

DISASTER MANAGEMENT PLAN FOR COLLEGES UNDER HIGHER EDUCATION DEPARTMENT BY INVOLVING NCC/NSS VOLUNTEERS 2017-18

1. Introduction

A disaster is a catastrophic event causing destruction and disruption of functional capacity of the affected community on a scale sufficient to warrant an extra ordinary response from outside. Tripura is situated in the seismic zone-V (Five), which is very much vulnerable for major earthquake, and this may lead to huge damage of properties and inflicting death to men and animals. Very early search, rescue and first aid will definitely save many lives and reduce disabilities of all the disaster victims. Over the years, there is a paradigm shift in the approach of disaster management. Earlier approach of Rescue, Relief and Rehabilitation has been changed to present concept of preparedness, prevention and mitigation of any disaster. Department of Higher Education plays a major role in providing educational help to the disaster victims. So for better preparedness of the Universities, Colleges and officials, better plan is of urgent need.

- An action plan to be prepared for providing emergency responses by the NCC and NSS volunteers of the Colleges, so that in case of emergency, their services may be taken as a quick response team.
- Besides, for providing post disaster relief and recovery, the services of the NCC and NSS volunteers will be taken.
- For prevention and mitigation of disaster, educational help would be taken by the NCC and NSS volunteers of the Colleges of their respective locality with the help of the Disaster management unit of the concerned District/Sub-Division.
- The NCC and NSS volunteers of the Colleges under the Deptt. would be the human resource to fulfill the above components. As regards, financial resources, fund received from Revenue Deptt. in respect of the above components would be utilized for the purpose.

It is difficult to predict/forecast on disaster, whatever be the type of disaster, services from the Higher Education Department is warranted first. So, approach is to remain prepared comprehensively to face any eventuality.

2. Goal :

To remain prepared at any point of time for very prompt and effective response with the existing manpower and resources. It requires improving the quality and quantity of resources.

3. Objectives :

- a) Adequate assistance to Tripura State Disaster Management Authority, the District Administration and local activities during the different phases of disaster (pre-phase, impact phase and post disaster phase).

- b) Develop and implement educational and information programs to raise student's awareness with special emphasis on risk reduction and preparation
- c) Promote and support research, development of technologies and use of local knowledge in measures that are aimed at supporting risk reduction and relate to Disaster Management activities.
- d) Regional and international experience, knowledge and resources are made available to support efforts in risk reduction and Disaster Management in the State.
- e) Conduct training and capability building to all identified staff including refresher training.
- f) To save lives of affected population by effective rescue response
- g) Prompt and effective treatment of injured in disasters.
- h) To assist in providing medical emergency support function (ESF) to allied institutions/ agencies e.g. Red Cross, Civil Defense etc.
- i) To keep all educational infrastructure, equipments and personnel in a state of readiness for response.

4. ORGANISATIONAL FRAMEWORK:

Controlling Officers :- Principals/ Principal i/c/ Faculty members/

Responsibilities

Principals: - He will help in Q R T and mobilization of students and management of victims. He will form special management group for round the clock coverage.

Senior most Faculty members on the spot will be the spokesman and they will be responsible for transmission of information to other agencies

Management of mass casualty incident

It is composed of a series of steps that collectively meet the immediate assistance, need of disaster victims. It begins search and rescue from the disaster site and ends with referral to the health centre or release for home care.

5. Identification of hazards and vulnerabilities:

Earthquake, cyclone, flood and occasional landslides are common in Tripura. But, in past, there is no such disaster like situation ever occurred in Tripura. The State falls in the earthquake prone zone - V. Therefore, earthquake is the major threat for the State.

In the urban areas of the State, majority buildings including the all-educational institutions are not earthquake resistant. So, these need evaluation by expert engineers. Sixty percent area of the State is hilly. So, any major earthquake will lead to blockage/damages of the road leading to disruption of surface communication. So, earthquake, non-earthquake resistance infrastructure and road blockages failing earthquake are the major hazards of the State. Following are the most vulnerable groups among the disaster victims:-

1. Women, Pregnant and lactating mother,
2. Neonates and Children,
3. Geriatric Population,
4. Mentally and physically handicapped people,
5. Single parent families etc,

6. Vulnerable buildings, infrastructures, untrained staff.

6. Role of the Colleges and stakeholders :

The planning or the strategy for implementing departmental disaster management plan should be an integrated approach in three phases Disaster Management programme can be divided strategically under-

- (i) Pre-disaster phase-** Prevention, Mitigation and Preparedness.
- (ii) Disaster/Impact phase-** Emergency Relief Measures and Relief.
- (iii) Post Disaster phase** – Re-construction and Re-habitation.

