

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

*21<sup>st</sup> – 25<sup>th</sup> January 2008 (Colombo)*

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Technical Assistance by ADPC

In collaboration with Ministry of Education and  
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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



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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 3<sup>rd</sup> mission (2<sup>nd</sup> mission Part II) 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 2<sup>nd</sup> mission was divided into 2 missions, 2<sup>nd</sup> mission Part I in November 2007 and Part II in January 2008.

## 3. Objective of the project

- To execute the first mock drill and evacuation simulation at Center for Educational Leadership Training, Meepe and at the pilot school, Thaladena MV.
- To coordinate finalization of the guidelines on School Disaster Safety with other stakeholders (DMC, UNOCHA) and to prepare for the workshop.

### 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. Tasks of the 3<sup>rd</sup> mission**

The following are the tasks completed by consultants during 21<sup>st</sup>– 25<sup>th</sup> January 2008:

- Visited and trained school emergency committee at pilot school for mock drill exercise;
- Trained 38 Sri Lanka Education Service (SLES) officers at Meepe on Disaster Risk Reduction and School Emergency Planning;
- Trained school principals and SLES officers on mock drill and evacuation simulation;
- Facilitated in demonstration of mock drill at Meepe together with DMC and Colombo Air Force officials;
- Discussed and shared the outcomes from pilot experience with Disaster Management Center and stakeholders;
- Coordinated for finalization of guidelines for Meepe emergency plan and school safety plan

##### **4.1 Meeting at GTZ office**

A discussion on the 3<sup>rd</sup> mission and schedule for the school safety programme was held at GTZ office on 21<sup>st</sup> January 2008. Dr. Patrizia briefed the team on the tentative plan for the mission and discussed for the proposed date for final mission. Mr. Janaka Kodithuwaka presented the Thalahena MV school safety plan. GTZ- NIE requested ADPC team to impart additional training on disaster risk reduction to Sri Lanka Education Service officers at Meepe and to conduct the mock drill at Meepe.

##### **4.2 Training to school safety committee on mock drill**

ADPC and GTZ- NIE team discussed with the school safety committee of Thalahena MV School on conduct of mock drill and ADPC team explained the guidelines for mock drill exercise and discussed the preparation needed by the school safety team.

##### **4.3 Meeting with Director, Disaster Management Centre (DMC) on 21<sup>st</sup> January 2008**

GTZ- NIE and ADPC team met with Dr. Buddhi, Director of DMC and discussed on draft school safety plan guidelines and mock drill activity at pilot schools. Dr. Buddhi suggested adding topic related pictures in the guidelines and to develop the school preparedness manual in Sinhala and Tamil after finalization. He also suggested adding bomb threat in the guidelines and to conduct the mock drill exercise for bomb threat at schools.

For the mock drill exercise, Dr. Buddhi suggested requesting Air Force to demonstrate fire fighting techniques at Meepe and in the school. He commented that the draft guideline is good enough to implement and more information could be added as annexure after finalization.

## 5. DRR awareness raising at Meepe

### 5.1 DRR training to Sri Lanka Education Service officer

Mr. Sanjaya made a presentation on “Introduction of Hazards” and “Disaster Risk Reduction (DRR)” to (38) Sri Lanka Education Service Officers at Meepe. Presentation was followed by group discussion. The participants were divided into five groups for simulation exercise on “Hazard Hunt” finding “Hazards” in Meepe campus at the following places:  
Group I and II – Kitchen, Dinning hall and hostels  
Group III, IV and V- Library and Auditorium, Office buildings and Class room.



Participants presented the findings of hazard hunts. ADPC team briefed them on guidelines for mock drill along with Meepe emergency committee and school safety committee members.

A survey was conducted for the need of DRR course in Center for Educational Leadership Training module. The survey form is in [Annex I](#).



### 5.2 Discussion on preparation for the mock drill

Guidelines for mock drill presentation was given to SLES officers, Meepe emergency committee and Meepe PGDM participants by Mr. Sanjaya on 23<sup>rd</sup> January 2008. ADPC Project team briefed the evacuation route and role and responsibilities of each team member for the mock drill.



## 6. Mock drill and evacuation simulation exercise at Meepe

Mock drill and evacuation simulation was conducted at Meepe campus on 24<sup>th</sup> January 2008. Officers from Air Force, Disaster Management Centre (DMC) and school safety team from (5) pilot schools were involved in evacuation simulation exercise. Participants were divided into six groups and were stationed at different places after orientation session on guidelines for mock drill. The participants were evacuated to a designated safe area. The feedback and comments from participants are in [Annex II](#).



“Role of Government in disaster” presentation was made by Assistant Colombo District Disaster Management Officer. Colombo Air Force officers made a video presentation on fire followed by a demonstration on fire fighting. They explained how to tackle different kinds of fires. They were actively involved in the demonstration.



## 6.1 Discussion on preparation for mock drill



Presentation on Introduction of Hazards and Guidelines for School safety plan by Mr. Sanjaya was followed by discussion on preparation for mock drill at pilot schools. Teachers and school safety team from five pilot schools attended and presented their school evacuation map to project team, based on the guidelines prepared earlier for the school safety plan.

## 7. Mock drill and evacuation simulation exercise at pilot school, Thalahoma MV School

Mock drill and evacuation simulation exercise was conducted at Thalahoma MV school, Malambe on 25<sup>th</sup> January 2008. Disaster Management officers and Air Force officers were present. The teachers and all students were evacuated safely to a safe area.

Air Force team explained the usage of fire extinguishers. Fire fighting demonstration was given to students. All students and teachers actively participated in the mock drill. School Principal declared to conduct the mock drill once a month for different emergency events.

Thalahoma MV school safety plan is in [Annexure IV](#).



Before emergency alarm in class room (Grade-I)



Checking the evacuation route



Assisting handicapped student



Evacuate to safe area with the help of evacuation team





Fire fighting demonstration by Colombo Air Force Officer



Practical learning on Fire fighting by student



Reporting to Principal after head count



Lesson learned from mock drill experience & vote of thanks to Air Force by student

## 7.1 Meeting with school safety team

GTZ-Meepe team with ADPC project team, DMC officers and Air Force officers received feedback from school safety team. Questions asked by school safety team were explained by DDMC officer and air force officer in Sinhala.

## 8. Conclusion

Selected pilot schools will conduct mock drill and evacuation simulation exercise in February 2008. Thalahena MV School will conduct mock drill on 2<sup>nd</sup> April 2008. GTZ-NIE will organize disaster risk reduction workshop in March 2008 with all stakeholders and receive a formal approval from Ministry of Education for the guidelines. Then the guidelines would function as a National guideline for school safety.

Final mission is scheduled on 1<sup>st</sup> to 3<sup>rd</sup> April 2008 to participate in the workshop. The tasks under the TOR have been successfully completed.

Feedback from participants on mock drill and comments from ADPC is in Annexure II.

