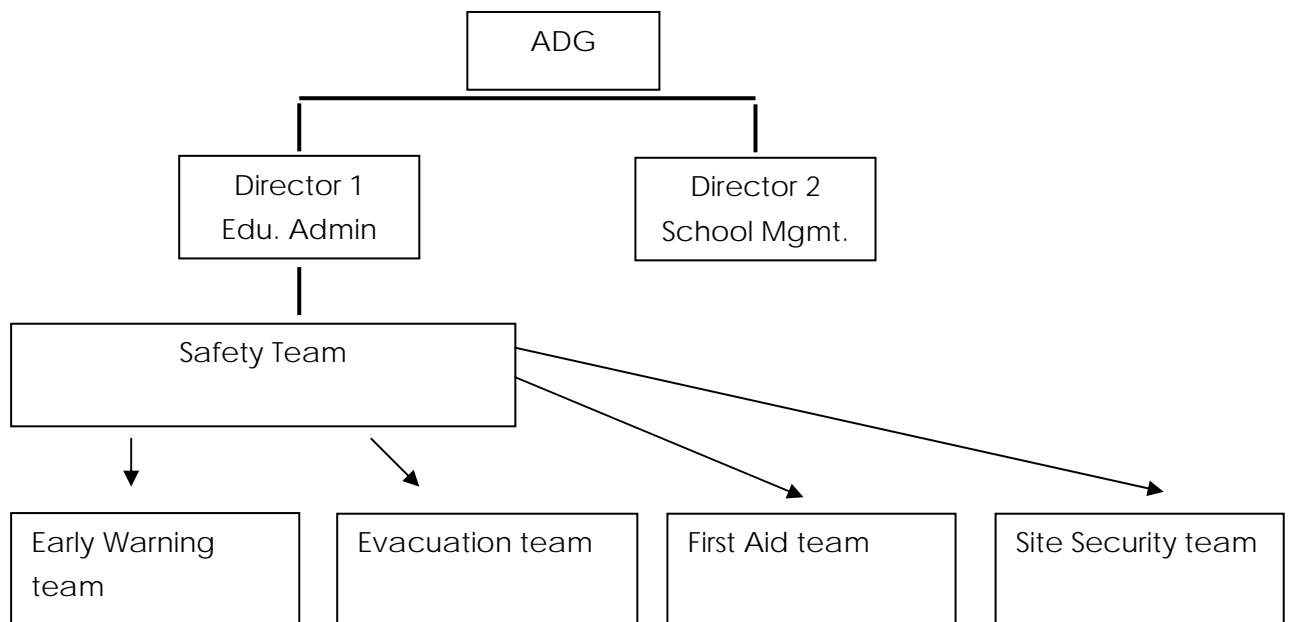
B. Identification of Safe Areas

MEEPE building plan with designated safe areas and safe routes will be attached here.

Section III: Response

This section describes the policies and procedures for responding to emergencies within the premises. The sample plan format below provides one way 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.

A. Assignment of Responsibilities (Who is responsible?)



B. What to do next?

(i) Who will be called immediately?

The Emergency Team and the surrounding community

Name	Contact number
Seetawaka Pradeshiya Sabha	036 225 5052
Paduka Police Station	285 9027
Grama Seva Niladhari neighbourhood	
Red Cross Colombo	267 8420, 269 1095
St. John Ambulance	234 1736
Fire Station Colombo	242 2222
National Institute of Education (NIE)	285 1301-8
Ministry of Education	
Bomb Disposal division	243 4251
Accident ward	269 1111
Colombo National Hospital	269 4444
Colombo South hospital	276 3065
Homagama hospital	285 5200
Divisional Secretariat	285 8198,9
Army Camp Panagoda	285 5178, 285 5550
Metrology department	268 1647, 269 4846
Ministry of Disaster management	239 5497, 243 8197
Electricity Board Paduka	285 9194
Paduka hospital	285 9005

These numbers should be displayed at the reception, kitchen, DG office and hostels.

(ii) What information will be given?

