

## Disaster Management ToR

This ToR for Disaster Management will pave the road to the mitigation, preparedness, response, and recovery when TTI Chumey encounters any disaster of natural calamities or man-made (human error) disasters. The members should comprise six members headed by the Principal/ Vice Principal as a chair. This ToR will address the following agendas:

- To use Institute resources to *protect* and *prevent* potential emergencies whenever possible and deal efficiently with the effects of these events if they occur
- To *respond* to save lives and protect properties
- To promote a means to *recover* and *resume* the normal mission and critical business functions
- To *provide* and *support* health, safety and basic care services
- To *assess* damages
- To restore *essential* programs and general campus operations

### 1.1 Standard Operating Procedure

- 1.1.1** Develop disaster management plans and activities.
- 1.1.2** Identify possible hazards and risks.
- 1.1.3** Activate the incident command system in case of a major disaster on the campus.
- 1.1.4** Coordinate and conduct the disaster drill quarterly with all the trainees.
- 1.1.5** Coordinate and conduct disaster drills half-yearly with the whole Chumey family (Staff, Trainees, and families).
- 1.1.6** Conduct firefighting mock drills and use of equipment every year.
- 1.1.7** Invite the guest lecturer on Disaster Management and First Aid.
- 1.1.8** Install fire extinguishers in prominent locations and ensure the equipment is functional.
- 1.1.9** Maintain and ensure the fire hydrants are functional on the campus.
- 1.1.10** Ensure the emergency contact numbers of the core management are displayed in a prominent place.
- 1.1.11** Maintain and update the Institute emergency evacuation map.
- 1.1.12** Maintain a fire-sand area in a potential fire zone area.
- 1.1.13** Ensure training labs and workshops have one first aid corner with appropriate tools and medications.
- 1.1.14** Assist the OHS focal person in equipping the first aid and recovery room with basic first aid equipment and a stretcher.
- 1.1.15** Inspect the escape route weekly.
- 1.1.16** Ensure that the institute has a VHF wireless phone and that proper call signs are assigned.

## 1.2 Emergency Contact Numbers

### I. Nationwide

- BPC for emergencies: 1250
- Fire Department for fire disasters: 110
- Police for crime reporting: 113
- Hospital ambulance service: 112
- Traffic Police Division: 111
- Forest fire: 211
- Telecom inquiry: 116

### II. In campus

- Principal Office: 03-641301
- Vice Principal office: 03-641300
- Account Section: 03-641386
- Adm Section: 03-641300
- Store: 03-641302
- Email: tti.chumey@gmail.com

## 1.3 Roles and Responsibilities of the Chairperson

1.3.1 Chair the meeting and control the resolution

1.3.2 Provide the necessary direction

## 1.4 Roles and Responsibilities of the Secretary

1.4.1 Overall planning, coordination, and supervision of the Disaster Management initiatives, including the institute's Disaster Management Programs.

1.4.2 Release the meeting agenda.

1.4.3 Maintain the meeting minutes on a turn-wise basis, ensuring a copy is submitted to ADM for the record.

1.4.4 Summarize the activities in the general staff quarterly meeting.

## 1.5 Roles and Responsibilities of Member

1.5.1 Execute the activities addressed in the SOP based on the annual plan

1.5.2 Propose the budget for disaster-related activities

1.5.3 Report the progress of activities in writing to the Chairman

## 1.6 Incident Command System

TTI Chumey incident command system will have five primary management functions that are the foundation during the disaster. These functions are:

### a. Incident Commander

Sets the incident objectives, strategies, and priorities and is responsible for the incident.

**b. Operation Unit**

Conduct operations to reach the incident objectives. Establish the tactics and direct all operational resources.