7. Mapping of Resources :

Tripura has many educational institutions spread uniformly all over the State. There are 22 nos of General Degree Colleges, one NIT, one Technical College(TIT), 6 Diploma level Polytechnic Institutes, 5 Professional Colleges functioning under the Higher Education Department. All these institutions could provide emergency educational services for 24 hours in disaster.

Enclosures List of-

- a) Present educational infrastructure (Annexure-I)
- b) Number of educational institution Sub-Division wise.(Annexure-II)
- c) Map showing the location of the educational institutions.(Annexure-III)
- d) Educational manpower. (Annexure –IV)
- e) Institution wise educational service faculty and staff. (Annexure-V)

8. Pre-contracts :

So far no pre-contract is done in respect of procuring disaster relief items. However, these will be taken care of as per plan.

9. Prevention and Mitigation planning:

The first and foremost activities of Colleges on the Disaster Management is to concentrate on the pre-disaster phase i.e in prevention, mitigation and preparedness training. Department would design an action plan for capacity building, training and students awareness activities among others.

Earthquake is a natural event and we cannot prevent or predict. But we can reduce the loss of both man and materials by proper preparedness and mitigation procedure.

Preparedness :

A) Community preparedness:

- Awareness sensitization
- Organization of community team
- Skill building community team (selected)

B) Educational sector preparedness :

- Training and capacity building of Officers, faculty members and ministerial staff for disaster management,
- Formation of rapid response team in different levels,
- Logistic support to the victims by providing man power for rescue,
- Build up communication system (Mobile etc.),
- Proper monitoring,
- Arrange for temporary camp by occupying suitable building/tent/open places.

C) A Disaster Management Cell will be set up Colleges with some faculty members; NCC/NSS programme officer and the Principal as Head of the Cell. This Cell shall take up all the Disaster management activities in the College. The Cell will have some stock of First-aid materials, rescue equipments like rope, stretcher, fire extinguishers or fire bucket etc alongwith some training materials to be procured from the State Disaster Management Cell under Revenue Deptt., so that these may be utilized in case of emergency rescue operations by QRT of the Colleges. The Cell shall highlight the name of members and volunteers with phone Numbers, address etc. so that the services of the volunteers are utilized effectively.

D) In order to sensitize people it has been decided that the colleges under HE will celebrate "International Day of Disaster management" on 13th October of subsequent year and on this occasion the college authority shall exercise a mock drill in all the colleges' premises disseminating knowledge about the disaster management is one of the key activities to prevent the hazards and vulnerabilities.

Educational preparedness

- Educational contingency plan,
- Organization of Mock drill – At College level, at least 4 times Mock drill shall be organized in a year in the month of January, April, July & November.

Alarming the common people by way of disseminating knowledge about the disaster management is one of the key activities to prevent the hazards and vulnerabilities. People can be sensitized on the following issues:-

- a) Establish Communication & Technology Network through NIC/IT labs available in the Colleges,
- b) Developing early warning Mechanisms,
- c) Building capacity & Expertise,
- d) Knowledge Management,
- e) Fund generation.

Disseminating knowledge among the common people regarding the hazards and vulnerabilities of disaster management, the following actions may be taken by the Colleges and Institutions in the 1st phase :

- I) Training for capacity building, vulnerability analysis of the Educational Institutions and Department,
- II) Preparation of Disaster Management plan at Institution level and their updation.
- III) Formation of QRT and their skill updation,

- IV) Conducting of Mock drill and sensitization programme,
- V) Inclusion of Disaster Management as special activities in NCC and NSS Training Camp,
- VI) Procurement of special equipment for QRT,
- VII) Arrangement of exposure visit for the faculty members of the Institution and the student,
- VIII) Budgetary allocation of fund for disaster management & purchase of equipments,
- IX) Taking mitigation activities – construction of building, retrofitting of vulnerable buildings,
- X) Updation of educational curriculum by incorporating Disaster Management as a subject in the Colleges.
- XI) Opening of Disaster Management cell tied up with NCC & NSS cell in the Colleges and other Institutions under Higher Education Department,
- XII) Co-ordination with the TDMA/DDMS & other line Departments.

10. Emergency Response planning :

The followings are the key activities during the impact phase.

- a) Search and Rescue
- b) Subsistence, Shelter, health,
- c) Infrastructure and essential service,
- d) Communication.