- What is happening?
- Place where that hazard is happening?
- What has been done so far?
- What other resources necessary

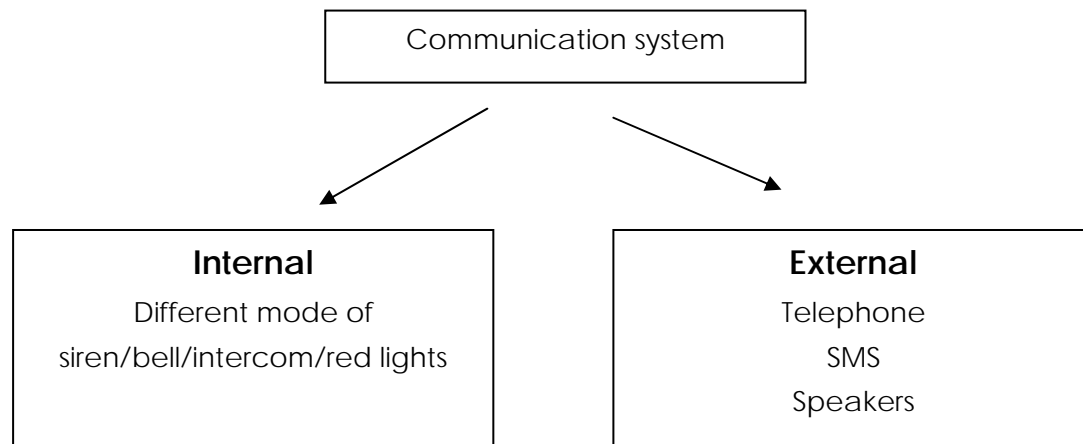
C. Maps for emergency responders

Floor plan must be kept in a safe place, with copies in a number of places so that they can be given to emergency responders when needed.

Floor plans are annexed here.

D. How to inform about the emergency?

Internal and external communication systems that will be used in emergencies.



In the event of an emergency team or early warning team members will notify all building occupants to take appropriate protective action.

E. Hazard Guidelines

This section of the building's plan could be used to describe specific guidelines that could include the following types of emergencies:

- Lightning
- Fire
- Hazardous material like electrical equipment
- Civil disturbance
- Falling of trees
- Gas leak in the kitchen and the office building
- Epidemic
- Explosive/Bomb threat

Hazard specific Do and don't are annexed.

F. Evacuation

Evacuation procedures are detailed:

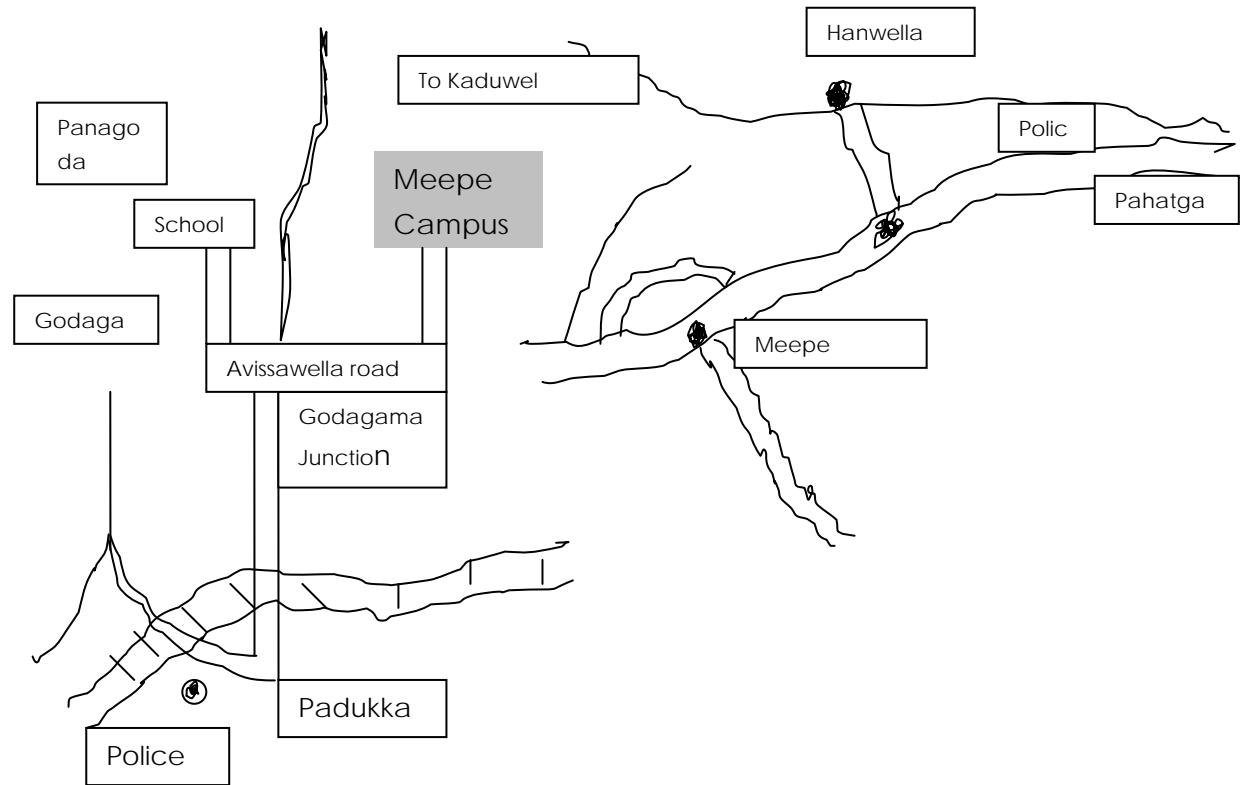
- Evacuation routes as shown in map
- Designated safe areas as shown in map

