



# Framework on School Safety Mock Exercise



Nagaland State Disaster Management Authority  
Home Department  
Government of Nagaland

11. **Additional Activities:** The school. after the mock exercise, can also arrange for demonstrations by Fire & Emergency Services, on, 'how to douse fires by teachers and students " and by St John Ambulance or Red Cross, on, 'Correct methods of rendering first aid', In case the NDRF Battalion/State Disaster Response Force is located nearby, they can also be requested to give a demonstration on, c Collapsed Structure Search & Rescue and Medical First Response "

12. **Conclusion:** Mock Exercises have proved to be a useful tool to test the preparedness against any type of disaster. Correct methods of conducting mock exercises will go a long way in improving the preparedness in the schools against all types of perceived disasters. We cannot prevent hazards from happening, but can surely prevent them from becoming disasters and when they do happen, to minimise their effect in terms of loss of human lives and damage to infrastructure, by taking preventive and mitigation measures.

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injured requiring it at site. others wait for the injured at the First Aid Area, for providing the first aid.

- g) Once all the injured have been brought to the First Aid Area and given first aid, those requiring hospitalization are evacuated, in ambulances, which by now would have arrived.
- h) The School Control Room Team Members (Warning & Information Dissemination Team) also receive the Police. Fire Services, Ambulances and other first responders, brief them on the situation at the School Gate/School Control Room and render help as required by them in managing the disaster.
- i) Once the observers are satisfied with the outcome of the mock exercise, they shall report to the Mock Exercise Coordinator. who will call off the Mock Exercise. after informing the Principal. Calling off is done by sounding of siren/ringing of bell.

10. **Debriefing:** The observers, teachers and students would thereafter assemble at a central place, for debriefing. The observers first give out their observations giving both the good practices and lessons learnt. Thereafter the participating classes (teachers and students) shall give out their learning experience from the exercise. The Principal shall then give the closing remarks. The Coordinator shall note down all the relevant points and make an, ' After Action Report', which should be put up to the Principal I School Management, for follow up action. The School DM Plan would accordingly be reviewed and revised, where necessary.

Room Team) Leader as the Deputy Incident Commander. The Warning & Information Dissemination (Control Room) Team also takes charge of the School Search & Rescue and First Aid Teams, who would have assembled near the Control Room. The Disaster Management equipment like ropes, stairs, stretchers, search lights, whistles, megaphone and first aid boxes are taken out from the Store and kept near the Control Room. The Warning & Information Dissemination (Control Room) Team also informs the Police, Fire & Emergency Services, nearest hospital, ambulance services, the District Disaster Control Room and the School Management, intimating the type and severity of disaster, in terms of casualties and the damage to infrastructure and the help required by the school.

- e) The nominated Search and Rescue Team/s and First Aid Team/s Members report at the School Control Room during evacuation and are given the required DM equipment by the Warning & Information Dissemination Team. Assembly Areas are generally marked with permanent boards by the school management.
- f) After the status reports are received from all the classes and after analysing the enormity of the casualties reported, the SAR and First Aid Teams are directed by the Incident Commander or Deputy Incident Commander, to the various class rooms where the simulated injured persons are reported, for evacuation to the First Aid Area, usually located near the Assembly Area. SAR team/s are also tasked to search the toilets, sick room/infirmary, canteen, basement/s, space under stairs and cupboards for any injured person. First Aid Teams would be divided into two, some go along with the SAR teams, to give first aid to

### **Framework on School Safety Mock Exercise**

The "National School Safety Programme (NSSP) - a Demonstration Project" is being implemented by National Disaster Management Authority (NDMA) in 22 State/UT Governments in a time bound manner. NSSP is a holistic project to promote culture of Safety in Schools and would cover 200 schools in each of the selected 43 districts of the country falling in seismic zones IV & V. Mock Exercise is one of the important activities under the Project to be conducted in all 8600 identified schools.

2. Each school is mandated to have a Disaster Management (DM) Plan. To test the efficacy and effectiveness of the DM Plan, as also to find gaps, mock exercises should be conducted in schools every six months, on the perceived disasters. It is a participatory exercise, to practice taking various life-saving measures during the occurrence of a disaster and evacuation of the school building/s, after the disaster has occurred. The first responders from the district, like fire and emergency services, police and the medical services would normally take time to reach disaster site/s, especially after a major disaster like earthquake, which would have affected other areas and schools equally badly. Hence the need for the schools to be self-reliant, till the arrival of help from outside. To ensure proper

execution of a mock exercise, the roles and responsibilities of pre-designated school disaster management teams should be clearly delineated. The support actions required from the school after the arrival of the first responders, like police, fire services, civil defence/home guards, ambulance services and emergency medical teams, should also be defined in the form of Standard Operating Procedure (SOP) and included in the School DM Plan.

3. A school should ideally have the following disaster Management structure:

- a) School DM Committee, with Principal as its Chairperson.
- b) Disaster Response Plan, to include hazard identification and safety assessment, resource mapping (internal and external), formulation of various DM teams and evacuation plan with nominated Assembly Area(s).
- c) The following Disaster Management Teams are recommended to be constituted:
  - i. Disaster Awareness Team.
  - ii. Warning & Information Dissemination Team.
  - iii. Evacuation Team for each class, with teacher taking class at the time of disaster, becoming its leader.
  - iv. Search & Rescue Team/s (One team per 100 students).
  - v. First Aid Team/s ((One team per 100 students).
  - vi. Fire Safety Team.
  - vii. Bus Safety Team.
- d) The teams will have nominated teacher/non teaching staff as their leaders, with assistance from nominated students

saving precautions, like for earthquake mock exercise, take. 'duck, cover and hold' position.

