



SCHOOL DISASTER MANAGEMENT PLAN

1.0 PURPOSE OF THE PLAN

It is important to have a school Disaster Management Plan. Better prepared for disaster ,can also play a lead role in the community in responsibility towards its immediate locality for the safety of its members

1.1 AIMS AND OBJECTIVES

Dreketi Central College Disaster Management Plan aims to ensure the safety of the students and staff and members of their families during an emergency. It takes stock of available or missing resources and helps to organize efficient response .

- To identify the hazards in and around the school and find ways to manage these hazards.
- To plan and implement risk reduction and risk reduction activities in the school.
- To have effective disaster preparedness, and effective emergency response for saving of lives.
- To help identify training and capacity strengthening needs for effective prevention mitigation and response for disasters.
- To undertake information, education and communication activities to create awareness.

1.2 SCHOOL PROFILE

School Registration Number: 1666

School Address: P.O.BOX 66, DREKETI MACUATA

Province/District/City: MACUATA, DREKETI, LABASA

Head of School's Name: EMOSI KULI

Head of School's Mobile Number: 8319778

Head of School's Email: kuliemosi@gmail.com /dreketicollege@gmail.com

Types of school:

Secondary School with Vocational Studies

Total number of staff: 32 (Male 16 Female 16)

The number of students enrolled:

Grade (add existing grade levels)	Total	Male	Female	Students with disabilities or special needs (add details)
Year 9	88	43	45	
Year 10	76	42	34	
Year 11	67	32	35	One male
Year 12	53	27	26	
Year 13	46	16	30	
Voc Year 1	14	10	4	
Voc Year 2	16	9	7	
Total number	358	177	181	

Number of buildings: 17 [school building excluding staff quarters]

21 staff Quarters

Permanent: 13 ; Semi-permanent: 4 ; Temporary: nil

Number of classrooms: 12

Permanent: 12 ; Semi-permanent: nil ; Temporary: NIL
Number of student and/teachers boarding facilities, if any

Permanent: 1 ; Semi-permanent: 1 STUDENTS : NIL [at the moment] TEACHERS : 29

Road access: Moderate [needs urgent improvement]

Distance from the district centre: 60K

Electricity source: EFL

Water sources: BORE HOLE - Tap water

Types of toilet system:

☐ Flush toilet

2. School Disaster Risk Management and Response Committee (SDRMRC)

2.1. Members

No.	Name	Position (SDRMRC)	Position (in school/community)	Contact number
1	Anaseini Naio	Chairperson	HOD Voc	8398350
2	Adriu Malimali	Secretary	HOD Science	2161069
3	Savenaca Turagavou	Committee	Language Teacher	9693625
4	Penieli Kuli	Committee	Carpentry Teacher	7206949
5	Savenaca Vakacegu	Committee	School Manager	8400685
6	Kaliovati Dortunayaqona	Committee	School Handyman	2023819
7	Dinesh Chand	Committee	Assistant Principal	9771675
8	Emosi Kuli	Committee	Principal	8319778

2.2. Roles and Responsibilities

THE COMMITTEE

- 1. Prepare School Disaster Management Plan and evaluate and update at regular intervals (once a year and after a disaster).**
- 2. Supports Principal in ensuring that all staff and students are fully familiar with the School Disaster Management Plan.**
- 3. Identify Evacuation Centres and Temporary Learning Centres and make arrangements with land/property owners.**
- 4. Prepare and support the organization and delivery of Awareness Programs on disaster management for school community.**
- 5. Facilitates the organization of training on disaster management issues.**
- 6. Identify and advise on purchase of equipment for emergency situations.**
- 7. Carry out regular review of the structural safety requirements of the school for various hazards (earthquake, fire, cyclone, floods, etc.)**
- 8. Recommend funding arrangements for carrying out preparedness and mitigation measures in the school through school funds and other sources.**
- 9. Prepare guidelines and procedures for emergency drills.**
- 10. Liaise with Curriculum Development Division (CDD)/National Disaster**
- 11. Management Office (NDMO) to develop and disseminate materials, posters, pamphlets, simple tips on dos and don'ts on different disasters.**
- 12. Keep an updated list of important telephone numbers and radio contacts in case of emergency.**