*Annexure I*

**Survey on need of a course on DRR**

Questions	Yes	No
Should DRR be taught as a compulsory module in the regular training programs?		
Topics for the DRR module		
1. What is DRR		
2. what are hazards and vulnerability		
3. do's and don'ts for various hazards		
4. components of an emergency plan		
5. how to make an emergency plan		
6. how to conduct a mock drill		
7. practical exercise on making a plan		
8. Visit to a school to see a plan and the mock drill		

Any other topics:

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## *Annexure II*

Feedback from participants on mock drill and comments from ADPC-

- Safe area should have more than one place: This is a good suggestion. There should always be an alternative safe area. In fact, at MEEPE there can be one near the hostels.
- Steps to safer area are not safe enough to evacuate during emergency: the steps can be made broader by MEEPE administration. There should be a sign to show the way to the steps.
- Proper warning system need to set-up in Meepe (e.g. by Siren): This is essential. MEEPE should invest in a siren as the area is vast.
- Most of the exit doors are normally locked and keys are not easily available: The keys should be kept in a glass box near the door, which can be broken in case of emergency to get the key and open the door.
- Each and every team members should know their responsibilities well: This will require more practice. Mock drill can be held once a semester, to polish the skills. Sometimes the drill should be surprise and not pre-planned. Separate drills can be held for different hazards.
- Simulation exercise should include First Aid and Search & Rescue exercise but it should be done after proper training: The training is very important. No action should be taken till training is complete, otherwise it could be dangerous.
- Mock drill should perform at Meepe in every semester regularly for different hazards: This is important to practice the roles and responsibilities.



Ministry of  
Education

Ministry of Education and National Institute of Education  
Education for Social Cohesion, Disaster Risk Management and  
Psycho-Social Care Programme (ESC, DRM & PC Programme)



National Institute  
of Education

## SCHOOL DISASTER SAFETY PLAN

# Thalahena MV

*Malambe*

**Education division:**

**School Class:**



## SCHOOL DISASTER SAFETY PROJECT

### Steps in School Disaster Safety Planning

#### Step 1

##### *Awareness program for school members*

The first step towards making a school disaster safety plan (SDSP) is to create understanding for the need of the plan by awareness creation among school members. This would also include training of teachers and students on how to prepare the plan and implement it through disasters, furthermore presentations would emerge ideas on how and why should the school have a SDSP.

#### Step2

##### *Establish safety committees*

Who will prepare school disaster safety plan? After the awareness program, a school committee should be formed to prepare the school disaster safety plan. This committee is the responsible body to prepare the plan, implement and disseminate it. They are the group know prevailing problems in the school and they can foresee the disaster situation earlier.

#### Step 3

##### *Identify the vulnerabilities of the school*

A historical profile of hazards in the school is needed to be identified. This can be used to get information on prevailing hazards, their frequency and seasonality. Secondary data and primary data from people who are around the school can be used. After identifying the hazard profile it is necessary to prepare a disaster calendar to identify the temporal variation of disasters. Then the mapping process has to be done.

#### Step 4

##### *Prepare SDSP document*

1. The physical details of the school building should be marked.
2. A resource survey should be done by making a matrix showing local resources and capacities. This exercise is important to identify available local capacities and resource persons for support in times of disasters. Identify resources which are easily affected by disasters. Identify resources accessible and owned by the school. Apart from the resources available in the school, also resources present outside the school should be listed.
3. Coping capacity. The current coping mechanisms and proposals for improvement should be identified. The vulnerable location and evacuation routes should be shown.

4. Safe places and evacuation routes.
  - On the school map, the evacuation route should be marked
  - Safe places where the children need to run during an emergency should be marked

## **Step 5**

### ***School disaster safety team***

A group of dedicated students, teachers and professionals can comprise the SDS team. The team should be trained for their responsibilities and should meet regularly to review and update plans. The following sub-teams or members can be appointed to perform:

1. Evacuation and mock drills
2. First Aid

If the SDS team is having more potential for different capacities they can also include the following responsibilities other than above:

- Search & Rescue
- Fire safety
- Site security
- School bus safety

## **Step 6**

### ***Dissemination of plan in school***

Once the plan is made it becomes very important that it should reach each and every teacher and student of the school. The way of dissemination can be arranged by the schools themselves. This dissemination process can be made as an interesting event in the school such as art work, creative activities, poetry writing, slogan writing, drama, games, memory games, observation games, sports, rescue drill, evacuation drill etc. Also it is importance to do this dissemination process after the updating or revision of the plan.

## **Step 7**

### ***Training of the safety team***

The selected safety team should be trained in Search & Rescue, Evacuation and First Aid. Workshops on coordination and usage of the SDS plan should be conducted. Training on the roles and responsibilities of the task forces will orient the teams and help them do their duties.

## **Step 8**

### ***Updating the SDSP***

The School Disaster Safety Plan should be updated and evaluated periodically. The school should fix a time in the year (i.e. January), when they will evaluate and update the plan to make sure that it remains effective even after years of being made. This should then be disseminated again amongst the school community through drills and workshops.

### **Guideline for preparation of the School Disaster Safety Plan**

#### ***1. Awareness program for school members***

Arrange an awareness program for school teachers, students and other non-academic people in the school regarding hazards around us, safety practices and the importance of having such kind of safety practices.

#### ***2. Establish a school disaster safety committee***

The committee composition may vary according to the school capacity and requirement of the school. It can be comprises of following categories of people:

- Chairperson: Principal
- Vice Principal, Head of primary and middle section
- Education officer/ Deputy education officer for the zone
- Parent or Teacher Association president
- 1-2 parents (at least one lady)
- 4 students (Disaster awareness group student leader, Disaster response group leader, Head boy and Head Girl, Head prefects)
- Representative of the Police (from closest police station, if available only)
- Representative of the Health Department (If available only)
- Administrative/ Logistics Officer/ Estate manager from the school office (If available only)
- Local working NGO representative (If available only)
- Local doctor(s) (If available only)
- Others (Supporters in the area, Village head-mans/GN, Village leaders etc)

In the committee it is needed to identify chairman, vice- chairman, secretary, coordinator or convener and other positions according to the requirement.