Post Disaster phase – Re-construction and Re-habitation

Key activities in Post- Disaster Phase

- a) Detailed Damage Assessment.
- b) Assistance to restore houses and dwelling units.
- c) Re-location (need based).
- d) Finalizing reconstruction & Re-habitation plan.

In the post Disaster phase, the Higher Education Department may extend necessary assistance by way of ensuring the following activities in the District, Sub-Division & HQ. level by utilizing manpower, resources, space, accommodation and equipments available in the institutions under the control of the Higher Education Deptt.:-

- I) Setting up of Relief Management mechanism,
- II) Providing Manpower for relief and re-habilitation,
- III) Organizing special camps in the specified affected areas,
- IV) Providing existing spaces i.e. buildings of Educational Institution for shelter, relief management and training programme etc.

The Planning exercise is an effort made to mainstream all issues concerned with emergency preparedness, response and mitigation or risk reductions activities. These include following components:

- 1) Planning for emergency response at all levels,
- 2) Planning for providing relief and recovery support (Post disaster),

- 3) Planning for prevention and mitigation issues,
- 4) Planning for resources such as financial and human resources to fulfill the above three components.

11. Planning on providing Relief and Recovery Support (Post disaster)

Following a major disaster, it is seen in other parts of the country and abroad that many agencies come forward with relief/treatment materials and often there is a chaos in the disaster site. Usually, District Administration does the coordination among the agencies to provide systemic services for relief and recovery support to the victims. The Colleges will provide trained volunteers and additional manpower to the District Administration for relief operation, rehabilitation, reconstruction purposes and need based activities, where the students and the teachers can be deployed.

12. Planning for resources such as financial and human resources :

Budget proposal of Colleges for additional allocation for mitigating disaster management plan of the Department, considering the following issues :-

- I. Taking vulnerability assessment of Colleges and Institutional buildings- 1(one) lakh,
- II. Providing fund for regular Training programme for the Teachers and students and awareness programme = 4 lakhs.
- III. Fund for procurement of equipments at least to the QRT of Blocks, Sub-Divisions and District HQ = 5 Lakhs.
- V. Exposure visit of teachers and students = 2 Lakhs.
- VI. Fund for opening of Disaster Management Cell at College= 10 Lakhs.

Total = 22 Lakhs.

The existing manpower of the Colleges will be utilized for disaster management with time-to-time training in batches

TRAINING PROGRAMME IN DETAIL

1. Training of the Master Trainers (College Principals and ANO/CTO of NCC and Programme Officer, NSS),
2. Training to the N.C.C. cadets, N.S.S. volunteers and educational staff,
3. Organizing sensitization programme among the student.

Name of institution for training (in side)

1. SIPARD, A.D.Nagar,
2. CTI, Gokulnagar.

The cost of training would be borne by the Department.

13. ROLES AND RESPONSIBILITIES OF THE NODAL OFFICERS ARE AS FOLLOWS:-

TRAINING OF EDUCATIONAL ADMINISTRATOR (FIELD LEVEL)

(i) Principals/Nodal Officers of Disaster Management in Sub-Division level, N.C.C. cadets and N.S.S. volunteers.

Resource persons of the Education Department may act as trainers for the above noted officers. Resource persons of the other related Deptt's (Revenue, Fire Service, Public Health Engineering etc) of the State may be requested for providing necessary training on related subjects to those officers. It will be a very precise training course of about 3 days. The officers may be called for training in batches, comprising of 40 in number. It will be an ongoing process until all Nodal officers and members QRT of the State are trained. A powerful multi-disciplinary committee may be formed to formulate the training course.

(ii) TRAINING OF THE COMMUNITY VILLAGE EDUCATIONAL VOLUNTEERS

People of the local community actually first respond to rescue, first aid, referral and relief operation in any disaster situation. So, proper knowledge of first aid is very important to prevent secondary complications, deformity and disability. Moreover, community plays a very important role in the overall management of disaster crisis. So, sensitization of the whole community regarding possible disaster and their role in those situations is very crucial. Members of the 3-tier panchayat system need to be involved in this training process.

During training of community villages, educational volunteers, Higher Education Department may provide Master Trainer of the Department. For participation in the Training organized in panchayat level, TA/DA would be given to the Master Trainers engaged from the Higher Education, as per the norms of the Government.