**c. Planning Unit**

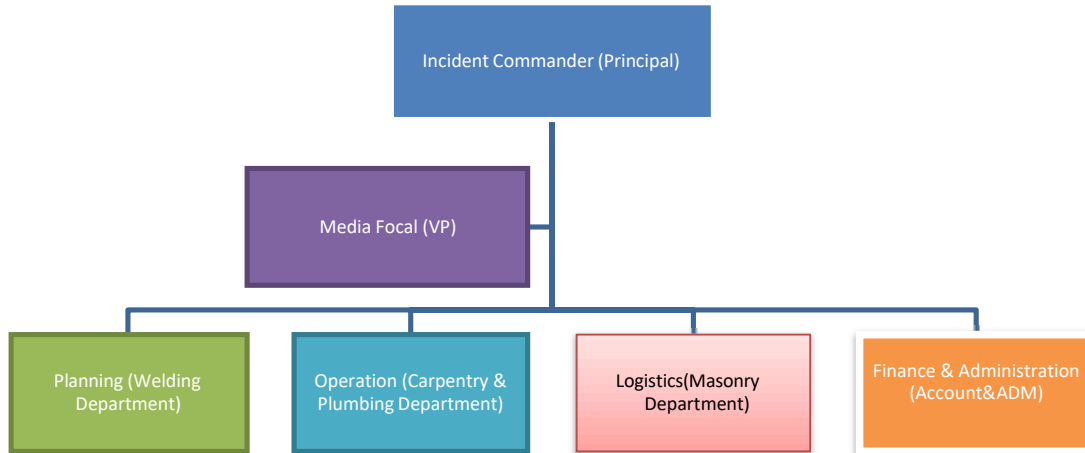
Support the incident action planning process by tracking resources, collecting/analyzing information and maintaining documentation.

**d. Logistics Unit**

Provide resources and needed services to support the achievement of the incident objectives.

**e. Finance & Administration Unit**

Monitors costs related to the incident. Provides accounting, procurement, time recording, and cost analyses



**1.7 Standard Operating Procedure**

**1.7.1** Ensure that IC reports the operation status to IC hourly; however, in an emergency, he/she should be contacted as deemed fit.

**1.7.2** Ensure that only the media focal person shares the information with the media.

**1.7.3** Ensure to report to the Media focal person on an hourly basis.

**1.7.4** Prohibit any population from entering the disaster-stricken areas.

**1.7.5** Mobilize the resources from the departments.

**1.8 Roles and responsibilities of the Incident Commander (Principal)**

**1.8.1** The incident was established by establishing objectives, planning strategies, and implementing tactics.

**1.8.2** Manage ICS management functions.

**1.8.3** Assess outcomes to determine the effectiveness of the incident action plan.

**1.8.4** The IC will report to Dasho Dzungdag and the Director of the Department of

Workforce Planning and Skills Development as the priority and respond to queries from relevant agencies.

### **1.9 Roles and responsibilities of media Focal person (Vice Principal)**

- 1.9.1** Authorize the release of information to the news media.
- 1.9.2** Request for additional resources.
- 1.9.3** Use of volunteers and auxiliary personnel and release of resources.
- 1.9.4** Get information from the Incident Commander.

### **1.10 Roles and responsibilities of the operation section**

- 1.10.1** Manage all incident-specific operations of an emergency response.
- 1.10.2** Expand as dictated by the number of resources involved in the response and by the span of control.
- 1.10.3** Depute the personnel to safeguard the institute properties from theft and vandalism.

### **1.11 Roles and responsibilities of the planning section**

- 1.11.1** Collect, monitor, evaluate, and disseminate information relating to the response effort.
- 1.11.2** Develop and update the Incident Action Plan throughout the response.

### **1.12 Roles and responsibilities of the Logistics section**

- 1.12.1** Provide a basic comfortable situation addressing the food, clothing and shelter during the emergency.
- 1.12.2** Ensure the total safety of the evacuated population within the relief camp.
- 1.12.3** Provide first aid and medical assistance to the evacuees and ensure no other disease outbreaks within the relief camp.
- 1.12.4** Provide transportation services.