**Members of the school disaster safety committee**

<b>Name of the person/ Designation</b>	<b>Position &amp; Responsibilities in the committee</b>	<b>Contact details (Address/Tel/ Email)</b>	
		<b>Office</b>	<b>Residence</b>
1. S.A.C.M.Samaratunge Vice Principal	Head of SDSC and head of warning committee. -Assigning committees - giving phone calls	011-2789388	011-2538924
2.Ms.K.A.M.Padmasiri V.Principal	Head-search & Rescue team keeping the records of daily attendance of students & Teachers.	2789388	011-2560295
3.Ms.B.K.P.Padmakanthi Teacher	Head of Evacuation team. -opening locked doors - directing students to safe areas -counting heads & reporting missing	2789388	0714861510
4.Ms.K.T.M.de Silva Teacher (Head-Science)	Head of first aid team. -Maintain first aid kit. -Inform the principal about injured.	2789388	0602143957
5.Ms,C.K.Karunaratne Teacher	Head of site security team. -prevent unnecessary people entering. -protect property	2789388	
6.Ms.P.W.S.Priyanthi Teacher	-member – first aid -giving first aid -taking injured to hospital	2789388	5655423
7.Ms.S.R.W.Chandralatha Teacher	Member – evacuation team -directing students to safe areas. -opening locked doors/gates	2789388	2560166 4907227
8.Ms.Ramani Dammika Parent	Member of evacuation team -directing students to safe areas. -opening locked doors/gates		011-5617113



9.Ms.P.D.Ariyawathi parent	Member –evacuation team. -taking students to safe areas. -helping other members		
10.Ms.K.G.Dayawathi Parent	Member – evacuation -taking students to safe areas. -helping other members		
11.Ms.P.K.Irangani (parent)	Member of warning team -Informing relevant authorities -emergency services	2789388	011-5617113
12.Ms.Shiroma Abeyratne (Parent)	Member of first aid team -giving first aid		011-5752548
13.Ms.E.Kamala Chandrawathy (Parent)	Member of site security team. -protects property -Prevent outsiders entering		0777-472518
14.Ms.Shiromi Indika (Parent)	Member of site security team. -protects property -prevent outsiders entering		0786180968
15.Ms.Chandrika Damayanthi (Parent)	Member of search and rescue team -find the victims -take victims out of place		0786342248
16.Ms.A.D.Ranjani (Parent)	Member of search & rescue team -find victims -take injured out of place		0785438137
17.H.Krishantha (Prefect)	Member of warning team -give the warning signal		0786287349 429/B Thaladena, Malabe
18.D.P.Roshan Pradeep (Prefect)	-Member of warning team -give the warning signal		2788964 74/B Thalahe, Malabe
19.D.G.M.R.Wasanthi (Prefect)	Member of search & rescue team -help to find missing people		459/2,Udumula, Mulleriyawa,N.Town
20.D.G.Luxman Rodrigo (Prefect)	Site security/evacuation team -helping to evacuate		167/2B, Thalahe 2760551
21.W.A.Hansi Sithara (Prefect)	Evacuation team -helping to evacuate		0775879065 417,Udumula, Mulleriyawa, N,Town
22.J.P.Nipuni Anjalika (Prefect)	First aid team -giving first aid		478/B,Udumulla, Mulleriyawa
23.D.D.Nalaka Sampath (Prefect)	First aid team -giving first aid		072-4196122 128,Thalahe, Malabe

24.G.P.Gihan Chethiya (Prefect)	Site security team -Provide security		011-5634402 128.Thalahena, Malabe
25.Iresha Lakmali (Prefect)	Site security -provide security		459/1,Udumulla, Mulleriyawa, N.Town

**Hazard Identification around the school area**

Historical Hazards Information (Use past records and other information sources)

<b>Type of hazards</b> *	<b>Type of losses recorded</b> **	<b>Last disaster recorded</b> <b>(date/month/year)</b>
Full of trees	The main gate and the wall were damaged.	2006
Broken swing of onchilas	Two children were injured.	2007
A teacher was bitten by dog.	An ISA was bitten by a dog in the school. He was given treatment.	2007
Careless use of Ella bats.	One student was in ICU in Colombo as he was hit by a bat.	2006
Fall of electric wire.	A student had touched and got a shock.	2006

\* - Potential structural and non-structural hazards in and outside of school. (Flood, Landslide, Tsunami, Cyclone, Building collapse, Fire, Chemical leakage, fall of tree etc.)

\*\* - Human deaths, infrastructure, building, etc.

**Hazards Calendar**

<b>Hazard</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Floods				✓								
Cyclone				✓								

Potential Hazards around the school (By observation or technical analysis in School)

<i>Type of hazards</i> *	<i>Type of losses recorded</i> **	<i>Possible solution identified</i>
Fire in electric cabals.		<ul style="list-style-type: none"> <li>▪ A ball</li> <li>▪ use of fire extinguisher</li> <li>▪ Rewiring the electric system.</li> <li>▪ using trip switches.</li> </ul>
Building - Ceiling		Fixing a new ceiling
Fall of trees	Main gate, wall damaged	Cutting branches of large trees.
Rain water gutters.		Crack and broken one should be replaced with a new one.
No zebra crossing on the main road.		Can be drawn up and a teacher can be used when ever necessary.
Tiles broken in main building.		Replace with new one.
Book shelves in the library.		Fixing to wall.
Street dogs.		Immunize them. contact PHI.
Old ceiling fan.		Repairing them.
Chemicals in the tab.		Store properly. fire extinguisher can be used.
An insecurity wall 120 feet.		Making a fence.

**Resources identification** (Include only the available or resources which are workable)

<i>Type of resource *</i>	<i>Usefulness in an disaster **</i>	<i>Number</i>
Teachers and parents.	-To implement safety plan with a confidence -Training is necessary	011-2789388
Thalangama Police co-ordinating officer Mr.D.R.T. Ranasinghe	-inform other emergency services. -provide security.	011-2788079 011-2789249 0714292986
A.A.Amaresena, Divisional Director, Kaduwela	-to inform other relevant authority.	286665 2790926
Cab-service	Transport service	2762762, 2538538 2790590
G.P Piyadasa. SDS	-Transport service -security service	2789264
PHI – Mr.Kosala	-First aid -other treatment in an epidemic.	2571200
Wiscom Lanka Co. Mr. Upali Hettiarachchi, Thalahena	Transport service	4407657 0777366731

Resources need to be fulfilled

<i>Type of resource *</i>	<i>Number</i>
Fire extinguishers	03
Stretches	03
First aid boxes	03
Emergency lights	02
Safety helmets	03
Ladder	01
Masks	04
Fire preventing kit	04
Bandages	