14. ROLES AND RESPONSIBILITY OF QRT :

PLANNING FOR EMERGENCY RESPONSE AT ALL LEVELS (Quick Response Team (Q R T))

There shall be one Q R T in each District and Sub-Divisional level. Principal of the Colleges shall be the nodal officers of the Sub-Divisions. Necessary instruction in this regard would be given after formation of QRT in District & Sub-Division level. The District and Sub-Division level nodal officers will take the necessary arrangement for early mobilization of QRT for necessary help during disaster. On reaching the spot, they will assess the overall situation and will inform the respective authority of District HQ/Capital.

I. Address and contact phone numbers should be available with the District and Sub-Divisional Nodal Officers. All members of the QRT should be well conversant with their duties on demand particularly during disaster situation.

Following a disaster, all educational institutions will activate the contingency plan of the respective institution- (Guideline for making contingency disaster management plan of educational institution is enclosed and will be sent to each major educational institution for making the contingency disaster management plan of the respective Educational institution.

II. Necessary Training and skill building programme will be taken up with TDMA and other Training Institution for search and rescue, First aid and other Disaster Management techniques to be made for periodical arrangement of training preferably.

III. Necessary equipments to be provided to the QRTs.

Guideline for making contingency plan of Educational Institutions

- (1) Allocation of space,
- (2) Allocation of materials(First Aids Box etc.) for emergency management of disaster victim with respective institutions. Fresh supply of kits should be maintained in the first Aid,
- (3) Regular review of Q R T,
- (4) Regular (at least once yearly) mock drill,
- (5) Budgetary provision for contingency fund in each educational institution for disaster management.

Q R T will include following manpower

- 1) Principal of the Colleges
- 2) Faculty members- five.(3 male & 2 Female)
- 3) Ministerial Staff - two,
- 4) Group D Staff - two,
- 5) Driver with Vehicle, if available.

Collewise QRT is enclosed at **Annexure-1**.

Department:- The Department may need additional man power to handle the situation effectively and should plan to mobilize human resource support in coordination with other line Departments or outside agencies/NGOs/communities.

Articles needed for first aid box (Disaster Management)

Sl.No	Name of the Article	Quantity
1	Sterile gauge pieces	10 Pkts
2	Sterile cotton	1 pound
3	Un-sterile cotton	1 pound
4	Bandage (2" & 4")	20 nos.
5	Normal Saline (plastic bottle)	2 bottles
6	5% Povidine Iodine solution (500 MI)	1 bottle
7	Rectified Spirit	1 pound
8	Leucoplast-4"	1 role
9	Straight Scissors (8)	1 No
10	Plaster of Paris (4" & 6")	10 Nos.

15. TESTING, REVIEW AND UPDATING OF THE DEPARTMENTAL PLAN :

The Nodal Officers of the Higher Education Department is the responsible officer for updation of College Disaster Management plan. The plan shall be updated every year in the month of April. Time to time information about changing of the plan will be intimated to all concerned in due course of time with intimation to TDMA.

PRESENT EDUCATIONAL INFRASTRUCTURE

Annexure – II

Sl.No.	Category of Educational Institution	No. of Institution
1	General Govt. Degree College	22
2	Technical Degree College (TIT)	1
3	Polytechnics	6
4	N.I.T., Agartala	1
5	Professional Colleges	5

Annexure – III

Education Institute/College under Higher Education Department.