G. Policies and Procedures

- Keep away from the hazards-vacate the area as early as possible
- Inform the security team immediately

Appendix 1:

Street Map: To include the emergency response traffic control map -
How to reach MEEPE



Appendix 2:

Building floor plan/ maps, to include:

- Evacuation Routes
- Safe areas

Appendix 3:

Local administration contact numbers and names

Appendix 4:

Emergency Supplies Inventory

Items available at present

Required items for emergencies

Item		total number
1. Stretches		1 or 2
2. Ladders		3
3. First aid boxes	5	
4. Emergency light		5

- | | |
|----------------------|---------|
| 5. Helmets | 5 |
| 6. Fire extinguisher | 10 |
| 7. Bandages | 5 rolls |

Note: Fire extinguisher should be placed outside the rooms and must be easily accessed during an emergency.

Appendix 5:

Vehicle inventory:

2 Vehicles available: Number HB 9631 Van (11 seats) and 58-1762 Double cab (4 seats)

Appendix 6:

Name, address, and contact numbers of staff

Name.	Home Address	Te. No. (Home)	Persons to be informed in an emergency
D.I.S. Wijetunge	2574/F, 'Indrakheela"Subasakaka Mawatha, Erawwala , Pannipitiya	011 2847077 0777485287	Ms. Prema Panditaratne 011 2746043
E.D.S. Lalani	7/11, Samagi Mawatha Godagama, Homagama	011 28959980	Mr. Lal Bamunuge 011 2895980
N.A.U.C. Munasingha	Idangoda, Kiriella	0714292369 0452265915	V. Kukmari 0452265915
D.K.J.P. Dasanayake	9B, Sudasinghe Mawatha Mawatgama, Homagama	2891429	Mr. Piyal Dissanayake 0777465590
K.L.P. Karawita	'Jayawila', Bopeththa, Urapola	0788850933 0775866097	Ms. Karunarathna 0332288298
J.R.K. Perera	242/C, Mawathagama, Padukka	011 2830303	Mr. Sunil Perera 0112830303
D. H. Palihakkara	47B/5 Muwanhela Watta, Malambe	011 2859254	Lekha Pathirana 011 2790374
K.T. Wijesingha	15/8, Saman Mawatha Galawila watta, Homagama	011 2892980 0775437654	Kukudu Doluweera 011 2891784
D.A.P. Malika	Amitirigala, Ruwanwella	0602339668	P.A.D. Matine 0602339668
M. Ananda	Wiharage watta, Gomila Mawarala, Matara	0712349734	Wiharagewatta, Gomilamawarala Matara

M.A. Tusitha Padmakumara	Wickrama Kanda Karadana	045-5677526	0455677526
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Appendix 7:

Local resources' telephone numbers (Police, fire, hospitals, transporters and taxi services)

Cab service 267 0300

Outside resource person

Name	Address	Telephone number
Grama Niladhari	MEEPE,PAdukka	011 285 5200

To Check the Plan

If you can answer these questions then your emergency plan is ready.

General considerations

1. Has MEEPE established the safety team?
2. Are all required members present, including representative of personnel, local law enforcement officials, local emergency response agencies and any other representatives?
3. Have team members been notified and their roles defined?
4. Has the safety team considered the relationship between the district administration and the safety team and how these groups interact?
5. In the event of an emergency, does the safety plan reflect how MEEPE will interact with the district?
6. Is there a list of staff with names, addresses, and telephone numbers?
7. Has the training for the members of the safety team been considered?
8. Have arrangement been made for regular scheduled meetings and opportunities for communications?
9. Is there provision for the review of the plan by the safety team?
10. Has the team developed procedures for annually reviewing the emergency plan?
11. Is there provision for submission of a copy of the plan to the local law enforcement agencies?