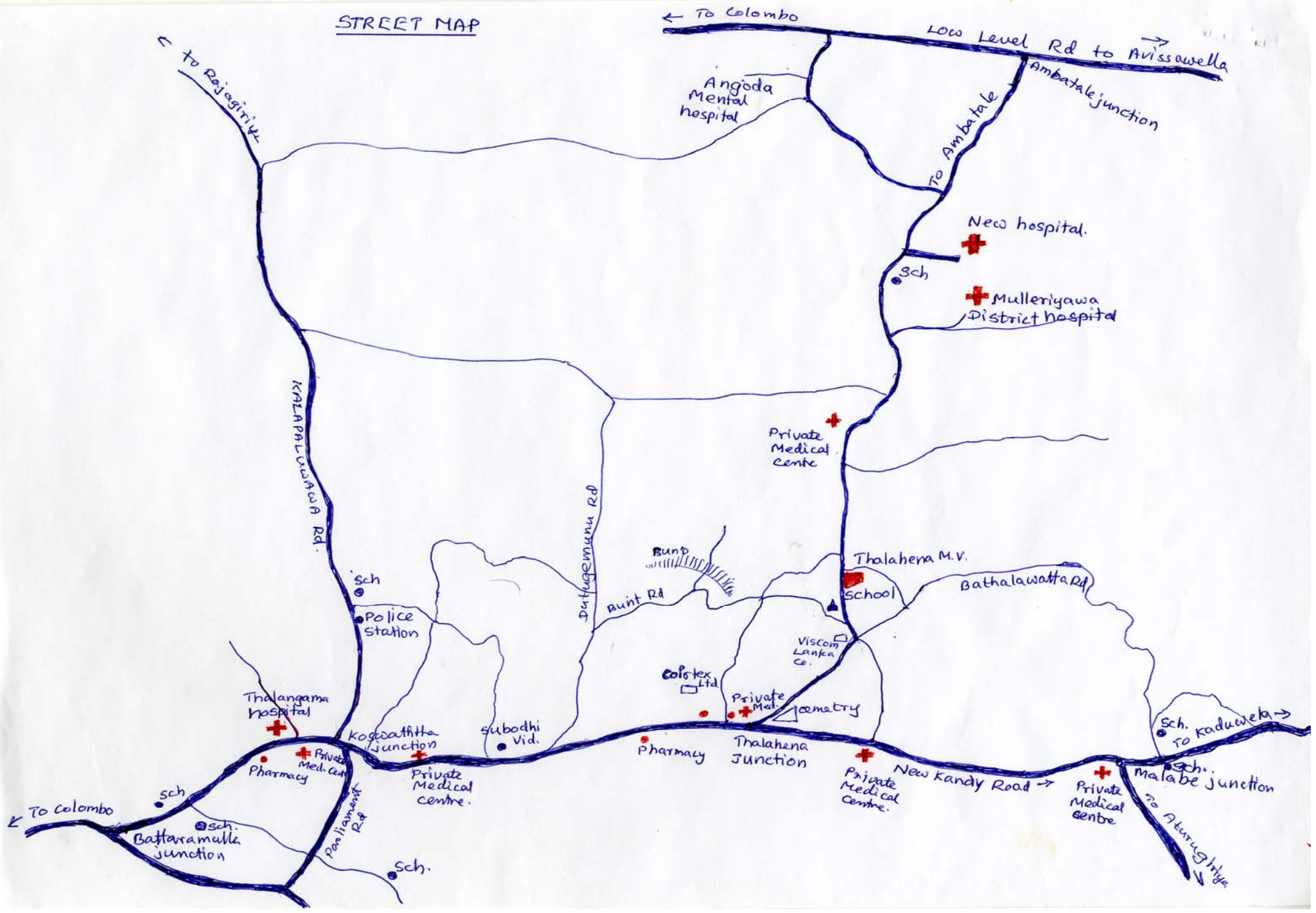
- Safety plan boards (to be save by all)
- Stickers to show directions
- Emergency room to be established

***Hazards and Vulnerability mapping***

***School disaster safety team preparation***

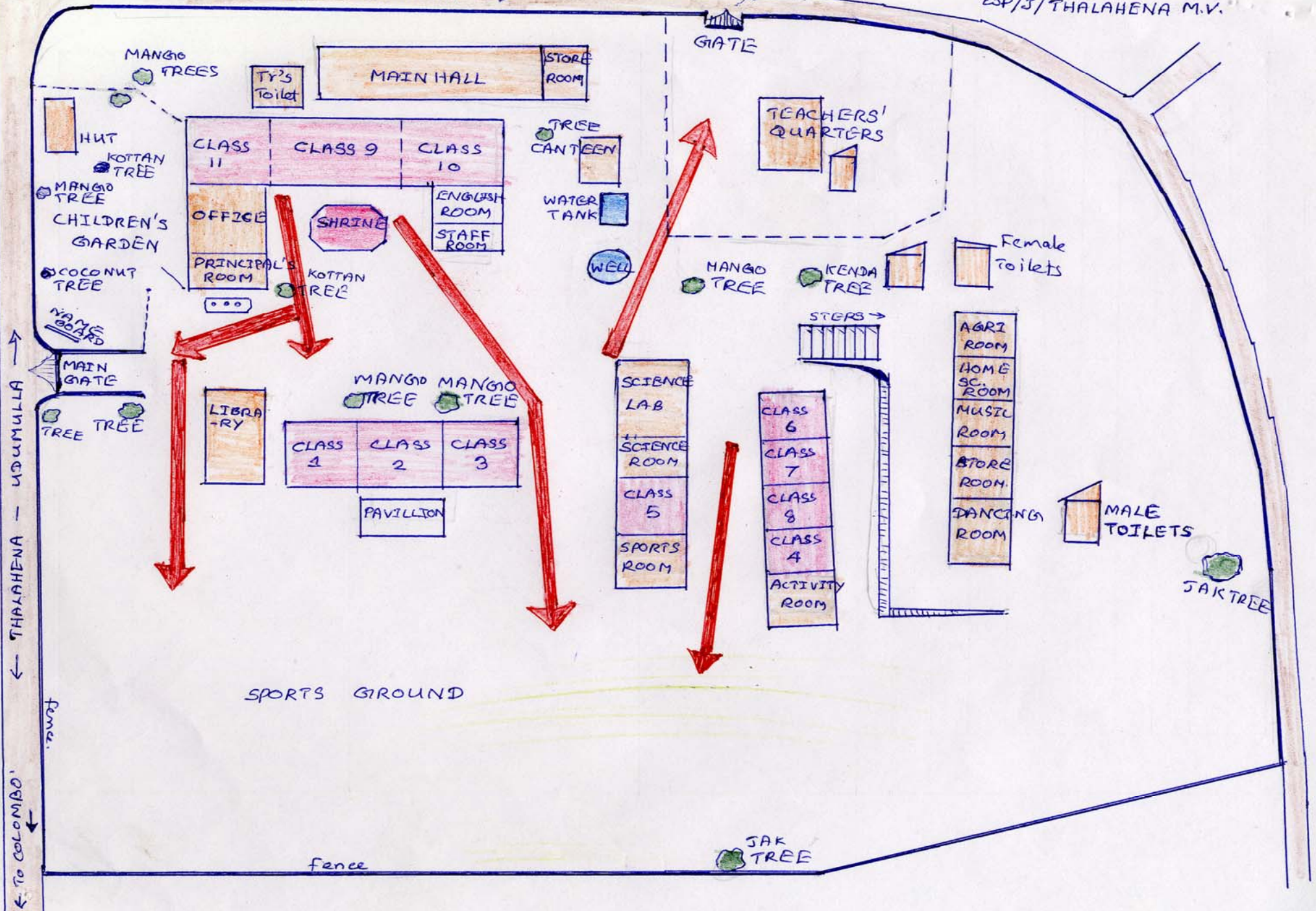
<b><i>Task</i></b>	<b><i>Name and designation of the team member *</i></b>	<b><i>Contact details</i></b>
First aid team	Ms.K.T.M.de Silva (Head)	060-2143957 011-2789388
	Ms.P.W.S.Priyanthi (Teacher)	5655423 011-2789388
	Ms.Shiroma Abeyratne	011-5752548
Evacuation and mock drills team	Ms.B.K.P.Padma kanthi (head)	071-4861510 011-2789388
	Ms.S.R.W.Chandralatha (teacher)	2560166 4907227 011-2789388
	Ms.K.G.Dayawathie (Parent)	
Team 01	Ms.S.A.C.M.Samaratunge (Head)	011-2538924 011-2789388
	Ms.K.A.M.Padmasiri (teacher)	011-2560295 011-2789388
	H.Krishantha (student-Prefect)	0786287349

