

KHALSA COLLEGE EDUCATION IN EMERGENCIES POLICY.

1. The objective is to have minimum standards to ensure the safety of whole school community including students, teachers, children with special needs and school visitors.
2. EIE is concerned with education during and after emergency situations, rapid education responses during crises.
3. Common goal is to protect children and education workers from death and injuries in schools.
4. Three pillars of EIE include:
 - (i) Comprehensive school safety
 - (ii) School disaster management safe school facilities and
 - (iii) Risk reduction education.
5. Plan will be built on sound planning, preparedness, response and recovery.
6. Authorities shall select, design, construct and maintain safe school facilities.
7. Natural disasters as floods, fire, cyclones have impacted daily school operations.
8. Education needs to support national, parental and community needs providing support for all children in a manner responsive to their needs within a safe protective environment.

Procedures:

1. Planning – safety of teachers, students, visitors, community
2. Prevention – create safe, healthy school environment
3. Multi – hazard risk assessment
4. Preparedness – drills conducted, plans, procedures put, emergency plans reviewed, revised
Close school upon directives received from the Ministry of Education over the air or upon advice of NDMO.
5. Provide reports to District Office in events of disasters.
6. School will work in collaboration with staff and school management during disasters.
7. Emergency evacuation plan will be following formulated for school.
8. Conduct drill once a term in the school.
9. Develop school disaster management plan and emergency evacuation plan
10. Do awareness of emergency plans
11. Organise school clean ups to make schools safe for children
12. Provide guidance on safety to children
13. Be aware of common hazards
14. Follow directives of Permanent Secretary on closure of schools.
15. School will plan for physical/structural and academic recovery.

Tsunami/Flood

- Listen to warning from MoE/radio warning for the developments
- Upon confirmation of warning, the school will take immediate steps/actions
- Students will be released from the school for their safety/ parents will be informed for safety

- Immediate action will be evacuation procedure in the school.
 - Students/ teachers will stop all work immediately
 - Students/teachers will move out to the Assembly/ Compound area
 - Teachers will guide students to safety in upper playground area
 - Teachers/students will move and assemble in upper playground field of the school.
 - Teachers will be in respective lines with their form students
 - A roll call will be taken
 - Students will remain in the upper ground area till a clear signal is given by the administrators
 - Briefing will be done to the students to keep away from dangers/hazard prone areas
 - Once a clear signal is confirmed by the school head, then all the students will move in an orderly manner back to the classrooms.
- Normal lessons will then resume for students.

Cyclone

- Warning taken heed of coming from the MoE/over air
- **Before.**
 - Classroom security checked
 - Rooms to lock properly, secured
 - Flying objects, material stored safely, trees trimmed
 - Louvre blades, doors of rooms secured, repaired
 - Students alerted on safety
- Keeping away from flooded rivers and streams
- Stay home, indoors once warning comes on air
- Parents informed if school is closed, students taken home for safety
- **During.**
 - All to stay indoors (safety)
 - Keeping away from flood areas
 - Evacuation centre – set up if request comes from DO/SEO
 - Evacuees details sent to Education office
 - Additional food, water stored
 - Torch, battery kept for safety
 - Reports sent every hourly to Education office.
- **After.**
 - Wait for Cyclone clear signal on air/ MoE announcements
 - Keep away from damaged power lines or corrugated iron
 - Assess damage, give a report to Education Office
 - Clean up organised
 - Arrangements made for clean water, power supply
 - Assistance given to needy