Risk Reduction/ Prevention and Intervention

Designation of teams

1. Has the safety team designated all emergency teams?
2. Do team members know their roles and have they been trained to perform them?

Personnel training

Has training for emergency teams been conducted?

Coordination with emergency officials

1. Is there a plan in place for annually testing components of the plan?
2. Are evacuation plans practiced?
3. Are safe areas designated and known to local administration?
4. During evacuation drills, are exits regularly blocked to test secondary evacuation routes?

Identification of sites of potential emergencies

Have potential internal and external hazards been identified? (Risk analysis)

Response

Assignment of responsibilities

1. Has the chain of command been developed and communicated?
2. Have internal and external communication systems been identified, including notification requirements at the district level?
3. Do the members know their roles?
4. Has search and rescue and first aid training been provided to appropriate staff?
5. Are there methods to identify staff (identity cards) so that outside agency personnel can readily identify team members?

Continuity of operations

1. Are there clear mechanisms in place to identify, at any point in the plan, who is in charge?
2. Is there a method to reassess needs?

Access to floor plan

1. Have you included floor plans in the plan?
2. Does MEEPE have a procedure in place for updating the floor plan?

Notification and Activation

1. Are there mechanisms to ensure that all appropriate agencies are notified?
2. Has a person been identified to coordinate and interface with the media?

Hazard Guidelines

Have you developed specific guidelines for natural/weather related incidents, civil disturbances, bomb threats, intruders, vehicle accidents, gas leaks, hazardous materials, biological, hostage/ kidnapping and others?

Evacuation procedures

1. Does the safety plan address incidents before, during and after hours?
2. Have procedures been developed to address medical needs?
3. Have safe areas been identified and appended to the plan?
4. Have internal and external safe areas been identified?
5. Does your plan address internal and external evacuation routes?
6. Has a vehicle inventory list been developed?

7. Is there an emergency supplies inventory?
8. Does your plan provide for evacuation of staff with special needs?

Security of incident scene

Are policies and procedures for security of the understood by all parties?

Recovery

Has the plan addressed short-term and long-term recovery issues?

FLOODS

SAFETY TIPS

This guide lists simple things you and your family can do to stay safe and protect your property from floods.

Before flooding occurs.

- All your family members should know the safe route to nearest shelter/ raised pucca house.
- If your area is flood-prone, consider alternative building materials. Mud walls are more likely to be damaged during floods. You may consider making houses where the walls are made of local bricks upto the highest known flood level with cement pointing.
- Have an emergency kit on hand which includes a:
 - ✓ A portable radio, torch and spare batteries;
 - ✓ Stocks of fresh water, dry food (chura, mudi, gur, biscuits), kerosene, candle and matchboxes;
 - ✓ Waterproof or polythene bags for clothing and valuables, an umbrella and bamboo stick (to protect from snake), salt and sugar.
 - ✓ A first aid kit, manual and strong ropes for tying things

When you hear a flood warning or if flooding appears likely

- Tune to your local radio/TV for warnings and advice.
- Keep vigil on flood warning given by local authorities
- Don't give any importance to rumours and don't panic
- Keep dry food, drinking water and clothes ready
- Prepare to take bullock carts, other agricultural equipments, and domestic animals to safer places or to higher locations.
- Plan which indoor items you will raise or empty if water threatens to enter your house
- Check your emergency kit

During floods

- Drink boiled water.
- Keep your food covered, don't take heavy meals.
- Use raw tea, rice-water, tender coconut-water, etc. during diarrhoea; contact your ANM/AWW for ORS and treatment.
- Do not let children remain on empty stomach.
- Use bleaching powder and lime to disinfect the surrounding.
- Help the officials/volunteers distributing relief materials.

If you need to evacuate

- Firstly pack warm clothing, essential medication, valuables, personal papers, etc. in waterproof bags, to be taken with your emergency kit.
- Take the emergency kit
- Inform the local volunteers (if available), the address of the place you are evacuating to.
- Raise furniture, clothing and valuables onto beds, tables and to the top of the roof (electrical items highest).
- Turn off power.
- Whether you leave or stay, put sandbags in the toilet bowl and over all laundry / bathroom drain-holes to prevent sewage back-flow.
- Lock your home and take recommended/known evacuation routes for your area.
- Do not get into water of unknown depth and current.