### **1.13 Roles and responsibilities of the Finance and Administration section**

- 1.13.1** Manage as many resources regarding financial aid or goods as possible to curb the disaster phase.
- 1.13.2** Maintain total transparency and bookkeeping to be accountable for future queries.

### **1.14 DOS AND DON'TS FOR ANY HAZARDS**

#### **1.14.1 EARTHQUAKES**

##### **1.14.1.1 DOS DURING AN EARTHQUAKE**

- ❖ Move away from anything that might fall or break or hit you, for example, cupboards, hanging portraits or window panes.
- ❖ Find a strong, well-built piece of furniture that you can use as a shield or COVER; for example, if there is a sturdy table DUCK/DROP under it and HOLD onto one of its legs. This safety procedure is known as duck, cover and hold.
- ❖ If you can't move to a safer place, sit down on the floor, and use your arms, pillows, backpack or any other nearby objects to protect your head and body from falling objects.
- ❖ Watch out for fires.
- ❖ In the absence of your trainer or class captain, you can play a very important role by taking the lead. You can remind your friends to duck, cover and hold under the table and start counting till 60 seconds or till the shaking stops.
- ❖ When the shaking stops, you can tell your friends to go out of the classrooms/training workshop protecting their heads with thick objects such as books or backpacks. Your voice must be loud enough to be heard by all your friends.
- ❖ If you find yourself on a bridge/staircase, quickly move to whichever way is shorter or closer and get yourself away from the bridge/stairway; look for a safe spot, then follow the same procedure and duck, cover hold till the shaking stops.
- ❖ If you get trapped under the falling parts of the building, protect your head from falling objects and keep your fingers and toes moving to keep your blood circulating. Cover your mouth with a handkerchief or clothing to keep from breathing in dust. Conserve your energy, stay alert, and tap on walls or pipes to get the attention of rescuers. Only shout when you know someone is nearby.

#### **1.14.1.2 DON'TS DURING AN EARTHQUAKE**

- ❖ Do not panic
- ❖ Do not move around more than you absolutely need to.
- ❖ Do not wait for a siren or a whistle to react. But during a real earthquake, there will be no siren or whistle. You must remember that as soon as the shaking begins, it is time for you and your friends to duck cover and hold.
- ❖ If you are inside a building during an earthquake, do not run outside until the shaking has stopped. You are more likely to get hurt if you try to move around during an earthquake.
- ❖ If you are already outside, do not come back to the classroom or workshop to duck, cover, and hold. The aftershock might cause already weakened walls, floors and ceilings to collapse. You should, instead, move to an open space with no dangers of falling hazards.
- ❖ If you get trapped under the falling parts of the building, do not shout unless you have to since you may breathe in dangerous amounts of dust. Do not move about or kick up dust.

#### **1.14.2 FIRE:**

Many house fires started because people were careless and not paying enough attention to potential risks. Being careful and observant are some of the best ways to prevent and stop house fires.

#### **1.14.2.1 DOS TO PREVENT FIRES**

- ❖ Keep the handles of pots turned inwards, towards the middle of the stove, so that they are less likely to be knocked down
- ❖ if your family uses a gas stove be sure to turn the gas cylinder off when you are not using it.
- ❖ If you have an electric stove make sure you switch it off at the power source when you are not using it. The same is true for rice cookers, curry cookers and electric kettles.
- ❖ If there is no one in the room, switch the electrical heater off at the power source.
- ❖ Never dry clothes, shoes, blankets or other items over an electrical heater or bukhari, this is how many fires have started.
- ❖ It is also very important to make sure your bukhari pipe is safely fixed.
- ❖ When you go to bed or you leave the house you should make sure that the fire in the bukhari has been put out.
- ❖ When you clean the bukhari make sure the ash is completely cooled before you get rid of it.
- ❖ When you light a candle or butter lamp make sure there is nothing nearby like a curtain or paper that might catch fire
- ❖ Close a window properly if you set your candle or butter lamp on.
- ❖ Once you have left a burning building, never ever try to go back in.
- ❖ If your clothes catch fire, **DO NOT RUN** because this will only make the fire burn faster. Instead, **STOP** what you are doing and stand still, **DROP** on the floor, cover your face with your hands and **ROLL** back and forth to put the fire out.
- ❖ If you and someone else suffer a burn, put the wound under cool running water for 10 to 15 minutes. Cover the burn with a clean, dry cloth. Be sure to show the burn to a doctor or health assistant as soon as possible to avoid getting an infection.