- b) After the trigger alarm, intimation is sent through the Central Internal Public Announcement System from the Principal's Office to all classes, to carry out full or partial evacuation of building/so Reason for the evacuation is also given to avoid any panic situation.
- c) Accordingly, each class in a particular building/floor or the whole school would carry out evacuation as per instructions, under the respective class teachers who would be taking the classes at that time. Evacuation is carried out as per the SOP and as practiced, with the monitor of the section leading, followed by the class students and the teacher coming last. They would also carry students with minor injuries. The observers would declare some students (usually 2-3 per section) as injured, who are left in the class. The classes, after evacuation would assemble at the designated Assembly Area/s. Head count would be carried out by the class teacher and report sent through the Monitor to the School Control Room. The Observers and the class teachers note down the time taken for evacuation. which should be reduced closed in, in successive mock exercises.
- d) The School Control Room should be set up by the Warning and Information Dissemination Team (also known as Control Room Team, during Disasters). It is generally set up next to the Principal's office, in the Reception Area, with alternative Control Room in the open, in case the building is declared unsafe. The Principal or the Vice Principal would assume the role of Incident Commander, with the Warning and Information Dissemination Team (Control

queries would be answered by the Coordinator and suggestions/recommendations, if any are welcomed and discussed. In the end a documentary film on a mock exercise would be shown to drive home the various points discussed during the Meeting. It is recommended that a film on a disaster to which the school is most vulnerable to, should be made by the school authorities, to carry conviction and to be more meaningful.

### **Step 2:**

8. Step 2 is actual conduct of the mock exercise, which can be conducted on the same day or on any subsequent day, as convenient., On the scheduled date and time, before the mock exercise. the Exercise Coordinator should check the last minute stage management aspects. The observers are briefed by the Coordinator on the type of disaster, their assigned places and expected roles. The start of the Mock Exercise is simulated by:

- a) Sounding of siren for one minute for earthquake, tsunami and cyclone disaster mock exercises.
- b) Bursting of crackers for terrorist related disaster mock exercise.
- c) Creating smoke through smoke candle/smoke bomb in case of fire disaster mock exercise and thereafter sounding the fire alarm.

9. The sequence of actions which shall be followed is as under:

- a) During the initiation of the trigger for start of the mock exercise, the whole school or affected classes take life

(school head boy/girl, house captains, monitors etc.) from higher classes.

### **Conduct of Mock Exercise**

4. Before conducting a mock exercise, it should be ensured that the school has requisite OM structure. The following action need to be checked before the conduct of Mock Exercise:

- a) Formation of School Disaster Management Committee (SDMC).
- b) Formulation of the School Disaster Management Plan, to include hazard and safety assessment, constitution of various School DM teams and delineation of their roles and responsibilities, disaster management equipment required in the school, evacuation plan, assembly areas, location of school control room and how to conduct the mock exercises.
- c) Implementation of the Hon'ble Supreme Court directions on School Safety dated 13 April 2009.

5. A Coordinator who has undergone training in a School Safety Program at the District and above level should be detailed by the Principal, to conduct the Mock Exercise. The Coordinator, before start of the mock exercise, should review the following:

- a) The updated School Disaster Management Plan.
- b) Type of disaster(s) on which the mock exercise is to be conducted (to be given by the Principal of the School).
- c) Who would act as Incident Commander during the Mock



Exercise.(Principal either himself becomes Incident Commander or details Vice Principal/Senior Teacher).

- d) Presence of Members of various School DM Teams.
- e) Evacuation Plan (on each floor), next to stair-case.
- f) Location of School Control Room.
- g) Assembly Area(s).
- h) Nomination of observers for the mock exercise.(to be approved by Principal)
- i) Informing the Police, Fire Services, nearest hospital, ambulance services and the District Disaster Management Authority (DDMA) about the date and time of the mock exercise and the type of disaster on which it is being conducted

The Mock exercises under National School Safety Programme may be conducted on the perceived disasters, as elaborated in School OM Plan, in two steps as given in succeeding paragraphs.

### **Step 1**

6. On the given date, a coordination meeting be organized in the school premises by Mock Exercise Coordinator (teacher nominated by Principal of the school). This is recommended to be attended by some Members of the Managing Committee, Principal. Vice-Principal. Administrative/support staff, all concerned teachers/head boy/girl, student, leaders (prefects. monitors of classes taking part and house captains). Representatives from the first immediate responders. like nearest Police & Fire Stations, dependent hospital and

Ambulance Services and the DDMA may be requested to attend .. In this Meeting, the following aspects need to be discussed by the Mock Exercise Coordinator:

- a) A brief description on the type of disaster, on which the mock exercise IS being conducted. its causes and mitigation measures.
- b) Salient features of the School Disaster Management Plan.
- c) Name of the Incident Commander. his/her role and composition of the Warning and Information Dissemination Team. which will act as the Control Room staff. under the Incident Commander and its role during the mock exercise.
- d) Composition of the various Disaster Management Teams and their roles.
- e) The classes which will take part in the mock exercise or the whole school.
- f) Assembly Areas, where the children will assemble, section and class wise and where the head count will be carried out.
- g) Recounting of the evacuation plan, with the help of chart showing evacuation route(s).
- h) Trigger Mechanism, like the sounding of 'fire alarm' for fire mock exercise, and 'sounding of siren for one minute', to simulate earthquake mock exercise.
- i) Who will make call to, first immediate responders for rendering assistance.
- j) Briefing of the Observers for each class/section.

7. Open house discussion would take place thereafter and all