If you stay or on your return

- Stay tuned to local radio for updated advice.
- Do not allow children to play in, or near, flood waters.
- Avoid entering floodwaters. If you must, wear proper protection for your feet and check depth and current with a stick. Stay away from drains, culverts and water over knee-deep.
- Do not use electrical appliances, which have been in floodwater until checked for safety.
- Do not eat food, which has been in floodwaters.
- Boil tap water (in cities) until supplies have been declared safe. In case of rural areas, store tubewell water in plastic jars or use halogen tablets before drinking.
- Be careful of snakes, snakebites are common during floods.

LIGHTNING & THUNDERSTORM

SAFETY TIPS

- Danger during thunderstorms
- Lightning claims quite a few lives and injures many every year. Quite a large number of injuries from the electric shock received while using fixed telephones during thunderstorms. Take these precautions during thunderstorms:
- Take action now
- Consult an electrician for advice on lightning conductors required for your house.
- If caught outdoors
- If you hear thunder 10 seconds after a lightning flash, it is only about three kilometres away. The shorter the time, the closer the lightning, so find shelter urgently:
- Seek shelter in a hardtop (metal-bodied) vehicle or solid building but avoid small open structures or fabric tents.
- Never take shelter under a small group of (or single) trees.
- If far from any shelter, crouch (low, feet together), preferably in a hollow. Remove metal objects from head / body. Do not lie down flat but avoid being the highest object.

- If your hair stands on end or you hear `buzzing' from nearby rocks, fences, etc, move immediately. At night, a blue glow may show if an object is about to be struck.
- Do not fly kites during thunderstorms.
- Do not handle fishing rods, umbrellas or metal rods, etc.
- Stay away from metal poles, fences, clotheslines etc.
- Do not ride bicycles or travel on open vehicles.
- If driving, slow down or park away from trees, power lines, stay inside metal-bodied (hard top) vehicles or in a pucca building but do not touch any metal sections.
- If in water, leave the water immediately.
- If on a boat, go ashore to a shelter as soon as possible.
- Be sure the mast and stays of the boat are adequately secured.
- If you are indoors
- Before the storm arrives, disconnect external aerial and power leads to radios and television sets. Disconnect computer modems and power leads.
- Draw all curtains and keep clear of windows, electrical appliances, pipes and other metal fixtures (e.g. do not use the bath, shower, hand basin or other electric equipments)
- Avoid the use of fixed telephones. In emergencies, make calls brief, (do not touch any metal, brick or concrete) and do not stand bare foot on concrete or tiled floors.
- First Aid
- Apply immediate heart massage and mouth-to-mouth resuscitation to lightning victims until medical help arrives. (You won't receive a shock from the victim).
- Lightning facts and myths
- When struck, people do not glow or fry to a crisp but the heart and breathing are often affected.
- Only about 30% of people struck actually die, and the incidence of long-term disability is low, particularly when appropriate first aid is applied promptly.
- If your clothes are wet, you are less likely to be seriously injured if struck, as most of the charge will be conducted through the wet clothes rather than your body.
- Lightning can, and often does, strike more than once in the same place.

FIRE ACCIDENTS

A) High-Rise Fires:

- Calmly leave the apartment, closing the door behind you. Remember the keys!
- Pull the fire alarm near the closest exit, if available, or raise an alarm by warning others.
- Leave the building by the stairs.
- Never take the elevator during fire!

If the exit is blocked by smoke or fire:

- Leave the door closed but do not lock it.
- To keep the smoke out, put a wet towel in the space at the bottom of the door.

- Call the emergency fire service number and tell them your apartment number and let them know you are trapped by smoke and fire. It is important that you listen and do what they tell you.
- Stay calm and wait for someone to rescue you.

If there is a fire alarm in your building which goes off:

- Before you open the door, feel the door by using the back of our hand. If the door is hot or warm, do not open the door.
- If the door is cool, open it just a little to check the hallway. If you see smoke in the hallway, do not leave.
- If there is no smoke in the hallway, leave and close the door. Go directly to the stairs to leave. Never use the elevator.

If smoke is in your apartment:

- Stay low to the floor under the smoke.
- Call the Fire Emergency Number which should be pasted near your telephone along with police and other emergency services and let them know that you are trapped by smoke.
- If you have a balcony and there is no fire below it, go out.
- If there is fire below, go out to the window. **DO NOT OPEN THE WINDOW** but stay near the window.
- If there is no fire below, go to the window and open it. Stay near the open window.
- Hang a bed sheet, towel or blanket out of the window to let people know that you are there and need help.
- Be calm and wait for someone to rescue you.