STREET MAP



PARAKRAMA MAWATHA →

EVACUATION PLAN OF  
W/P/S/THALAHENA M.V.





## **Appendix: Dos and Don'ts**

### **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**

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.

### 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 kutcha 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 Threat**

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.

## Guidelines for mock drills

1. The safety team and other members of the teams should study the emergency plan carefully and make sure they understand all aspects of the plan.
2. The early warning team must decide on the mode of alarm and let all persons know the form of the alarm. (Bell, siren, etc.)
3. The evacuation team must designate the safe areas and evacuation routes. These details must be made available to all by means of maps displayed at prominent locations. The route to the safe areas should be displayed by signs.
4. All the staff and students must know what they are to do once they hear the alarm.
5. First priority in a school should be for evacuation of the junior classes and physically challenged persons as they are the most vulnerable.
6. In the rooms and classrooms all persons must line up, form a queue, and leave to the outside assembly area or safe area.
7. The class teacher must be the last to leave the room, and will walk along with the students.
8. Girl guides, scouts, prefects and monitors must help in this process.
9. At the safe area there will be a head count. If any person is missing then the information must be given to the emergency responders.
10. No one will run, turn back or shout. This is important to prevent panic and stampede.
11. The last to leave the premises should be the Principal and senior staff. They can lock the valuables before leaving.
12. Parents must be made aware of the process so they do not interfere in the safe evacuation.
13. The outside agencies such as police, fire, DMC, etc. must be informed of the mock drill and requested to be present during the drill.
14. If there is need to evacuate outside the school premises then traffic police must help, especially at junctions, to enable safe crossing of roads by the children.
15. Evacuation to the safe area should not take more than 20 -30 minutes.
16. Take feedback from all participants for amendments to the emergency plan.





Ministry of Education

Ministry of Education and National Institute of Education  
Education for Social Cohesion, Disaster Risk Management and  
Psycho-Social Care Programme (ESC, DRM & PC Programme)



National Institute of Education

**SCHOOL DISASTER SAFETY PLAN**

**Eheliyagoda Central College**

Education division: .....

School Class: .....



## SCHOOL DISASTER SAFETY PROJECT

### Steps in School Disaster Safety Planning

#### Step 1

##### *Awareness program for school members*

The first step towards making a school disaster safety plan (SDSP) is to create understanding for the need of the plan by awareness creation among school members. This would also include training of teachers and students on how to prepare the plan and implement it through disasters, furthermore presentations would emerge ideas on how and why should the school have a SDSP.

#### Step2

##### *Establish safety committees*

Who will prepare school disaster safety plan? After the awareness program, a school committee should be formed to prepare the school disaster safety plan. This committee is the responsible body to prepare the plan, implement and disseminate it. They are the group know prevailing problems in the school and they can foresee the disaster situation earlier.

#### Step 3

##### *Identify the vulnerabilities of the school*

A historical profile of hazards in the school is needed to be identified. This can be used to get information on prevailing hazards, their frequency and seasonality. Secondary data and primary data from people who are around the school can be used. After identifying the hazard profile it is necessary to prepare a disaster calendar to identify the temporal variation of disasters. Then the mapping process has to be done.

#### Step 4

##### *Prepare SDSP document*

5. The physical details of the school building should be marked.
6. A resource survey should be done by making a matrix showing local resources and capacities. This exercise is important to identify available local capacities and resource persons for support in times of disasters. Identify resources which are easily affected by disasters. Identify resources accessible and owned by the school. Apart from the resources available in the school, also resources present outside the school should be listed.
7. Coping capacity. The current coping mechanisms and proposals for improvement should be identified. The vulnerable location and evacuation routs should be shown.
8. Safe places and evacuation routes.

- On the school map, the evacuation route should be marked
- Safe places where the children need to run during an emergency should be marked

## **Step 5**

### ***School disaster safety team***

A group of dedicated students, teachers and professionals can comprise the SDS team. The team should be trained for their responsibilities and should meet regularly to review and update plans. The following sub-teams or members can be appointed to perform:

3. Evacuation and mock drills
4. First Aid

If the SDS team is having more potential for different capacities they can also include the following responsibilities other than above:

- Search & Rescue
- Fire safety
- Site security
- School bus safety

## **Step 6**

### ***Dissemination of plan in school***

Once the plan is made it becomes very important that it should reach each and every teacher and student of the school. The way of dissemination can be arranged by the schools themselves. This dissemination process can be made as an interesting event in the school such as art work, creative activities, poetry writing, slogan writing, drama, games, memory games, observation games, sports, rescue drill, evacuation drill etc. Also it is importance to do this dissemination process after the updating or revision of the plan.

## **Step 7**

### ***Training of the safety team***

The selected safety team should be trained in Search & Rescue, Evacuation and First Aid. Workshops on coordination and usage of the SDS plan should be conducted. Training on the roles and responsibilities of the task forces will orient the teams and help them do their duties.

## **Step 8**

### ***Updating the SDSP***

The School Disaster Safety Plan should be updated and evaluated periodically. The school should fix a time in the year (i.e. January), when they will evaluate and update the plan to make sure that it

remains effective even after years of being made. This should then be disseminated again amongst the school community through drills and workshops.

### **Guideline for preparation of the School Disaster Safety Plan**

#### ***1. Awareness program for school members***

Arrange an awareness program for school teachers, students and other non-academic people in the school regarding hazards around us, safety practices and the importance of having such kind of safety practices.