#### **1.14.2.2 DON'TS TO PREVENT FIRES**

- ❖ Do not let children play with fire.
- ❖ Do not leave things that might catch fire, like dish clothes or paper towels or even your own long shirt sleeves too close to a lit stove
- ❖ Do not leave your heaters/Bukhari close to curtains, furniture or anything else that might catch fire.
- ❖ Never cover lamps with clothing or blankets.
- ❖ Do not overload your plug points or extension cords and never run electrical cords under carpet.
- ❖ Do not leave a little candle or butter lamp unattended.

#### **1.14.3 FLOOD**

##### **1.14.3.1 : DOS DURING A FLOOD**

- ❖ Keep up-to-date with weather forecasts, particularly during the monsoon months
- ❖ Pay attention to any emergency updates that might be given on television and radio or social media.

- ❖ Be aware of streams, drainage channels, canyons, and other areas known to flood suddenly.
- ❖ Learn to recognize the sound of flood sirens located near your villages. It is important to respond to the sirens and move to higher ground. If it is a false alarm, think of it as an opportunity for you to practice safety drills.
- ❖ Listen to what your parents and teachers tell you, be ready to follow their directions and leave a flooded area immediately.
- ❖ If you can climb up the higher ground; for example walk up a hill or if the house is flooded climb to the second floor, the attic or even the roof.
- ❖ Take fresh water with you if possible.
- ❖ If you are trying to get away watch out for power lines and electrical wires that have fallen down as well as for snakes and other animals.
- ❖ Always wear sturdy shoes while walking outside during or after a flood to avoid cutting your feet and getting infections.
- ❖ Try to move around in a group so that you can help each other.

#### **1.14.3.2 : DON'TS DURING A FLOOD**

- ❖ It is tempting to go and look at a flooded river or lake but do not, it is far too dangerous and it is not worth risking your life for a look,
- ❖ Do not touch electrical equipment if you are wet or standing in water
- ❖ Do not drive or get into a car during a flood. Many people drown in their cars during a serious flood. If the car gets stuck, get out of it right away and climb to higher ground.
- ❖ Try not to walk in flooded areas; even six inches of water could make fall and hurt yourself.

#### **1.14.3.3 : DOS AND DON'TS AFTER A FLOOD**

- ❖ After a flood you should continue to avoid the floodwater as much as you can, as it is often contaminated and could make you sick.
- ❖ Do not drink floodwater or use it for cooking
- ❖ Be sure to clean anything that got wet in the flood very thoroughly. Disinfect it if you can.
- ❖ Do not collect the fish brought in the flood; they could be poisonous/toxic.

### **1.14.4 LANDSLIDE**

#### **1.14.4.1 DOS AND DON'TS DURING A LANDSLIDE**

- ❖ Stay alert and awake; most landslide deaths happen while people are sleeping
- ❖ Pay attention to unusual sounds like cracking trees or boulders hitting each other, which might be the sound of a moving landslide.
- ❖ A trickle of flowing or falling mud or rubble might be the start of an approaching landslide.
- ❖ If possible, move to higher ground so that you can stay out of the path of a possible landslide; a landslide can move very quickly.
- ❖ If escape is not possible curl up into a tight ball to protect your head.
- ❖ It is better not to drive or travel during storm or landslide but if you are on the road be very careful and alert.
- ❖ Do not cross flooding streams.