B) Kitchen Fires:

It is important to know what kind of stove or cooking oven you have in your home – gas, electric, kerosene or where firewood is used. The stove is the No. 1 cause of fire hazards in your kitchen and can cause fires, which may destroy the entire house, especially in rural areas where there are thatched roof or other inflammable materials like straw kept near the kitchen. For electric and gas stoves **ensure that the switch or the gas valve is switched off/turned off immediately after the cooking is over.** An electric burner remains hot and **until it cools off, it can be very dangerous.** The oven using wood can be dangerous because burning embers remain. When lighting the fire on a wooden fuel oven, **keep a cover on the top** while lighting the oven so that sparks do not fly to the thatched roof. After the cooking is over, ensure that the remaining **fire is extinguished off by sprinkling water** if no adult remains in the kitchen after the cooking. **Do not keep any inflammable article like kerosene near the kitchen fire.**

Important Do's in the Kitchen:

- **Do** have an adult always present when cooking is going on the kitchen. Children should not be allowed alone.
- **Do** keep hair tied back and do not wear synthetic clothes when you are cooking.
- **Do** make sure that the curtains on the window near the stove are tied back and will not blow on to the flame or burner.
- **Do** check to make sure that the gas burner is turned off immediately if the fire is not ignited and also switched off immediately after cooking.

- **Do** turn panhandles to the centre of the stove and put them out of touch of the children in the house.
- **Do** ensure that the floor is always dry so that you do not slip and fall on the fire.
- **Do** keep matches out of the reach of children.

Important Don'ts

- **Don't** put towels, or dishrags near a stove burner.
- **Don't** wear loose fitting clothes when you cook, and **don't** reach across the top of the stove when you are cooking.
- **Don't** put things in the cabinets or shelves above the stove. Young children may try to reach them and accidentally start the burners, start a fire, catch on fire.
- **Don't** store spray cans or cans carrying inflammable items near the stove.
- **Don't** let small children near an open oven door. They can be burnt by the heat or by falling onto the door or into the oven.
- **Don't** lean against the stove to keep warm.
- **Don't** use towels as potholders. They may catch on fire.
- **Don't** overload an electrical outlet with several appliances or extension cords. The cords or plugs may overheat and cause a fire.
- **Don't** use water to put out a grease fire. **ONLY** use baking soda, salt, or a tight lid. Always keep a box of baking soda near the stove.
- **Don't** use radios or other small appliances (mixers, blenders) near the sink.

COMMON TIPS:

- **Do** keep the phone number of the Fire Service near the telephone and ensure that everyone in the family knows the number.
- **Do** keep matches and lighters away from children.
- **Do** sleep with your bedroom closed to prevent the spread of fire.
- **Do** you know that you should **never run** if your **clothes are on fire** and that you should - **“STOP – DROP-ROLL.”**

EARTHQUAKES

Earthquakes usually give no warning at all.

Prepare your family

Before the earthquake

Now is the time to formulate a safety plan for you and your family. If you wait until the earth starts to shake, it may be too late. Consider the following safety measures:

- Always keep the following in a designated place: bottled drinking water, non-perishable food (chura, gur, etc), first-aid kit, torch-light and battery-operated radio with extra batteries.
- Teach family members how to turn off electricity, gas, etc.
- Identify places in the house that can provide cover during an earthquake.
- It may be easier to make long distance calls during an earthquake. Identify an out-of-town relative or friend as your family's emergency contact. If the family members

get separated after the earthquake and are not able to contact each other, they should contact the designated relative/friend. The address and phone number of the contact person/relative should be with all the family members.

Safeguard your house

- Consider retrofitting your house with earthquake-safety measures. Reinforcing the foundation and frame could make your house quake resistant. You may consult a reputable contractor and follow building codes.
- Kutchha buildings can also be retrofitted and strengthened.

During quake

Earthquakes give no warning at all. Sometimes, a loud rumbling sound might signal its arrival a few seconds ahead of time. Those few seconds could give you a chance to move to a safer location. Here are some tips for keeping safe during a quake.

- Take cover. Go under a table or other sturdy furniture; kneel, sit, or stay close to the floor. Hold on to furniture legs for balance. Be prepared to move if your cover moves.
- If no sturdy cover is nearby, kneel or sit close to the floor next to a structurally sound interior wall. Place your hands on the floor for balance.
- Do not stand in doorways. Violent motion could cause doors to slam and cause serious injuries. You may also be hit by flying objects.
- Move away from windows, mirrors, bookcases and other unsecured heavy objects.
- If you are in bed, stay there and cover yourself with pillows and blankets
- Do not run outside if you are inside. Never use the lift.
- If you are living in a kutchha house, the best thing to do is to move to an open area where there are no trees, electric or telephone wires.

