

# DISASTER MANAGEMENT PLAN

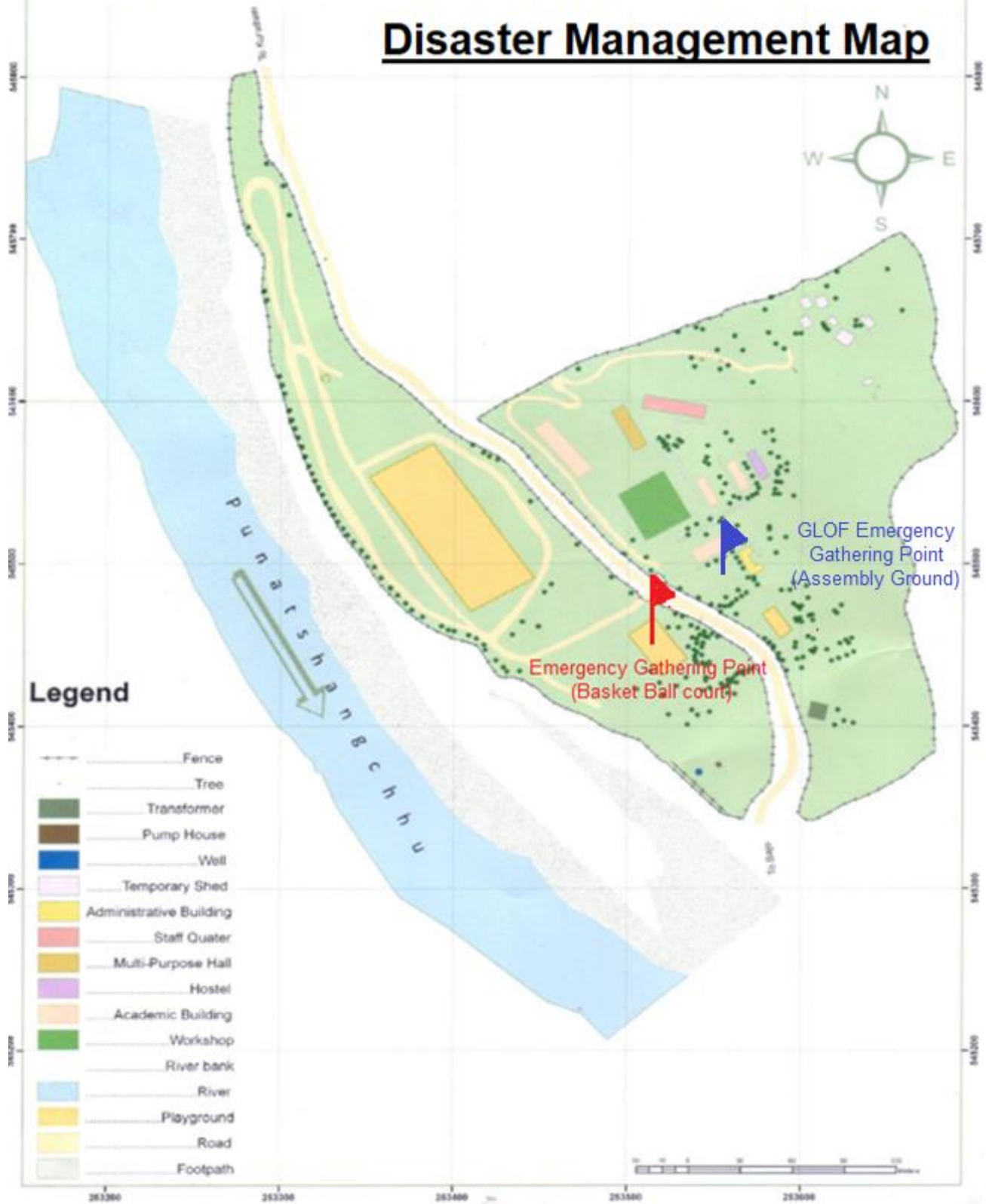
## TECHNICAL TRAINING INSTITUTE



Telephone: 02-481767 / 02-481305/02-481893 Fax No: 02-481306  
E-MAIL: [tti.samthang@gmail.com](mailto:tti.samthang@gmail.com) P.O. Box 1249  
Wangduephodrang, Bhutan Website: [www.ttisamthang.bt](http://www.ttisamthang.bt)

# Technical Training Institute Samthang

## Disaster Management Map



Contents

- 1. Application and Commencement: ..... 3
- 2. Purpose ..... 3
- 3. Definitions: ..... 3
- 4. Incident Command System ..... 4
- 5. Responsibilities..... 5
- 6. Disaster ..... 6
- 7. Evacuation ..... 7
- 8. Disaster report system..... 7
- 9. Activities ..... 7
- 10.Preparedness ..... 8
- 11.Conclusion ..... 8
- 12. Emergency Contact Numbers..... 9

## Title, Application and commencement

- 1 Title: **These guidelines shall be called the “Disaster Management Plan 2017”**

**Application and Commencement:** These guidelines shall apply when TTI Samthang encounters any disaster of natural calamities or manmade. These guidelines shall come into application from the date approved by Institute.