THE PRINCIPAL

5.1 PRINCIPAL

Before Emergency

- ☐ **Report to Provincial EiE Focal point.**
- ☐ **Ensure the school Disaster Management Plan is**

developed, evaluated and updated regularly (once a year and after a disaster)

☐ Ensures that all staff and students are fully familiar with the school Disaster Management Plan.

☐ Ensures that emergency drills are conducted regularly.

☐ Ensures off –site back –up of important school records.

☐ Ensures that all staff and students receive basic first aid training .

During Emergency

☐ Overall Authority: verifies information from Responsible Authorities and advises on evacuation based on best judgement in the event of an emergency.

☐ Responsible for setting in place procedures for informing parents.

After Emergency

☐ Gives the „all clear” instruction after disaster.

☐ Ensure the school Disaster Management Plan is updated.

☐ Ensure needs assessment is carried out

☐ Ensure that schooling is resumed as soon as possible.

3. School Risk Assessment

3.1. School Risk Assessment Summary

Hazard	Vulnerabilities	Current Capacity	Risk [low, medium, high, very high]
Staff Room Floor	Staffroom floor has holes	Weak floor	Medium
Main Block verandah	Tube light frame not handling the tube light	Suspended tube light holder	HIGH
Sewing Room floor	Floor tiling in the sewing room	Loose tiles	medium
Sewing Room ceiling	Damage Ceiling sewing room	Suspended ceiling	medium
School Main veranda	Insecure siren wire	Loose wires	medium
9 classroom	9B broken timber floor	Weak flooring	High
School Hall main entry walkway post	Buabua Post to be clean as skin needs to be peeled	Rough post	High
Year 10A classroom	Broken Timber floor in front 10A	weak flooring	High
9c end Stairways	Concrete steps behind 9C building needs Plaster	Rough edged surface	medium
9c cls room roof	Leaking roof 9C	Leaked roofing	high
9B drain beside the classroom	Proper Drainage System needed to counter slippery area when wet, beside 9B	Slippery surface	medium
Mesh Wire beside bio Lab	Mess wire behind bio Lab are to be placed in a safe place to avoid Injury	Loose items	medium
Exit DOOR steps HOMECE room	Wooden steps behind homec	Slippery	HIGH
Year 10 Veranda railing	10 railings is loose	Suspended	high
Loose debris, Timber & Roofing iron	Underneath the classrooms	Loose items	High
Lab Chemicals	Poisonous and reactive	Stored in lab cupboards	Low - Medium
Gravel Access Road	Dust & vehicle Speed	Accidents /Dust in classrooms	High

POTENTIAL HARZARDS FOR DREKETI COLLEGE STUDENTS

DISASTER	OCCURANCE	PROBABILITY	VULNERABILITY
CYCLONE	NOV -APRIL	VERY HIGH	SEVERE
COVID 19	ENDEMIC	VERY HIGH	SEVERE
FIRE	UNPREDICTABLE	VERY HIGH	SEVERE

