

.MINUTES OF THE MEETING FOR “DEVELOPMENT OF ACTION PLAN ON CAPACITY BUILDING FOR SCHOOL SAFETY” HELD ON 22nd JANUARY, 2018 (2:30 P.M) AT ASDMA CONFERENCE HALL, GOVT. OF ASSAM, JANATA BHAWAN, DISPUR .

The list of members is at Annexure-A

A Meeting on “**DEVELOPMENT OF ACTION PLAN ON CAPACITY BUILDING FOR SCHOOL SAFETY**” was held under the chairmanship of Shri. Rajib Prakash Baruah, Addl. Secretary & SPC, ASDMA. The Administrative Officer and officials of ASDMA and senior representatives from Education Department (Elementary & Secondary), Health Department and representatives from SSA, RMSA, Fire & Emergency Services, Assam, and Indian Red Cross Society were also present in the meeting.

The National School Safety Policy guidelines were discussed in details in the meeting and a presentation was made on the policy.

After detailed discussions on the agenda points, following resolutions were taken:

Agenda 1:

Responsibility of Education Department on School Safety measures:

1. Education Department will provide ASDMA with the District wise data of School Teachers to be nominated as “**School Safety Focal Point Teacher (SFPT)**”, as per National School Safety Policy guideline.
2. Education Department will take initiative for inclusion of School Safety policy measures in post and pre-service training of Teachers through the District Institute of Education & Training (DIET).
3. SSA and RMSA will ensure preparation of “School Disaster Management Plans (SDMP)” as per School DM Plan Template of National School Safety Policy guideline in all schools.
4. Education Department will take initiative for inclusion of Disaster Management topics in monthly “Cluster Resource Co-ordinator (CRC)” meetings and ensure presence of “School Safety Focal Point Teacher (SFPT) in the CRC meetings.
5. Education department will take measures to nominate a group of “**Peer Educators/Trainers**” in schools for ensuring that safety messages, dos and don’ts of different disasters, procedures and protocols, reach each and every student in the school. Active Student Members from the sub-committees under School DM committee (SDMC) can be nominated as Peer Educators.
6. List of sub-committees to be constituted by Education department in schools as per National School Safety Policy Guideline are-
 - Awareness generation and warning and information dissemination team.
 - Evacuation team.
 - Search and rescue team (only teachers to be member of this team)
 - Fire safety team
 - First aid team
 - Bus safety team (for each bus)
 - Site security team
7. Education Department will submit an “Action Plan” to ASDMA for the Capacity Building of Teachers, SMC members and Peer Groups etc. as per National School Safety Policy Guideline

Agenda 2

Responsibility of SDRF for Awareness generation and Capacity Building

8. Fire & Emergency will submit an “Action Plan” on School Mock Drills at Block Level.
9. Fire & Emergency will submit a “State School Fire Safety Management Plan” with inclusion of provisions as per the National School Safety Policy Guideline.

Agenda 3

Responsibility of Health Deptt. & Redcross Society for First Aid Training for School Children.

10. Health Department will notify the Multi-Purpose Workers (MPW) for ToT on First Aid to be provided by Indian Red Cross Society.
11. Multi-Purpose Workers (MPW) will provide First Aid Trainings for Peer Educators in Schools.
12. IRCS will submit to ASDMA -Guidelines for formation of Junior Red Cross Unit in Schools.
13. Health Deptt. & Red-Cross Society will submit to ASDMA, a joint action plan for First Aid trainings in schools.

Agenda 4

14. ASDMA will provide soft copies of IEC materials to the Education department. The Education department will print the IEC with their available budget and distribute in schools.
15. ASDMA will develop a "JOINT ACTION PLAN FOR CAPACITY BUILDING UNDER SCHOOL SAFETY GUIDELINE" on the basis of "Action Plan" submitted by the stakeholder department viz. Education, Health, IRCS and Fire & Emergency Services.

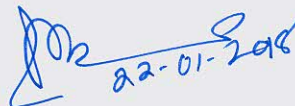
The meeting ended with a vote of thanks from the Administrative Officer, ASDMA.

Memo No. ASDMA/101/2017/Pt 116 -A

Dated 22nd January, 2018

Copy to:

1. P.S to Hon'ble Member, NDMA (Shri. R.K Jain)- for information
2. P.S to the Commissioner & Secretary & CEO, ASDMA- for information of CEO
3. All members present in the meeting.



**(Rajib Prakash Baruah, ACS)
Addl. Secretary & SPC,
Assam State Disaster Management Authority**

ANNEXURE-A

**Meeting on Development of Action Plan on Capacity Building for School Safety at ASDMA
Conference hall on 22nd January, 2018**

Sl No	Name	Designation	Contact No	Email
1	Shri Rajib Prakash Baruah, ACS	Addl Secy cum SPC, ASDMA	9435014676	rpbaruah41@gmail.com
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4	Rita Gogoi, ACS	Deputy Secy, Elementary Education	9435731668	
5	Jyotsna Medhi Patgiri, ACS	Deputy Secretary, H&FW Deptt.		
6	Dr. Benudhar Das	Jt. D.H.S(HQ)	9435049054	
7	Dr. Bhabendra Bordoloi	Jt D.H.S	9435710125	
8	Laba Kumar Sarma	DMO,IRCS	9854165170	
9	Diganta Bujarbaruah	General Secretary,IRCS	9864159990	
10	Pranjeev Barman	SA (Elect.) NHM	9854035602	
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