## Purpose

- 1.1 Samthang today sits in path of Glacial Lake Outburst Flood and the population should be reminded of 1994 experience. The data shows, the Wangdue Punakha region had four cases of GLOF in the last 40 years which actually is a threat as such being prepared for such incidences should be a priority.
- 1.2 The hazard Zonation for Disaster preparedness has actually identified the Driving track area as a red zone and the Infrastructure areas as a yellow zone as such identification of evacuation area is deemed necessary.
- 1.3 The Disaster Management Plan (DMP) provides the necessary guidance to organize and direct the Technical Training Institute Samthang (TTIS) operations in the event of a major emergency or disaster.
- 1.4 The goal is to provide a means:
  - ✓ To use Institute resources in order to *protect* and *prevent* potential emergencies whenever possible, and deal efficiently with the effects of these events if they do occur
  - ✓ To *respond* to save lives and protect property;
  - ✓ To promote a means to *recover* and resume the normal mission and critical business functions.
  - ✓ To Protect human life;
  - ✓ To Support health, safety, and basic care services;
  - ✓ To Protect Institute assets and properties;
  - ✓ To Assess damages; and
  - ✓ To restore of essential programs and general campus operations.

In all of these efforts, TTI Samthang will continue to *mitigate* as many hazards as possible to promote a disaster resistant atmosphere.

## Definitions:

- **Disaster:** Any event resulting in great loss and misfortune due to the natural calamities (Fire, water, wind and slides) and manmade incidences.
- **Incident Command system:** The Incident Command System (ICS) is a standardized on-site management system designed to enable effective, efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

- **Incident:** an instance of something happening or occurrence.

## Incident Command System

TTI Samthang Incident command system will have five major management functions that are the foundation during the disaster. These functions include:

**a. Incident Command**

Sets the incident objectives, strategies, and priorities and has overall responsibility for the incident.

**b. Operations**

Conducts operations to reach the incident objectives. Establishes the tactics and directs all operational resources.

**c. Planning**

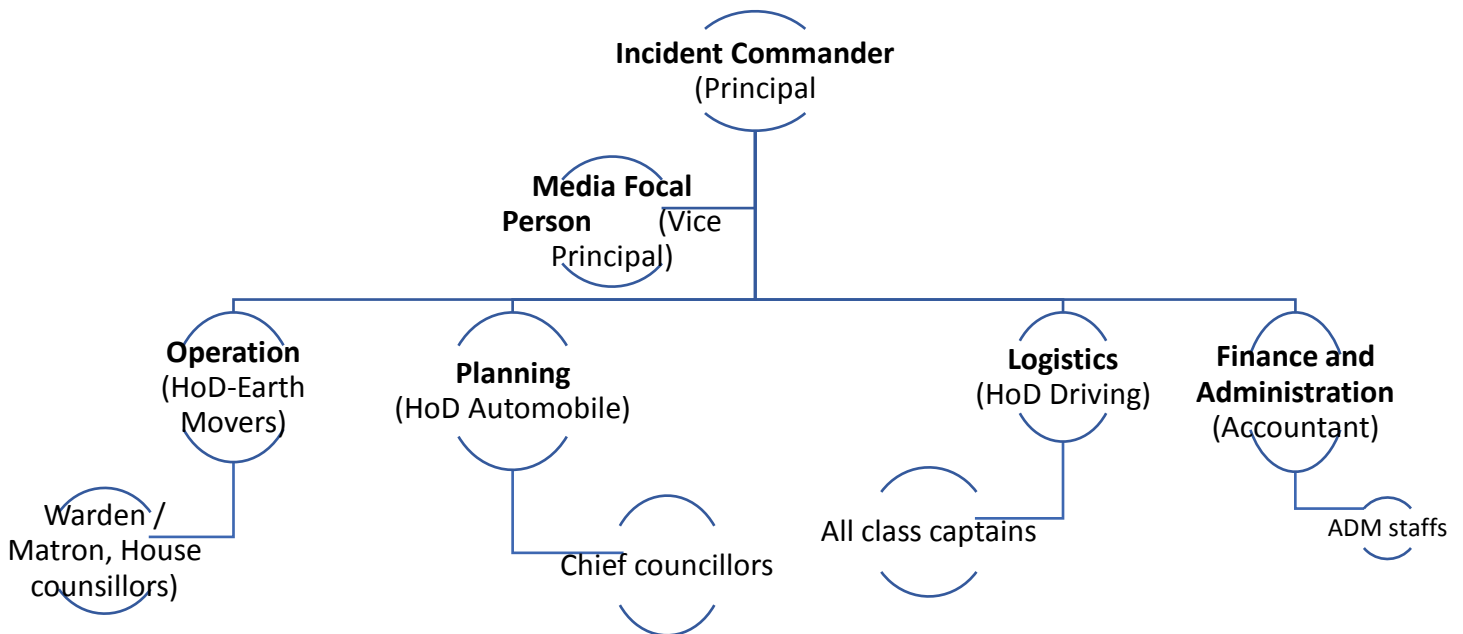
Supports the incident action planning process by tracking resources, collecting/analyzing information, and maintaining documentation.