4. Capacity inventory

4.1. School materials and equipment inventory

Item	Number	Quality/Condition (1=poor quality; 2=reasonable quality; 3= good quality)	Location	Accessibility in times of emergency (1=poor accessibility; 2= reasonable accessibility; 3= good accessibility)
FIRST AID KIT	13 [SMALL KIT] 1 BOX	GOOD	EACH SPECIAL ROOM SICK BAY & STORE ROOM	ACCESSIBLE
FIRE EXTINGUISHER	7	REASONABLE	EACH SPECIAL ROOMS	ACCESSIBLE
HAILER	1	GOOD	OFFICE	ACCESSIBLE
WALKIE TALKIE	4	GOOD	OFFICE	ACCESSIBLE
Education Kit in a box	3	Good	Book Room	Accessible
Exercise Books A4	8ctn	Good	Store Room	Accessible
Torch	1	Good	Office	Good
Solar lights	2	Reasonable	Store room	Good
Generator	1	reasonable	Road side	Not accessible because of wiring issues
Stationeries	1 box	Good	Store room	Accessible
umbrella	10	Good	Office	Accessible
PPE Uniforms	2	Good	Matron	Accessible
Santizers	Adequate	Good	Store rom	Accessible
QR Code	available	Good	Entry points	Accessible
musk's	1ctn	Good	Store Room	Accessible
Sick bay	Available	Good	Special room	Accessible
Isolation room	Available	Good	Special room	Accessible
Disinfectant	Adequate	Good	Store room	Accessible
Shield masks	2	Good	Store room	Accessible
Ropes	Available	Good	Tool room	Accessible
Boots	4 pairs	Good	Store room	Accessible
Whistle	2	Good	Store Room	Accessible
Water Tank	1	Good	Beside voc rm	Accessible
Evacuation Rooms	Dining Hall, Voc Room, Girls Hostel 13a Rm	Good	Within comp	Accessible

4.2. Human Resource

Team	Responsibility or role	Team Members
OHS Committees	Policy Documentation and activation of plans	OHS committee stated from above
Dismac operation Team	Pre –disaster preparedness, during disaster monitoring and after disaster management	Male teachers 3 Female teachers
Infrastructural Damages surveyors	Survey facility damages	Industrial Arts teachers and Vocational Carpentry joinery
Support Team	Put up precaution posters and warning. Set up of evacuation rooms	
Wash Committee	Cleanliness and preparedness of wash facilities	
Level managers	Coordination of classroom evacuations and reporting sickness symptoms	
Level captains	Guiding students towards exits evacuation assembly area	
Special operation team	Santising, temperature checks and disinfections.	Special Roster from the Assistant Principal
School Matron	Handling of sick and injuries	Mr Solo and Mrs Talili
MEHA, POLICE, DISMAC,HEALTH,SOCIAL WELFARE & Dos office Fire Authority	Important stake holders	Referrals and assistance

