



# **SCHOOL SAFETY : MOCK DRILLS & BASIC COMMUNITY SEARCH AND RESCUE TRAINING**



# **NSDMA**

**NAGALAND STATE DISASTER MANAGEMENT AUTHORITY**



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1

# SCHOOL SAFETY MOCK DRILLS



## **INTRODUCTION:**

Children in schools are the most vulnerable during disasters. A safe and secure environment is a prerequisite for any institution, where ensuring safety of children, teachers and staff members during disasters is of outmost necessary. Thus, to ensure safety of children in disasters and also to promote faster rehabilitation post disaster, Nagaland State Disaster Management Authority has developed a school safety mock drill capsule wherein within its ambit measures like awareness generation, ensuring communication, school preparedness plans, capacity building of students and teachers, rehearsals and mock drills etc is highlighted.

## **THE OBJECTIVES:**

The objective of School Safety mock drills is to develop competencies of the participants to various forms of disasters through preventive activities, tasked to conduct safe evacuation during a disaster, while ensure the schools to form permanent DM plan & team at schools.

School Safety Mock drill aims to create a safe environment for children through various capacity building activities like:

1. Promote and sensitize school community on disaster preparedness and safety measures through mock drills.
2. Facility, resource and evacuation mapping.
3. Hazard, vulnerability and risk analysis,
4. Constituting/review school disaster management plan.
5. Training school disaster management committee and task forces.

## **GOALS OF SCHOOL SAFETY MOCK DRILL:**

1. To frame school disaster management plan.
2. To test the efficacy of school disaster management plan and also to find the gaps and to review.

3. To ensure proper execution of a mock drill exercise and understand the roles and responsibilities of the concerned staff, teachers and students as well as the departments like NSDMA, SDRF, Medical, Fire Services, etc.
4. To understand SOPs of Mock Drills by everyone.

### **CERTIFICATION:**

Upon completion of the Mock Drill, certificate will be awarded to the schools.

### **STAGES OF PREPARATION:**

Mock exercise should be conducted in two steps:

#### **Step 1:**

On the given date, a coordination meeting should be organised in the school premises by the mock exercise coordinator.

The following points should be discussed during the said meeting:

- a. A brief description on the type of disaster, on which exercise is being conducted.
- b. Salient features of school DM plan.
- c. Name and roles and responsibilities of incident commander, members of warning and information dissemination team (will act as control room staff).
- d. Classes/whole school which will take part in mock drill.
- e. Assembly area, recounting of evacuation plan, trigger mechanism etc.
- f. Briefing of observers for each class/section.
- g. Open house discussion would take place thereafter.
- h. Identifying special need students in the school.

#### **Step 2:**

The actual conduct of mock drill exercise:

The start of mock exercise is stimulated by sounding of siren for one minute for earthquake, and cyclone mock drill exercise; Bursting of crackers for terrorist activities; creating smokes for fire thereafter sounding the fire alarm for fire mock exercise.

## THE SEQUENCE OF EVENTS WOULD BE:

1. During the initiation of trigger for the start of mock exercise the whole school/affected class would take lifesaving precautions.
2. After the trigger alarm, the intimation is sent from principal's office to all classes to carry out full/partial evacuation of building. For avoiding panic, reasons of evacuation need to be given.
3. Accordingly, each class/floor/whole school would carry out evacuation as per instruction, under respective class teachers' who would be taking class at that time. The observer would declare some students as injured and left in the class, the classes would assemble at designated assembly area. Head count would be carried out by the class teacher and report sent to the school control room. The observer and class teachers would note down the time of evacuation.
4. The Principal/Vice Principal would assume the role of incident commander with warning and information dissemination team leader as deputy incident commander and would activate the teams. The warning and information dissemination team also informs the external agencies like NSDMA, DDMA, Fire, SDRF, Police, etc.
5. The search and rescue team, first aid team would assemble at school control room during evacuation with the required equipments.
6. After the status report received from all classes and after analysing the enormity of casualty reported; the search and rescue team, first aid team are directed to various class rooms and other areas where injured are reported.
7. Once all injured have been brought to the first aid area and given first aid, those requiring hospitalization are evacuated.

8. 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 the siren/ringing of bell.

### **SIMPLE RULES FOR BUILDING EVACUATION WHICH TEACHERS MUST STRESS UPON THE STUDENTS:**

1. Do not push, run, talk or go back during evacuation.
2. Create a Buddy System to ensure safety of the children with disabilities.