**d. Logistics**

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

**e. Finance & Administration**

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



## Responsibilities

### **a. The Incident Commander (Principal)**

- Managing the incident by establishing objectives, planning strategies, and implementing tactics.
- Manage ICS management functions.
- Assess outcomes to determine the effectiveness of the incident action plan.
- The IC will report to Dasho Dzungdag and the Director, Department of Technical Education as the first priority and will also respond to the queries from any relevant agencies.
- Every responsible member of the ICS will report to the IC on hourly basis on the status of the operation however in emergency he/she contacted as deem fit.

### **b. Media focal person (Vice Principal)**

- Authorize the release of information to the news media
- Requests for additional resources
- Use of volunteers and auxiliary personnel, and release of resources
- No other members of the institute will talk to media so as to avoid false and wrong information to the public.
- The whole team will report to the Media focal person on an hourly basis.

### **c. Operation**

- The Operation Section is responsible for managing all incident specific operations of an emergency response.
- The head of the Operation Team is the Head of Department (Earth Moving) supported by warden, Matron and Councilor.
- The Operations Section will expand as dictated by the number of resources involved in the response and by the span of control.
- This section is also responsible to depute the personnel to safeguard the institute properties from theft and vandalism and should be backed by the faculty of Automobile Department. However the deputation of the personnel should be done upon the study of safety only.
- No population will enter the disaster struck areas unless a green signal is given by the operation section.

### **d. Planning**

- The Planning Section is responsible for collecting, monitoring, evaluating, and disseminating information relating to the response effort.
- The Section is responsible for developing, and updating the Incident Action Plan throughout the response.
- The head of the Planning Section is the Head of Department (Automobile Department)

### **e. Logistics**

- The head of the Logistics Section is the Head of Department (driving Department)
- This section is responsible for providing a basic comfortable situation addressing the food clothing and shelter during the emergency.
- This section will also be responsible for ensuring the total safety of the evacuated population within the relief camp.
- This section is also responsible for providing a first aid and medical assistance to the evacuees and ensure no other diseases outbreaks within the relief camp.

**f. Finance and Administration**

- The head of the Finance and administration Section is the Accountant (ADM & Finance)
- This department will manage as many resources in terms of financial aids or goods as possible to curb the disaster phase.
- The total transparency and bookkeeping should also be maintained so as to be accountable for future queries.
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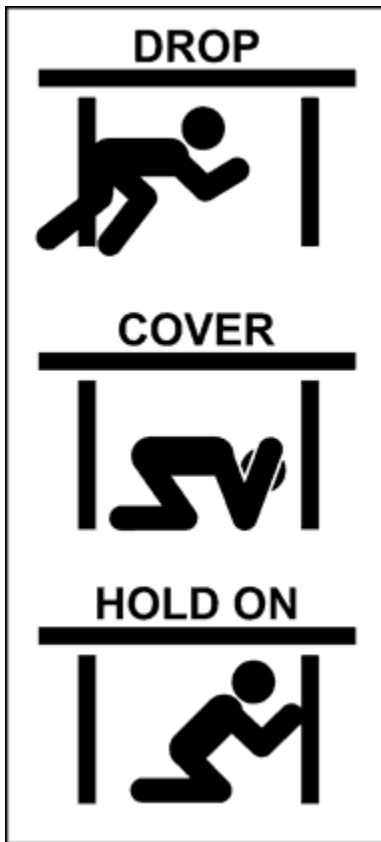
## Disaster

Any occurrence, or threat thereof, whether natural, technological, or manmade which results or may result in substantial injury or harm to the Institute’s population or substantial damage to, or loss of, property. The institute identifies three different types of disaster:

- a. “Manmade disaster” means a disaster situation caused by an action against the population and asset including arson. In such cases, the Institute population will gather in the Basketball court till the situation is under control.