5. Emergency Plan

5.1. Emergency contact list

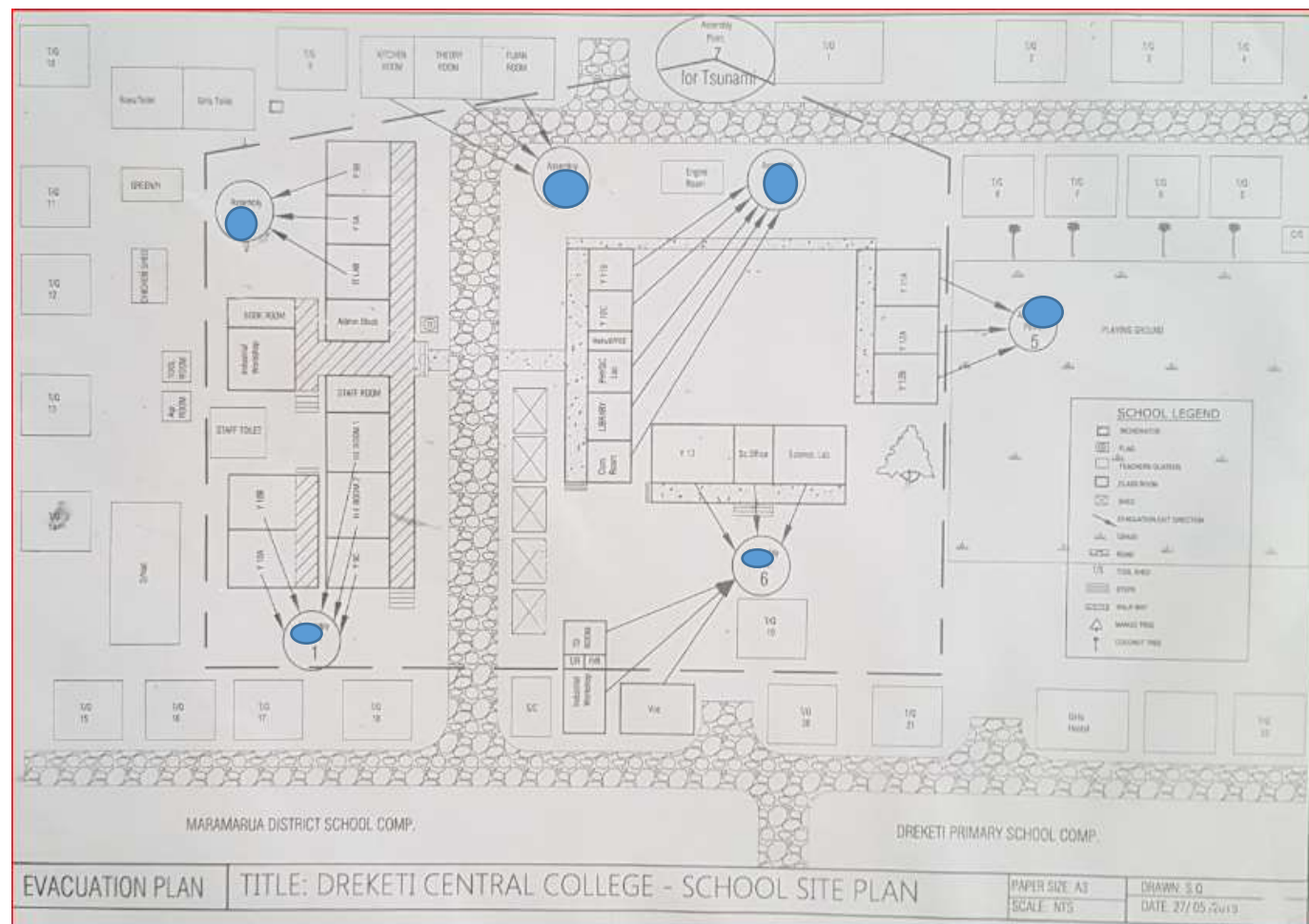
Position/organization	Name	Mobile phone number	Email address
Divisional Education Officer Northern	Iliseva Volai	8909627	iliseva.volai@govnet.gov.fj
SEO Macuata/Bua	Dharmendra Dayal	9964964	dayal.dharmendra@govnet.gov.fj
DO Seqaqa		8002221	
Dreketi Police post	Station Officer	9386112	
Dreketi Health Center	Doctor		
Social Welfare	Eva	9261027	eva.singh@govnet.gov.fj
National Fire Authority		910	
EFL		913	
Ambulance	SDMO	911	

5.2. School Emergency Response Procedures

Hazard	Response procedures (which school staff will follow)
Cyclone	<ol style="list-style-type: none">1. Students and Staff formally advised of warning through our viber coms and school paging system2. Activation of school DISMAC team to secure the school and hazards with preparation of evacuation centre3. Activation of preparedness mode4. Maintain communication during the cyclone via walkie talkie5. Injury and survival assessment immediately after the cyclone5. DISMAC team to make 1st survey of damages and clean up when cyclone ceases
FIRE	<ol style="list-style-type: none">1. Siren is sounded to give evacuation warning to students and teachers2. Teacher and level captains lead students to their designated and nearest assembly area.3. Fire authority is notified immediately4. Students are escorted to safe boarding area for their transport home5. Injured and traumatised students are referred to the hospital immediately
Flood	<ol style="list-style-type: none">1. Early warning of heavy rain that may cause flood to our community is announced to students and teacher2. Advise the MOE of the dangers students may face thus request for early release from school3. Parents are contacted regarding early releases4. Transport arranged and supervision is provided to take students home