#### ***3. Establish a school disaster safety committee***

The committee composition may vary according to the school capacity and requirement of the school. It can be comprises of following categories of people:

- Chairperson: Principal
- Vice Principal, Head of primary and middle section
- Education officer/ Deputy education officer for the zone
- Parent or Teacher Association president
- 1-2 parents (at least one lady)
- 4 students (Disaster awareness group student leader, Disaster response group leader, Head boy and Head Girl, Head prefects)
- Representative of the Police (from closest police station, if available only)
- Representative of the Health Department (If available only)
- Administrative/ Logistics Officer/ Estate manager from the school office (If available only)
- Local working NGO representative (If available only)
- Local doctor(s) (If available only)
- Others (Supporters in the area, Village head-mans/GN, Village leaders etc)

In the committee it is needed to identify chairman, vice- chairman, secretary, coordinator or convener and other positions according to the requirement.

**Members of the school disaster safety committee**

<b>Name of the person/ Designation</b>	<b>Position &amp; Responsibilities in the committee</b>	<b>Contact details (Address/Tel/ Email)</b>	
		<b>Office</b>	<b>Residence</b>
D . M Madduma Bandara	Deputy Principal	Eheliyagoda Central college, Eheliyagoda.	
Y. Jayawardhana	Head, Commerce		Pahalagama, Eheliyagoda
R.A. chandrasiri	Head, Arts		82/2, Marambe, Gattahetta. 060-2360076
U.P.Siripala	Head, Science		"Susurunde" Sri Dhammakola Mw, Balapitiya, Eheliyagoda.
B.B. Somawardhana	Math teacher		7, Araliya Uyana, Badawaththe, Eheliyagoda. 036-2259103/ 0777214285
G.K.A. Nandasena	Science teacher		Range gama Pannawala 060-2361323
Susantha Gamage	English teacher (Cadet officer)		434/4, Wiyalagoda, Eheliyagoda. 036-5672165
M.P.P Karunarathne	Head, 6,7 section		Rakkettiya wattha, Panawala 036-5672165
M.S. Priyadarshani	Head 8,9 section		400/B2,

			Subasekara Mw, Bulugahapitiya, Eheliyagoda 036-2259699
H. Kamani Wasanthi	Deputy Principal		172/5, Gangani garden , Madolla Awissawella
W.M Wijerathne	Assistant Principal		Wiyalagoda, Eheliyagoda 0779186473
Sarath Ananda	Deputy post master		
J.M.S.K jayamanna	Proprietor Deep corner		Deep corner, Asgangala road, Eheliyagoda.

***Hazard Identification around the school area***

Historical Hazards Information (Use past records and other information sources)

<b><i>Type of hazards</i></b> *	<b><i>Type of losses recorded</i></b> **	<b><i>Last disaster recorded</i></b> <b><i>(date/month/year)</i></b>
Dengue	Illness	2006
Rabies		

Potential Hazards around the school (By observation or technical analysis in School)

<i>Type of hazards</i> *	<i>Type of losses recorded</i> **	<i>Possible solution identified</i>
Road Accident	Human lives	
Fire		

**Resources identification** (Include only the available or resources which are workable)

<i>Type of resource</i> *	<i>Usefulness in an disaster</i> **	<i>Number</i>

Resources need to be fulfilled

<i>Type of resource</i> *	<i>Number</i>

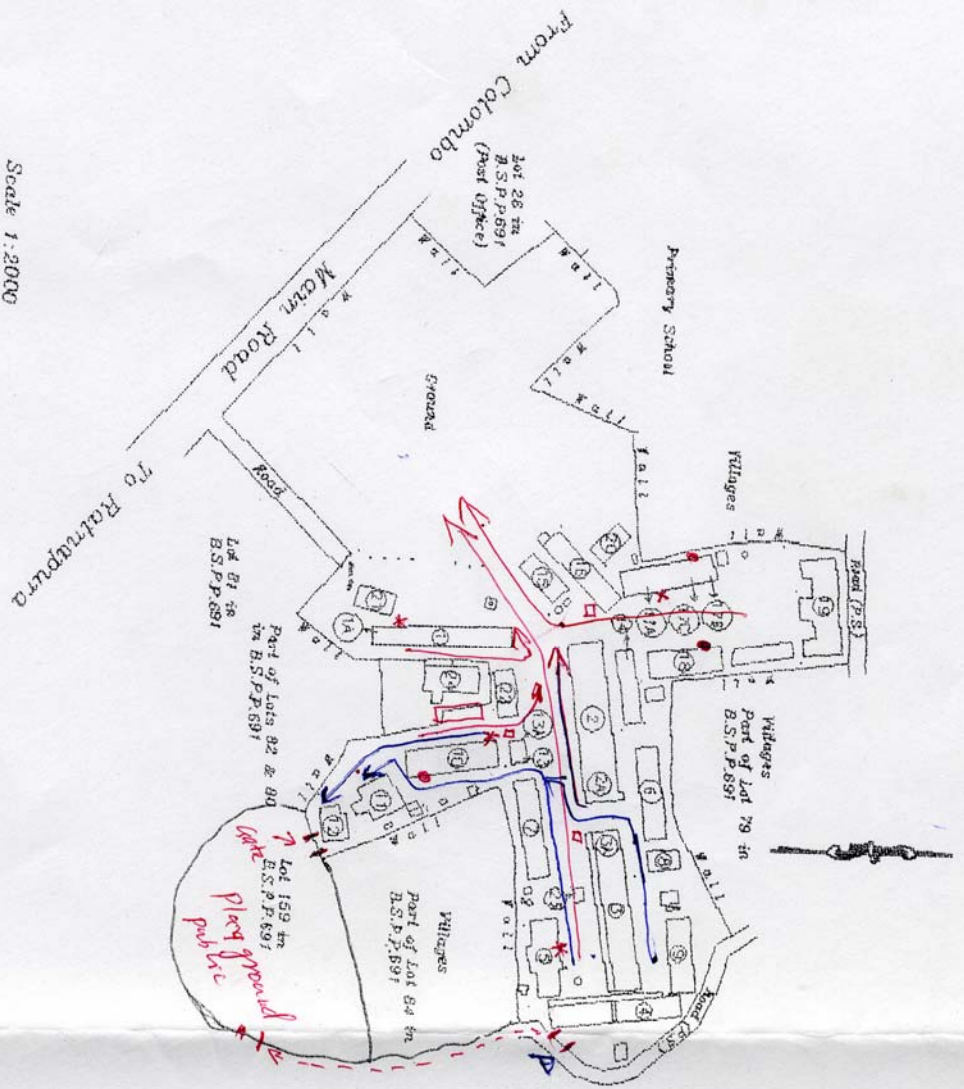
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***School disaster safety team preparation***

<b><i>Task</i></b>	<b><i>Name and designation of the team member *</i></b>	<b><i>Contact details</i></b>
First aid team	H.K Wasantha	0362231409
	P.P.G Sriyalatha	0452262515
	B.B Somiwardhana	0362259103 0777214285
	Chandrasiri Munasinghe	0724359700
	W.G.J Wicramage	0362259871
Search and rescue team	W.M Wijarathne	0779196473
	W.S. Senanayake	0362259248 0776714890
	H.T. Thilakarathne	0362258558
	W.N.S Fernando	0362231687
	W.W.M Wicramasinghe	0362259242
Intelligence team		
Team 02 .....		