<p><u>West District</u></p> <p>A. Sadar Sub-Division</p> <ol style="list-style-type: none"> 1. MBB College 2. BBM College 3. Ramthakur College 4. Women’s College 5. Tripura Govt. Law College 6. Govt. College of Art & Craft 7. SDM Govt.Music College 8. IASE 9. TIT <p>B. Jirania Sub-Division.</p> <ol style="list-style-type: none"> 1. GDC, Khumulong <p>C. Mohanpur Sub-Division</p> <ol style="list-style-type: none"> 1. SVM, Mohanpur <p><u>Sepahijala District</u></p> <p>A. Bishalghar Sub-Division</p> <ol style="list-style-type: none"> 1. RNT Mahavidyalaya, Bishalghar <p>A. Jampuijala Sub-Division - Nil</p> <p>B. Sonamura Sub-Division</p> <ol style="list-style-type: none"> 1. KNM, Sonamura <p><u>Gomati District</u></p> <p>A. Amarpur Sub-Division</p> <ol style="list-style-type: none"> 1. AMBSM, Amarpur <p>B. Karbook Sub-Division- Nil</p> <p>C. Udaipur Sub-Division</p> <ol style="list-style-type: none"> 1. NSM, Udaipur 2. Gomoti Polytechnic. <p><u>South Tripura District</u></p> <p>A. Belonia Sub-Division</p> <ol style="list-style-type: none"> 1. ICVC, Belonia <p>B. Santirbazer Sub-Division</p> <ol style="list-style-type: none"> 1. GDC, Santirbazer <p>C. Subroom Sub-Division</p> <ol style="list-style-type: none"> 1. MMD College, Subroom 	<p><u>Khowai District.</u></p> <p>A. Khowai Sub-Division</p> <ol style="list-style-type: none"> 1. DDM, Khowai <p>B. Teliamura Sub-Division</p> <ol style="list-style-type: none"> 1. GDC, Teliamura <p><u>Dhalai District.</u></p> <p>A. Ambassa Sub-Division</p> <ol style="list-style-type: none"> 1. Dhalai District Polytechnic, Ambassa. <p>B. Kamalpur Sub-Division</p> <ol style="list-style-type: none"> 1. GDC, Kamalppur <p>C. Gandacharra Sub-Division</p> <ol style="list-style-type: none"> 1. GDC, Gandacharra <p>D. Langtharaively Sub-Division</p> <ol style="list-style-type: none"> 1. GDC, LT Vally <p><u>Unokoti District</u></p> <p>A. Kailashahar Sub-Division</p> <ol style="list-style-type: none"> 1. RKM, Kailashahar <p>B. Kumarghat Sub-Division</p> <ol style="list-style-type: none"> 1. Ambedkar College, Fatikroy 2. College of Teacher Education, Kumarghat. <p><u>North Tripura District</u></p> <p>A. Dharmanagar Sub-Division</p> <ol style="list-style-type: none"> 1. GDC Dharmanagar 2. North Dist Plytechnic, Dhasrmanagar. <p>B. Kanchanpur Sub-Division</p> <ol style="list-style-type: none"> 1. GDC Kanchanpur <p>C. Panisagar Sub-Division Nil.</p>
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Annexure – IV

Manpower in the Colleges (2017)

SI No	Category of Post	Man in Position
	Colleges	
1	Principals/ Principal-in-charge	33
2	Assistant Professor/Lecturer/PGT	822

Government of Tripura
Department of Higher Education (Name of your Department)

Quick Response Teams (QRTs) at the Field Level-

Field Office(separate for each field office as mentioned earlier **at item 4** and number as **ESF03.1, ESF03.2** so on) (**One such format for each location above**)

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The tasks assigned are(i.e. emergency functions required to be performed in the event of a disaster as per requirements of your department which may kindly be listed).

Government of Tripura

Department of Higher Education (Name of your Department)

List of Designated Officers of Field/Regional Offices (Youer subordinate officers at Zonal Regional and district level offices)

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2	GDC, Kanchanpur	Shri Pramod Malakar, Principal, GDC, Kanchanpur P.O. Kanchanpur, North Tripura	8119851840
3	R.K Mahavidyalaya, Kailashahar	Sri Tapas das Gupta, Principal, R.K Mahavidyalaya, Kailashahar P.O.Kailashahar, Unakoti District	03824-222210 9436453888
4	B.R.Ambedkar College, Fatikroy	Dr. S. Sharma, Principal, Ambedkar College, Fatikroy P.O. Kumarghat, Unakoti Dist.	03824-261916 9436583691
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		P.O. Agartala College, West Tripura Dist.	
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Form No. ESF-05
Government of Tripura
 Department of Higher Education

Resource Inventory:-

Sl. No	Men/Material/Equipment/Services Description/Specification.	Qty. in Nos.	Qty. in Wt./Vol.	Availability Location.
1.	Manpower	45000(approx) students in GDCs and other colleges.		Different Colleges as per above.
		Teachers-1500 (approx) in Colleges.		Do
		Other employees in the Deptt._300(approx)		Directorate and Colleges as indicated above.
2.	Services	Volunteer engagement from students.		
3.	Material	Nil		
4.	Equipment	Nil		

Form No. ESF-06

Government of Tripura

Department of Higher Education

Resource Inventory- Pre-contract

Sl. No	Men/Material/Equipment/Services Description/Specification.	Qty. in Nos.	Qty. in Wt./Vol.	Pre-Contract Location	Pre-Contract Valid up to
1.	Manpower	45000(approx) students in GDCs and other colleges.			
		Teachers-1500 (approx) in Colleges.			
		Other employees in the Deptt._300(approx)			
2.	Services	Volunteer engagement from students.			
	Vehicles (Office)	5			
	College Buildings in case of emergency	35			

3.	Material				
	Furniture of Colleges in case of emergency. Joint benches/tables of classroom.				
4.	Equipment	Nil			