5.3. Emergency evacuation plan (EEP)

School map (s) with evacuation routes, assembly points and safe places



Evacuation Route

Assembly Points

5.4. Emergency Communication

Early warnings

- School Siren – Long Sirens indicating Fire
- Advisory warning is presented through announcement and posted on communication platforms – viber, facebook and emails
- Staff briefing is also done to present early warning and advices
- Radio announcements

Student handover procedures

- Level manager or subject teachers at the time of the warning are to instigate the safe precaution protocols as standard operation procedures

6. Education Continuity Plan

Limited use of school as temporary evacuation centre

-School will be used with limitations with school being used as evacuation Center

Temporary learning spaces

Erection of tent as temporary Learning space will sought after to National Dismac. Survey and clean-up of available learning spaces after cyclone or Fire to supplement learning spaces needed

WASH facilities – Water source from WAF bore hole piped in to water tanks to supply wash facilities

Wash can also be substituted by hand sanitisers

Water purification tablets to be used to purify rainwater collected for drinking.

Alternative and flexible calendar

-Staggered timetable

-block classes

-Special level timetable/schedules & special planner

-Dispatch of Home ;earning Materials

-Flexi online classes

Child protection

-Psychosocial Support

- Stress assessment

-referrals

Psychosocial support

-Special programmes with teams divided

-Presentation of psychosocial support material

-MEHA officials

Post-disaster damage assessment and data collection

7. Guidelines for COVID – 19

	Objective	Action	By whom	Resource required
1	To Ensure a safe protected learning space and environment	<ul style="list-style-type: none"> -Desk spacing in the classrooms 2m distance marking -SOPs documented COVID protocols poster pasted at visible entry places -Special room set up – isolation room & sick bay 	Coordinator – AP Support team Level Managers Rostered teachers Monitoring VP/P	A4 & A3 paper and laminating materials Beds, mattress, pillow & pillow case Table and chairs
2	COVID# Safety protocol are practised consistently	<ul style="list-style-type: none"> -Temperature check -Musk up from RSL and also in school -Regular hand washing -Regular hand sanitising -Maintain social distancing -Disinfection of regular touched areas -Disinfections of RSL -Disinfection of classrooms daily 	Rostered teachers on rotational basis RSL masking id checked by RSL drivers Hand washing committee & level manager looks after hand washing Admin, Level managers Special allocated male teachers Level managers Monitoring ap/vp/p	Duty roster Masks Hand washing facility and soap Disinfectants Sanitisers Sanitiser bottles Spray can Sprat bottles Gloves Mop buckets
3	Proper management of suspected covid 19 case and symptoms	<ul style="list-style-type: none"> -SOPS in place - removal of students or person to isolation room by specially equipped personnel -Referral to health department Advice and report to MEHA 	Teachers School Matron Head of school	PPE equipment's SOP Emergency contact list Proper ventilated isolation rom

4	Safe management of waste	<p>-proper position of rubbish bins</p> <p>- regular disposal of wastes daily at proper incinerator</p>	<p>AP/VP/P</p> <p>Handyman</p> <p>Duty teachers</p>	<p>Pedal bins</p> <p>Sanitary bins</p> <p>Well closed or sealed outdoor bins</p>
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8. Calendar & Schedule

[illegible]

Step 6 Implementing a COVID 19 action plan	√	√	√	√	√	√	√	√	√	√	√	
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6.0 DREKETI CENTRAL COLLEGE SCHOOL MANAGEMENT PLAN.

Before Emergency

- ✚ Prepare School Disaster Management Plan and evaluate and update at regular intervals (once a year and after a disaster).
- ✚ Supports Principal in ensuring that all staff and students are fully familiar with the School Disaster Management Plan.
- ✚ Identify Evacuation Centres and Temporary Learning Centres and make arrangements with land/property owners.
- ✚ Prepare and support the organization and delivery of Awareness Programs on disaster management for school community.
- ✚ Facilitates the organization of training on disaster management issues.
- ✚ Identify and advise on purchase of equipment for emergency situations.
- ✚ Carry out regular review of the structural safety requirements of the school for various hazards (earthquake, fire, cyclone, floods, etc.)
- ✚ Recommend funding arrangements for carrying out preparedness and mitigation measures in the school through school funds and other sources.
- ✚ Prepare guidelines and procedures for emergency drills.
- ✚ Liaise with Curriculum Development Division (CDD)/National Disaster Management Office (NDMO) to develop and disseminate materials, posters, pamphlets, simple tips on dos and don'ts on different disasters.
- ✚ Keep an updated list of important telephone numbers and radio contacts in case of emergency.