If outdoors:

- Move into the open, away from buildings, streetlights, and utility wires. Once in the open, stay there until the shaking stops.
- If your home is badly damaged, you will have to leave. Collect water, food, medicine, other essential items and important documents before leaving.
- Avoid places where there are loose electrical wires and do not touch metal objects that are in touch with the loose wires.
- Do not re-enter damaged buildings and stay away from badly damaged structures.

If in a moving vehicle:

Move to a clear area away from buildings, trees, overpasses, or utility wires, stop, and stay in the vehicle. Once the shaking has stopped, proceed with caution. Avoid bridges or ramps that might have been damaged by the quake.

After the quake

Here are a few things to keep in mind after an earthquake. The caution you display in the aftermath can be essential for your personal safety.

- Wear shoes/chappals to protect your feet from debris
- After the first tremor, be prepared for aftershocks. Though less intense, aftershocks cause additional damages and may bring down weakened structures. Aftershocks can occur in the first hours, days, weeks, or even months after the quake.
- Check for fire hazards and use torchlights instead of candles or lanterns.

- If the building you live in is in a good shape after the earthquake, stay inside and listen for radio advises. If you are not certain about the damage to your building, evacuate carefully. Do not touch downed power line.
- Help injured or trapped persons. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. In such cases, call for help.
- Remember to help your neighbours who may require special assistance-infants, the elderly, and people with disabilities.
- Listen to a battery-operated radio for the latest emergency information.
- Stay out of damaged buildings.
- Return home only when authorities say it is safe. Clean up spilled medicines, bleaches or gasoline or other flammable liquids immediately. Leave the area if you smell gas or fumes from other chemicals. Open closet and cupboard doors cautiously.
- If you smell gas or hear hissing noise, open windows and quickly leave the building. Turn off the switch on the top of the gas cylinder.
- Look for electrical system damages - if you see sparks, broken wires, or if you smell burning of amber, turn off electricity at the main fuse box. If you have to step in water to get to the fuse box, call an electrician first for advice.
- Check for sewage and water lines damage. If you suspect sewage lines are damaged, avoid using the toilets. If water pipes are damaged, avoid using water from the tap.
- Use the telephone only for emergency calls.

In case family members are separated from one another during an earthquake (a real possibility during the day when adults are at work and children are at school), develop a plan for reuniting after the disaster. Ask an out of state / district relative or friend to serve as the "family contact". Make sure everyone in the family knows the name, address, and phone number(s) of the contact person (s).

CYCLONE

SAFETY TIPS

Before the Cyclone Season

- Keep watch on weather and listen to radio or TV. Keep alert about the community warning systems – loudspeakers, bells, conches, drums or "hul-huli".
- Get to know the nearest cyclone shelter / safe houses and the safest route to reach these shelters.
- Do not listen to rumours.
- Prepare an emergency kit containing:
 - ✓ A portable radio, torch and spare batteries;
 - ✓ Stocks dry food – Chura, Chhatua, Mudhi, gur, etc.
 - ✓ Matches, fuel lamp, portable stove, cooking utensils, waterproof bags
 - ✓ A first aid kit, manual, etc.
 - ✓ Katuri, pliers, small saw, axe and plastic rope
- Check the roof and cover it with net or bamboo. Check the walls, pillars, doors and windows to see if they are secure. If not, repair those at the earliest. In case of tin roofs, check the condition of the tin and repair the loose points. Cover the mud walls with polythene or coconut leaves mats or

straw mats on a bamboo frame. Bind each corner of the roof with a plastic rope in case of thatched roof.

- Trim dry tree branches, cut off the dead trees and clear the place/courtyard of all debris, including coconuts and tree branches.
- Clear your property of loose materials that could blow about and cause injury or damage during extreme winds.
- If your area is prone to storm surge, locate safe high ground or shelter.
- Keep important documents, passbook, etc. in a tight plastic bag and take it along with your emergency kits if you are evacuating.
- Identify the spot where you can dig holes to store food grains, seeds, etc. in polythene bags.
- Keep a list of emergency addresses and phone numbers on display. Know the contact telephone number of the government offices /agencies, which are responsible for search, rescue and relief operations in your area.