# GENERAL PLAN OF INSTITUTION



Scale 1:2000

CONSTRUCTION COMPANY

## LEGEND

- |        |                           |
|--------|---------------------------|
| 1.     | Conference Hall           |
| 1-A    | Art Room                  |
| 2.     | Grade 11 Hall             |
| 2-1    | Staff Room                |
| 3.     | Office Building           |
| 3-1    | Office Room               |
| 4.     | Mysamardhana Building     |
| 5.     | Grade 12 science Hall     |
| 6.     | 8-11 Laboratory           |
| 7.     | Selfservice Hall          |
| 8.     | Apprentices' unit         |
| 9.     | Technical Building        |
| 10.    | D.S. Svarayudha Building  |
| 11.    | Home Science Room         |
| 12.    | Dancing Room              |
| 13.    | 8-11 Section Room         |
| 13A.   | Part and north            |
| 14.    | Commerce Section Building |
| 14A.   | Commerce Room             |
| 15.    | Harsakundha Building      |
| 16.    | Music Unit                |
| 16A.   | O.B. Room                 |
| 16B.   | Sport unit                |
| 17.    | Art section               |
| 17A/B. | Computer unit             |
| 17C.   | Art Room                  |
| 18.    | Business Learning Section |
| 19.    | A/L Laboratory            |
| 20.    | Canteen                   |
| 21.    | Sports Section            |
| 22.    | Open Theatre              |
| 23.    | Religious Room            |
| 24.    | Quarters                  |
- Road (P.S.) - Road (Pradhikara Sabha)



Ministry of  
Education

Ministry of Education and National Institute of Education  
Education for Social Cohesion, Disaster Risk Management and  
Psycho-Social Care Programme (ESC, DRM & PC Programme)



National Institute  
of Education

## SCHOOL DISASTER SAFETY PLAN

# Ananda Balika MV

*Pitakotte*

**Education division:**

**School Class:**



# SCHOOL DISASTER SAFETY PROJECT

## Steps in School Disaster Safety Planning

### Step 1

#### *Awareness program for school members*

The first step towards making a school disaster safety plan (SDSP) is to create understanding for the need of the plan by awareness creation among school members. This would also include training of teachers and students on how to prepare the plan and implement it through disasters, furthermore presentations would emerge ideas on how and why should the school have a SDSP.

### Step2

#### *Establish safety committees*

Who will prepare school disaster safety plan? After the awareness program, a school committee should be formed to prepare the school disaster safety plan. This committee is the responsible body to prepare the plan, implement and disseminate it. They are the group know prevailing problems in the school and they can foresee the disaster situation earlier.

### Step 3

#### *Identify the vulnerabilities of the school*

A historical profile of hazards in the school is needed to be identified. This can be used to get information on prevailing hazards, their frequency and seasonality. Secondary data and primary data from people who are around the school can be used. After identifying the hazard profile it is necessary to prepare a disaster calendar to identify the temporal variation of disasters. Then the mapping process has to be done.

### Step 4

#### *Prepare SDSP document*

9. The physical details of the school building should be marked.
10. A resource survey should be done by making a matrix showing local resources and capacities. This exercise is important to identify available local capacities and resource persons for support in times of disasters. Identify resources which are easily affected by disasters. Identify resources accessible and owned by the school. Apart from the resources available in the school, also resources present outside the school should be listed.

11. Coping capacity. The current coping mechanisms and proposals for improvement should be identified. The vulnerable location and evacuation routes should be shown.
12. Safe places and evacuation routes.
  - On the school map, the evacuation route should be marked
  - Safe places where the children need to run during an emergency should be marked

## **Step 5**

### ***School disaster safety team***

A group of dedicated students, teachers and professionals can comprise the SDS team. The team should be trained for their responsibilities and should meet regularly to review and update plans. The following sub-teams or members can be appointed to perform:

5. Evacuation and mock drills
6. First Aid

If the SDS team is having more potential for different capacities they can also include the following responsibilities other than above:

- Search & Rescue
- Fire safety
- Site security
- School bus safety

## **Step 6**

### ***Dissemination of plan in school***

Once the plan is made it becomes very important that it should reach each and every teacher and student of the school. The way of dissemination can be arranged by the schools themselves. This dissemination process can be made as an interesting event in the school such as art work, creative activities, poetry writing, slogan writing, drama, games, memory games, observation games, sports, rescue drill, evacuation drill etc. Also it is importance to do this dissemination process after the updating or revision of the plan.

## **Step 7**

### ***Training of the safety team***

The selected safety team should be trained in Search & Rescue, Evacuation and First Aid. Workshops on coordination and usage of the SDS plan should be conducted. Training on the

roles and responsibilities of the task forces will orient the teams and help them do their duties.

## **Step 8**

### ***Updating the SDSP***

The School Disaster Safety Plan should be updated and evaluated periodically. The school should fix a time in the year (i.e. January), when they will evaluate and update the plan to make sure that it remains effective even after years of being made. This should then be disseminated again amongst the school community through drills and workshops.

### **Guideline for preparation of the School Disaster Safety Plan**

#### ***1. Awareness program for school members***

Arrange an awareness program for school teachers, students and other non-academic people in the school regarding hazards around us, safety practices and the importance of having such kind of safety practices.

#### ***4. Establish a school disaster safety committee***

The committee composition may vary according to the school capacity and requirement of the school. It can be comprises of following categories of people:

- Chairperson: Principal
- Vice Principal, Head of primary and middle section
- Education officer/ Deputy education officer for the zone
- Parent or Teacher Association president
- 1-2 parents (at least one lady)
- 4 students (Disaster awareness group student leader, Disaster response group leader, Head boy and Head Girl, Head prefects)
- Representative of the Police (from closest police station, if available only)
- Representative of the Health Department (If available only)
- Administrative/ Logistics Officer/ Estate manager from the school office (If available only)
- Local working NGO representative (If available only)
- Local doctor(s) (If available only)
- Others (Supporters in the area, Village head-mans/GN, Village leaders etc)

In the committee it is needed to identify chairman, vice- chairman, secretary, coordinator or convener and other positions according to the requirement.