- b. “Natural disaster” means a disaster caused by a natural event caused by an earthquake, Wind, landslides, flood and natural



caused fires. Under this circumstances, the population will again gather in Basketball court except on the glacial lake outburst flood where the gathering will be in the Main assembly ground.

c. “Technological disaster” means an emergency caused by a technological failure or accident, including, but not limited to, an explosion, transportation accident, other hazardous material incident and fire in the training facilities area. In this situation the population will gather in the basketball court.

### Evacuation

The Institute campus is in close proximity of hospitals as under:

- a. Bajo Hospital : 4Kms
- b. Punakha Hospital: 7Kms
- c. Bjimthankha BHU: 12kms

In addition, the Institute also have the First aid room equipped with the basic necessities of first aid items.

### Disaster report system

Should any misfortune befall the Samthang population, the Principal as a head will immediately report to the Director, Department of Technical Education and Dasho Dzongdag, Wangdue Dzongkhag Administration.

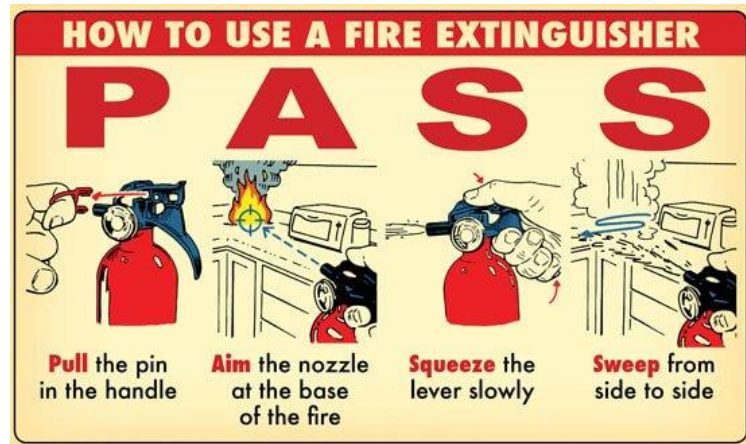
### Activities

- a. Samthang TTI as a whole will follow the following schedule strictly to be disaster resilience:
- b. Hold the disaster drill quarterly with all the trainees
- c. Hold the disaster drill half yearly with the whole family
- d. Conduct the earth quake drill half yearly
- e. Conduct firefighting and use of equipment on half yearly basis
- f. Invite the guest lecture on disaster
- g. Provide 1<sup>st</sup> aid training



## Preparedness

- a. Samthang will install fire extinguishers throughout the campus and ensure that the equipment is functional
- b. All the faculties and staffs should be able to operate the equipment
- c. Samthang campus should have at least three fire hydrant installed at the following locations
  - Workshop
  - Hostel
  - Staff quarter



This however should not be misused for any of the vehicle servicing or gardening purpose

- d. The emergency contact number of the core management should be displayed in the prominent place
- e. The Institute emergency evacuation map should be clearly drawn at two prominent places
- f. All the staffs will have emergency kits bag set at their individual homes.
- g. The staffs should also hold the disaster drill at their personal level with their family.
- h. The institute should have fire sand area in potential fire zone area.
- i. All the workshop should have one first aid corner equipped with appropriate tools and medications.
- j. The institute should have one room specifically identified as a first aid and recovery room equipped with basic first aid equipment and stretcher.
- k. Plant many trees in the northern side to have the ground water recharge and stabilize the soil from flood.
- l. A proper file line should be made in the northern side of the institute campus so as to control any fire outbreak spreading out of the campus.

## Conclusion

Samthang due to its location has the possibility of a situation where hazard meets the vulnerable situation. With the plan of major construction within the campus, it is essential to manage the ground water ensuring to use it diligently where the high level waters are made to have proper slippage instead of simply draining it through concrete means. Ensuring the institute safety against the disaster from the four natural calamities should be well challenged and managed.

## Emergency Contact Numbers

### I. Nation wide

- ✓ 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: **02-481305**
- ✓ Vice principal Office: **02-481893**
- ✓ Account Section: **02-481768**
- ✓ Adm Section: **02-481767**
- ✓ Fax: **02-481306**
- ✓ Email: [tti.samthang@gmail.com](mailto:tti.samthang@gmail.com)