### **REFERENCE TO AN EARTHQUAKE DRILL:**

- Alarm- continues for one minutes.
- Duck, cover and hold where ever you are.
- Incidental commander takes charge of situation.
- Ready for evacuation.
- Teachers evacuates with attendance register.
- Assemble at safe evacuation point.
- Head count by teachers through attendance register.
- In case of absence of attendance register, count through partner student.
- Head count of teachers and non teaching staff.
- Missing person list to be reported and handed over to incident commander.
- Incident commander calls coordinator of SAR, FA and fire safety.
- All three task force takes up their station (SAR, FA & Fire safety team).
- Coordinator of SAR along with other members chalks out plan to enter the building if the building is safe.
- Fire safety team assist SAR.
- Coordinator of FA prepares Medical First-aid Responder (MFR) station.
- SAR moves into building and evacuate victims and bring them to MFR station.

- FA task force provides first aid to victim and arranges to move them to nearest hospital.
- Second alarm goes for fire.
- Incident commander calls upon fire safety team to ambush fire.
- Fire occurs in oil (class B) and class A.
- Fire safety team, extinguish fire.
- SAR prepares to search victims on building through hailing search method.
- Expert reaches collapse building site and evacuate victim through chair knot.
- Incident commander ends the drill as successful evacuation of all students and other school community.
- SAR, FA and Fire safety team share their experience.

### DEBRIEFING:

The observers, teachers and students would thereafter assemble at the central place for debriefing and would share the experience and lesson learnt. The coordinator shall note down all the points and make an “after action report”. The school DM plan would accordingly, be reviewed and revised.





# 2

## BASIC COMMUNITY SEARCH & RESCUE AND FIRST AID TRAINING



## INTRODUCTION

The Community is always the first responder in any disaster as they have an inherent capacity to respond immediately. However, past experiences have shown that after every disaster, response comes from well-intentioned but untrained personnel who have little or no regard for personal safety. This at times escalates the after-effects of disaster and further endangers the victims.

The realization that response will be fastest and most effective if responder is trained, has brought about a need to intensify the 'Community First Responder Training'. The effective management of any disaster by the communities before actual help arrives will not only save precious lives but also help the local administration. This is possible only when a well-planned training course is imparted in a proper and effective manner. The below is the basic community search and rescue and first aid training.

## METHODOLOGY FOR THE TRAINING

The training will rely upon the following methodology;

- Introduction: Ice-breaker/building a web
- Demonstration on First Aid and Search & Rescue technique.
- Hands-on practical session by trainees..

## EXPECTED LEARNING OUTCOME

Enhance participants' knowledge and skills on how to equip and prepare to respond during emergencies.

## CERTIFICATE

A certificate will be awarded to every participant on successful completion of the training programme.

## TOPICS FOR TRAINING



SEARCH AND RESCUE



FIRST AID

# 3

## SEARCH AND RESCUE

Search and rescue are almost always performed in tandem, yet they are separate operations. The purpose of search operations is to locate living victims. The purpose of rescue operations is to physically remove an occupant or victim from a dangerous environment. Search and rescue is a technical activity rendered by a group of specially trained personnel, who rescue and attend to the casualties under adverse conditions, where life is at threat. Search and rescue is organized in close cooperation with the community and in a team approach.

### RESCUE STAGES

- i. STAGE-1 :Surface Causality (Emergency Rescue)
- ii. STAGE-II : Search in Slightly Damaged Buildings (Immediate Rescue)
- iii. STAGE-III : Search of Possible Survival Points (Specialised Rescue)
- iv. STAGE-IV : Selected Debris Clearance (Specialised Rescue)
- v. STAGE-V: General Debris Clearance (Specialised Rescue)

### 1. DISASTER MARKING IN SEARCH OPERATION:

- i. Grid and block marking system.
- ii. Structural hazard marking systems.
- iii. Search marking system.
- iv. Survivor marking system.

## **2. VARIOUS METHODS FOR RESCUE OF VICTIMS.**

### **A) RESCUES WITH ONE RESCUER**

- i. Human Crutch.
- ii. Pick-a-back.
- iii. Pick-a back (reverse).
- iv. Fireman's lift.
- v. Rescue crawl.
- vi. Bowling drag.

### **B) MORE THAN TWO RESCUERS.**

- i. Two handed seat.
- ii. Three handed seat.
- iii. Four-handed seat.
- iv. Two-person human crutch.
- v. Blanket lift.

### **C) SEARCH AND RESCUE DURING ADVERSE CONDITIONS:**

- i. Double sheet-bend.
- ii. Chair knot.
- iii. Lashing.
- iv. Square Lashing.
- v. Diagonal Lashing.
- vi. Round Lashing.

### **D) STRETCHER AND CASUALTY TRANSPORTATION;**

- i. Standard ambulance stretcher.
- ii. Improvised stretcher preparation:
- iii. Stretcher carriage.
- iv. Four stretcher bearer loading.
- v. Two stretcher bearer loading.

## E) WATER RESCUE:

- i. Use of life Jackets.
- ii. Improvised swimming and floating aids:
- iii. Empty bottles.
- iv. Bamboo bundles.
- v. Metal pitcher.