- ❖ Look out for the collapsed road, mud and fallen stones which are all signs of possible landslides.
- ❖ Get out of the car at once if you see an approaching landslide.

### 1.14.5 STORM

#### 1.14.5.1 DOS AND DON'TS DURING A WINDSTORM

- ❖ Be careful and watch out for things that could fall and hurt you.
- ❖ Avoid walking through forests as falling trees and branches could injure you.
- ❖ Avoid walking under power lines as strong winds could break power cables that could fall and hurt you.
- ❖ Help your family to anchor down your roof so that it does not fly away in the strong wind.

#### 1.14.5.2 DOS AND DON'TS DURING A LIGHTENING WINDSTORM

- ❖ Unplug the electrical appliance. Power surges could ruin computers and television
- ❖ Try to avoid using electrical appliances and landline telephones because telephone lines and electrical lines can conduct electricity from a lightning strike.
- ❖ Metal pipes can also conduct electricity so avoid taking a bath or shower.
- ❖ Stay away from windows, doors and balconies.
- ❖ Stay indoors until at least 30 minutes after you hear the flip clap of thunder
- ❖ Lightning is attracted to metal poles and rods, so avoid them as much as possible.
- ❖ Water is also an excellent conductor of electricity, so avoid bodies of water. You should also avoid showering, doing laundry, doing dishes or even washing your hands.
- ❖ If you are outdoors before a lightning storm, return to your house. The moment you hear thunder, you should move indoors. No place outside is entirely safe during the storm.

### DISASTER ACTION PLAN - 2024-2025

SL#	Key Result Areas	Target/ Objectives	Strategies/Activities	Time Frame	Person involved	Financial resources	Success indicators
1	Prevention and mitigation of disaster	To ensure safe and secure learning facilities	Institute based clean up drive	twice a week	ToD, Warden and Matron	Not required	75%-100% accomplished
2			Rehabilitation/Repair of classroom and electrical installation	Once a month	Estate Manager, Warden, Matron and electrical trainer	Budget head - 15.01	75%-100% accomplished
3			Conduct simulation of earthquake drills	Sep-20	Faculty and trainees	Not required	75%-100% accomplished



4			Install disaster hazard and warning signage.	Oct-24	OHS and disaster-focal	3000	75%-100% accomplished
5			Conduct Hazard hunt activities	20th Sept	Focal	Not required	75%-100% accomplished
6			Mitigation of falling objects	Mar-25	Focal & OHS	10000	75%-100% accomplished
7			Conduct fire drill	15th Nov	Focal	Not required	75%-100% accomplished
8			Conduct training on the use of fire extinguishers	7th Dec	RBP	5000	75%-100% accomplished
9			Appointment of disaster focal	28th August	Management	Not required	75%-100% accomplished
10			Installation of fire extinguishers	30th August	Focal & OHS	40000	75%-100% accomplished
11	Improve health safety	Inform, manage and ensure health and safety in the institute	Management of waste	Once a week	Waste focal	Not required	75%-100% accomplished
12			Conduct an assessment of health safety in the institute	6th Sept 24	Health In-charge	Not required	75%-100% accomplished
13			Conduct Health advocacy program	19th Oct 24	Health In-charge	3000	75%-100% accomplished
14			Conduct health screening	26th Oct 24	Health In-charge	3000	75%-100% accomplished
15			Conduct Sorig yoga	Once a month	Health In-charge	Not required	75%-100% accomplished