If you are living in an area where CBDP exercises have taken place, ensure:

- Vulnerability list and maps have been updated
- Cyclone drill including search & rescue, first aid training have taken place
- Stock of dry food, essential medicines and proper shelter materials maintained

Upon a cyclone warning

- Store loose items inside. Put extra agricultural products/ stock like paddy in plastic bags and store it by digging up a hole in the ground, preferably at a higher elevation and then cover it properly. Fill bins and plastic jars with drinking water.
- Keep clothing for protection, handy
- Prepare a list of assets and belongings of your house and give information to volunteers and other authorities about your near and dear ones.
- Fill fuel in your car/motorcycle and park it under a solid cover. Tie bullock carts, boats securely to strong posts in an area, which has a strong cover and away from trees. Fallen trees can smash boats and other assets.
- Close shutters or nail all windows. Secure doors. Stay indoors, with pets.
- Pack warm clothing, essential medications, valuables, papers, water, dry food and other valuables in waterproof bags, to be taken along with your emergency kit.
- Listen to your local radio / TV, local community warning system for further information.
- In case of warning of serious storm, move with your family to a strong pucca building. In case of warning of cyclones of severe intensity, evacuate the area with your family, precious items and documents and emergency kit. Take special care for children, elders, sick, pregnant women and lactating mothers in your family. Do not forget your emergency food stock, water and other emergency items. **GO TO THE NEAREST CYCLONE SHELTER.**
- Do not venture into the sea for fishing.

On warning of local evacuation

Based on predicted wind speeds and storm surge heights, evacuation may be necessary. Official advice may be given on local radio / TV or other means of communication regarding safe routes and when to move.

- Wear strong shoes or chappals and clothing for protection.
- Lock your home, switch off power, gas, water, and take your emergency kit.
- If evacuating to a distant place take valuable belonging, domestic animals, and leave early to avoid heavy traffic, flooding and wind hazards.
- If evacuating to a local shelter or higher grounds carry the emergency kit and minimum essential materials.

When the cyclone strikes

- Disconnect all electrical appliances and turn off gas.
- If the building starts crumbling, protect yourself with mattresses, rugs or blankets under a strong table or bench or hold on to a solid fixture (e.g. a water pipe)
- Listen to your transistor radio for updates and advice.
- Beware of the calm `eye`. If the wind suddenly drops, don't assume the cyclone is over; violent winds will soon resume from the opposite direction. Wait for the official "**all clear**".
- If driving, stop – but well away from the sea and clear of trees, power lines and watercourses. Stay in the vehicle.

After the cyclone

- Do not go outside until officially advised it is safe.
- Check for gas leaks. Do not use electric appliances, if wet.
- Listen to local radio for official warnings and advice.
- If you have to evacuate, or did so earlier, do not return until advised. Use a recommended route for returning and do not rush.
- Be careful of snake bites and carry a stick or bamboo
- Beware of fallen power lines, damaged bridges, buildings and trees, and do not enter the floodwaters.
- Heed all warnings and do not go sightseeing.

TSUNAMI

- What you should do if a tsunami is likely in your area:
- Turn on your radio to learn if there is a tsunami warning if an earthquake occurs and you are in a coastal area.
- Move inland to higher ground immediately and stay there.
- Stay away from the beach. Never go down to the beach to watch a tsunami come in. If you can see the wave you are too close to escape it.

- CAUTION - If there is noticeable recession in water away from the shoreline this is nature's tsunami warning and it should be heeded. You should move away immediately.

What to Do After a Tsunami:

- Stay away from flooded and damaged areas until officials say it is safe to return.
- Stay away from debris in the water; it may pose a safety hazard to boats and people.
- Save yourself - not your possessions

Bomb

If you receive a telephoned bomb threat, you should do the following:

Get as much information from the caller as possible.

Try to ask the following questions:

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?

Keep the caller on the line and record everything that is said.

Notify the police and building management.

During an Explosion

If there is an explosion, you should:

- Get under a table or desk if things are falling around you. When they stop falling, leave quickly, watching for weakened floors and stairways. As you exit from the building, be especially watchful of falling debris.
- Leave the building as quickly as possible. Do not stop to retrieve personal possessions or make phone calls.
- Do not use elevators.

Once you are out:

- Do not stand in front of windows, glass doors, or other potentially hazardous areas.

- Move away from sidewalks or streets to be used by emergency officials or others still exiting the building.

If you are trapped in debris:

- If possible, use a flashlight to signal your location to rescuers.
- Avoid unnecessary movement so you don't kick up dust.
- Cover your nose and mouth with anything you have on hand. (Cotton material can act as a good filter. Try to breathe through the material.)
- Tap on a pipe or wall so rescuers can hear where you are.
- If possible, use a whistle to signal rescuers.
- Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.