**ONE-PERSON LIFT**



**FOUR-HANDED SEAT**



**IMPROVISED STRETCHER**



**FIREFIGHTER CARRY**



**PACK-STRAP CARRY**



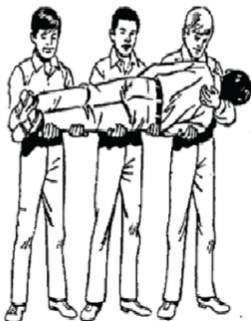
**HUMAN CRUTCH/  
TWO-PERSON DRAG**



**CHAIR CARRY**



**THREE-PERSON CARRY  
OR STRETCHER LIFT**



**HAMMOCK CARRY**



# 4

## FIRST AID

Immediate assistance or help to a casualty/ sick person by a first aider before arrival of medical help should ideally start at the place of injury, continue during transportation till a doctor takes charge of the patient. The aim of first aid is to preserve life, prevent worsening of injury and to promote recovery.

### GENERAL PRINCIPLE OF FIRST AID:

- i. Simple and minimum essential procedure only should be carried out.
- ii. Minimum handling should be done.
- iii. Prescribed equipment, if not available, improvisation should be made.

### 1. CARDIO-PULMONARY RESUSCITATION (CPR)

This is a life saving procedure done to revive an unconscious victim with no breathing and heartbeat.

#### I) WHEN TO GIVE CPR?

- i. Unconsciousness.
- ii. No sign of breathing.
- iii. No pulse.
- iv. Pupils wide open.
- v. Vary pale in appearance.
- vi. Increasing blue or grey colour of the skin.

## II) SEQUENCE OF CPR

- i. Determine unresponsiveness.
- ii. Activate EMS Emergency Medical Services).
- iii. Check ABC's (Airway, Breathing, Circulation).
- iv. Airway: Head-tilt Chin-lift or Jaw thrust.
- v. Breathing: LLF, if patient is not breathing, provide two rescues breathing (small puffs for infants)
- vi. Circulation: Check carotid pulse for adults and children and brachial for infant. If no pulse start CPR immediately.

## III) WHEN NOT TO GIVE CPR.

When any of the signs of certain death are present.

- i. Lividity
- ii. Rigor mortis
- iii. Decomposition
- iv. Still birth
- v. Other

## 2. RECOVERY POSITION.

- i. Unconscious casualty/victim with breathing.
- ii. What to do ?
- iii. Turn to recovery position.



## 3. HOW TO RECOGNISE CLOSED WOUNDS.

- i. Swelling
- ii. Tenderness
- iii. Discoloration
- iv. Possible deformity

#### **4. BLEEDING:**

- i. Internal bleeding.
- ii. Symptoms.
- iii. Treatment.
- iv. Open wounds.
- v. Methods of bleeding control.
- vi. Direct pressure.
- vii. Artery must.
- viii. Elevation.
- ix. Pressure point.
- x. Immobilization by splinting.
- xi. Pneumatic pressure device.
- xii. Tourniquet.
- xiii. Pre-hospital treatment for open wounds.

#### **5. DRESSING AND BANDAGES:**

- i. Bandaging unusual wounds.
- ii. Impaled objects.
- iii. Penetrating injury.
- iv. Avulsion (skin flap).
- v. Amputations or unattached avulsion.
- vi. Treating amputations.
- vii. Wounds to the eyes.
- viii. Wounds to the ear.
- ix. Pre-hospital treatment for nosebleeds.
- x. Treating/ pre-hospital treatment for neck wounds.
- xi. Pre-hospital treatment for abdominal injuries.
- xii. Pre-hospital treatment for rib fractures.
- xiii. Splinting.

# 5

## ABBREVIATIONS:

1. **NSDMA** : Nagaland State Disaster Management Authority.
2. **DDMA** : District Disaster Management Authority.
3. **SDRF** : State Disaster Response Force.
4. **DM** : Disaster Management.
5. **FA** : First Aid.
6. **MFR** : Medical First Aid Responder.
7. **SAR** : Search And Rescue.
8. **SOPs** : Standard Operation Procedures.
9. **ABC's** : Airway, Breathing, Circulation.
10. **CPR** : Cardiod-Pulmonary Resuscitation.
11. **EMS** : Emergency Medical Services.
12. **LLF** : Look for rise and fold of the chest.  
Listen for the normal sound of breathing.  
Feel for air against your cheek on your hand.

## *Notes*

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NAGALAND STATE DISASTER MANAGEMENT AUTHORITY NAGALAND (NSDMA)  
HOME DEPARTMENT, NAGALAND : KOHIMA

NSDMA Secretariat 0370 - 2270050 / State Emergency Operation Centre- 1070  
(Toll Free), 0370- 2291122/ 0370 - 2291120

NAGALAND STATE DISASTER MANAGEMENT AUTHORITY