**Submitted BY: Disaster focal**

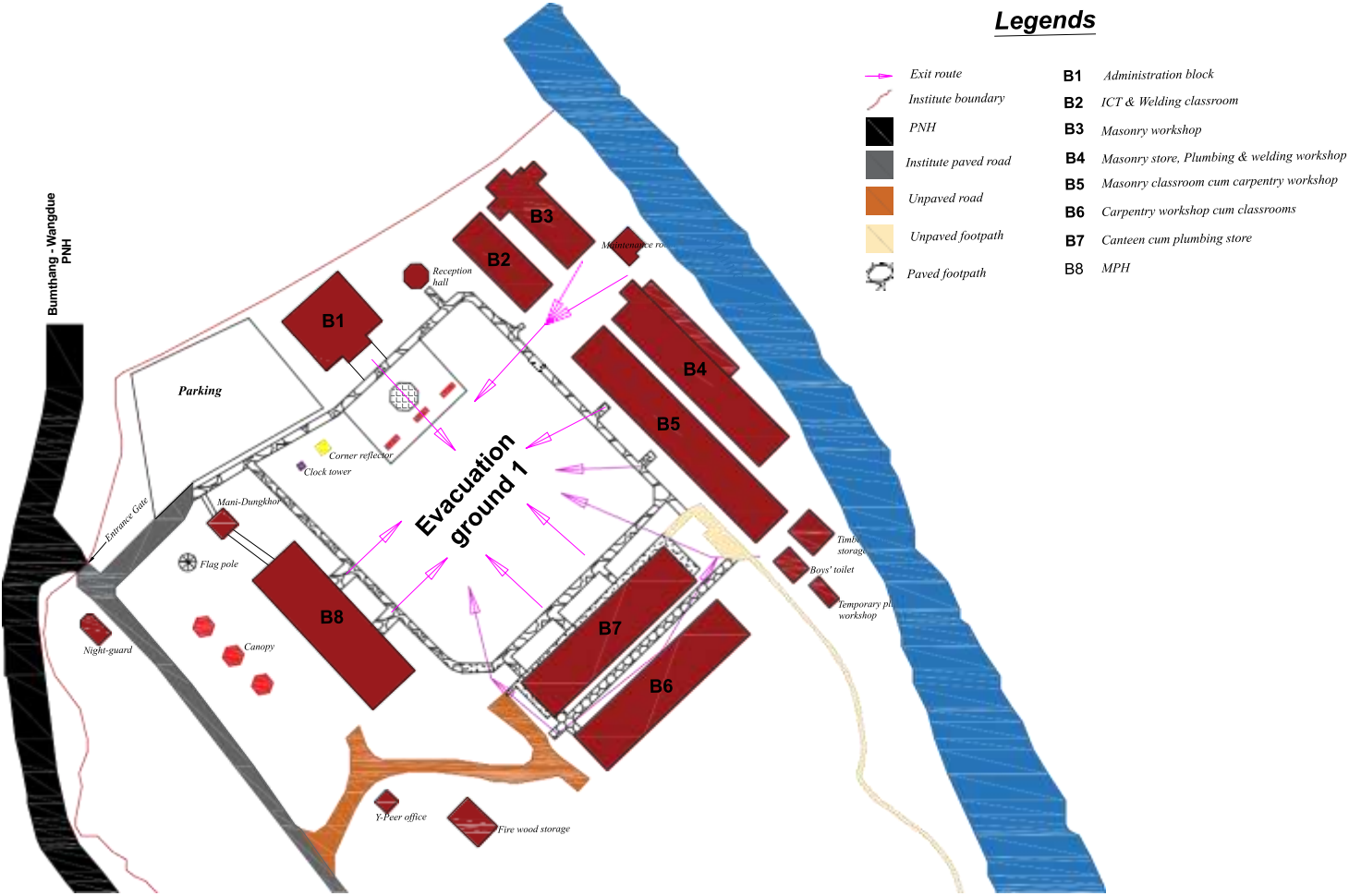
**OHS Focal**

**Health Focal**

**Estate Manager**

**Principal**

# Evacuation Map 1 for TTI Chumey





# Evacuation Map for TTI Chumey