***Members of the school disaster safety committee***

<b><i>Name of the person/ Designation</i></b>	<b><i>Position &amp; Responsibilities in the committee</i></b>	<b><i>Contact details (Address/Tel/ Email)</i></b>	
		<b><i>Office</i></b>	<b><i>Residence</i></b>
1.V.G.I.L.Vithana (Principal)	Chairperson Informing relevant people/authorities	Ananda Balika V.PagodaRd, Kotte-0112854410	Ananda Balika V.PagodaRd, Kotte-0112854410
2.Ms.M.Wickramachchi Vice Principal	Vice Chair dissemination of plan in school	Ananda Balika V.PagodaRd, Kotte-0112854410	2/41,Epitamula Rd, Pitakotte 0602186085
Ms.Kamala Karunathilake	Secretary- Training of the safety team.	-do-	17,New Hospital Rd Pamunuwa, Maharagama 0112840918
Ms.Dharma Bandara Head-Secondary section	Coordinator- Training of the safety team	-do-	235/4 Thalapath pitiya Temple Rd, Negegoda 0114978966
Ms.G.H.Malani Head / Primary	Committee Member Identifying hazards in & around school	-do-	13/135, Madiwella Rd, Udahamulla, Nugegoda. 0112834.32
Ms.K.V.N.S.Piyasiri	Committee Member Maintaining the hazards calendar	-do-	43/21D, Pepiliyana Mw, Kohuwela, Nugegoda. 0712285481
Mr.Lalith Wickramatilake President/ School Dev.Society (SDS)	Committee Member Identifying hazards in & around school	-	133/3, A 1/1, Beddagana Rd. (South) Pitakotte, Kotte. 0112871895
Ms.Sunandanie SDS, Committee Member	Committee Member Identifying hazards in & around school	-	Z11/C, Pannipitiya Rd, Thalawathugoda. 0112774753
Ms.Dunuwila SDS, Committee Member	Committee Member Identifying Possible Solutions	-	57/22, Cemetery Rd,

	to Problems		Mithana, Nugegoda. 0785268337
Hansini Kutitunga Head Prelect	Disaster awareness group student leader identifying possible solutions to problems	-	44, Jayagath Rd, Nawinna, Maharagama. 0112838095
Anjani Dinushika	Disaster response group member mock drills	-	59/6, Kotuweegoda, Rajagiriya. 0602157847
Migari Kaushalya	Disaster response group member mock drills	-	332/9 A, Robert Gunawardane Mw, Malabe. 0786096677
OIC – Mirihana Police Station	Committee Member Training of the safety team	Police Station Mirihana. 0112852566 0112854853	
PHI, Mr.Priyantha	Committee Member Training of the safety team	Divisional Dr.of Health, Nugegoda.	
Dr.Dimuthu Dharmawardane	Committee Member Treating Victims in an emergency	31, Thalawathugoda Rd, Pitakotte. 0112866133	31, Thalawathugoda Rd, Pitakotte. 0112866133
Mr.Ajith Rohana	Committee Member Identifying Possible Solutions to Problems	No.35, D.R.Wijewardane Mw, Colombo – 10. 0112429429	M/5, 1 <sup>st</sup> Lane, Isurupaya, Malabe. 0723447714
Mrs.Indra Kumari	Committee Member Identifying Possible Solutions to Problems	Ananda Baliks V. Pogoda Rd, Kotte 0112854410	38/8, Beddegana Rd. 3 <sup>rd</sup> Lane, Beddegana, Pitakotte. 0112867919
Mr.Wijekoon Asst.Director of Education	Committee Member Training of the Safety Team.	Zonal Edu.office (Jayawardhanapura) Battaramulla. 0112876628	

**Hazard Identification around the school area**

Historical Hazards Information (Use past records and other information sources)

<b>Type of hazards</b> *	<b>Type of losses recorded</b> **	<b>Last disaster recorded</b> <b>(date/month/year)</b>
Collapse of the stage during a Pirith Ceremony	Monks were injured & hospitalized	1993

\* - Potential structural and non-structural hazards in and outside of school. (Flood, Landslide, Tsunami, Cyclone, Building collapse, Fire, Chemical leakage, fall of tree etc.)

\*\* - Human deaths, infrastructure, building, etc.

**Hazards Calendar**

<b>Hazard</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Floods												
Landslide												
Tsunami												
Cyclone												
Other												
1.											✓	
2.												
3.												

Potential Hazards around the school (By observation or technical analysis in School)

<b>Type of hazards</b> *	<b>Type of losses recorded</b> **	<b>Possible solution identified</b>
Gravel entrance to the playground	None	Paving the entrance with concrete.



Broken fence around the playground	None	Fixing the fence
Unsafe Stairs	None	Fixing railings on either sides
Unsafe entrance to the playground from the primary section	None	Covering the drain with concrete slabs
Unsuitable toilets for primary students.	One child's foot got stuck in a squatting pan.	Building suitable toilets for primary students.
School are flooded During heavy rains some areas in the flooded due to uncovered drains.	Some children have fallen into the drains without being able to see them.	Covering the drains with concrete and / or gully
Windows of the dancing room	None	Making the pavement wider or charging the place pf windows.
Stairs leading to the canteen from the home garden	None	Making the stairs wider and shorter to make them 'easy to climb'.
Stairs leading to the playground from the canteen	None	Making the stairs wider and shorter to make them 'easy to climb'.
Garbage dump near the gate	None	A proper place to collect garbage until the garbage collectors take it away.
Open area in the east of the staff room	None	Constructing a safely a safely wall.
Broken concrete pillar in front of the staff room	None	Removing the concrete pillar.

**Resources identification** (Include only the available or resources which are workable)

<i>Type of resource *</i>	<i>Usefulness in an disaster **</i>	<i>Number</i>
Bell	To draw student's attention	1
First aid kits	Treatment for minor injuries.	Every classroom has one first aid kit.
Microphones	To make announcement	1

Resources need to be fulfilled

<i>Type of resource *</i>	<i>Number</i>
Mega phone	01
Siren	01
Ladders	02
Fire extinguishers	02
Emergency rooms	02
Doctor	01
Electrician	01
Sound System	01

\* - Human and physical resources

\*\* - Type of training/ way that can be used in an emergency

- Safety plan boards (to be save by all)
- Stickers to show directions
- Emergency room to be established

***Hazards and Vulnerability mapping***

- Prepare a scaled diagram of the school with all structures such as buildings, playground, natural geographical locations such as ponds, rivers, mountains etc. Also include the resources available (Ladders, Fire extinguisher, Emergency room etc.).

- After process the map, it is needed to identify the evacuation routes and safe places. A safe place or places are areas identified as less prone to damages such as play ground, building in higher elevation etc.

An evacuation path is the easiest way to reach the safe place. There may be one or more evacuation paths

***School disaster safety team preparation***

<b><i>Task</i></b>	<b><i>Name and designation of the team member *</i></b>	<b><i>Contact details</i></b>
First aid team	Ms.A.D.Samarakoon	0112876269
	Ms.A.Kolambage	0112875022
	Ms.S. Gajanayake	011-5752548
Evacuation and mock drills team	Ms.S.P.K.Ranaweera	
	Harshani Damayanthi	0602173192
	Jeewani Chathurika	0112877280
Team 01 First Aid		
Team 02 .....		


\* - The nomination has to be done according to their qualifications, experiences,

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12 / 13 മാസം, മുൻകാലം

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