During Emergency

- ✚ Assist the School EiE Focal Point in facilitating and coordinating the emergency plans.

After Emergency

- ✚ Evaluate and update School Disaster Management Plan. Assist in assessment of the extent of damage.

Conduct a needs assessment.

- ✚ Develop, facilitate, coordinate and implement recovery plan, including for continuity of schooling.

6.1 School EiE Focal Point **Before Emergency**

- ✚ Member of the School Disaster Management Committee.
- ✚ Facilitate and conduct the delivery of Emergency Awareness Programs and emergency drills.
- ✚ Facilitate and conduct training on disaster management issues. Identify teacher characteristics (phobias, etc.).

✚ Assign a “buddy” to teachers with identified serious problems or phobias.
Identify psychosocial materials and ensure teachers are trained in their use.

During Emergency

- ✚ Receives instructions from Principal and executes appropriate evacuation plan.
- ✚ Responsible for overseeing the coordination of the evacuation plan.

After Emergency

✚ Assists the Principal to ensure that School Disaster Management Plan is updated.
Provide psychosocial support for teachers and SDMC members.

6.2 Classroom/Subject Teachers

✚ Before Emergency

- ✚ May be appointed as member of the School Disaster Management Committee.
- ✚ Must understand and be able to explain emergency procedures and principles.
- ✚ Must know where the Evacuation Routes and Evacuation Centres are located.
- ✚ Must participate in emergency drills.
- ✚ Must be fully familiar with characteristics of each child in their class, especially those that might be important when an emergency strikes (e.g. easily frightened, living with disability, etc.).
- ✚ Display posters on do's and don'ts of different hazards.

During Emergency

In the event of an emergency this group of individuals is responsible for the safety of students in their individual classrooms.

Must be alert at all times to give appropriate instructions.

Must accompany their students to the Evacuation Centres through the correct routes.

Must carry students' register with them. Assists Year Captains to carry out evacuation.

Ensure that the exits are clear of hazards before students move quickly, quietly and in an orderly manner to the Evacuation Centre.

Identify and apply basic first aid treatment where needed. Adhere to dos and don'ts of a particular hazard.

- ✚ Identify signs and symptoms of students requiring expert/specialized assistance.

After Emergency

- ✚ Psychosocial support is carried out
- ✚ Report cases for medical referrals where necessary.



COVID-19 REOPENING OF SCHOOL STANDARD OPERATION PROCEDURES

Title: Standard Operation Procedures (SOP) on COVID -19

Scope: Dreketi Central College

Purpose: The goal of this SOP is to inform parents, caregivers, and students about how our school will handle risk and other operational issues related to Coronavirus Public Health (COVID-19 Response) (Amendment) Act 2020, in this start of school after the long school break. Our students and staff at Dreketi Central College are committed to a secure and safe learning and working environment. To ensure the safest possible atmosphere during this time, we ask that all members of the school community adhere to this guideline.

Abbreviations

MoE- Ministry of Education

MHMS – Ministry of Health and Medical Services

PPE- Personal Protective Equipment

SOP- Standard operation Procedures

QR Code- Quick Response Code (Care Fiji)

1. SCHOOL SUPPORT TEAM.

- 1.1. All staffs, Management and stakeholders should understand and ensure the implementation of the Dreketi Central College Reopening Guidelines.**
- 1.2. Psychological support options for students, parents, guardians and teachers through counseling based support are considered.**
- 1.3. No sharing of drinking water bottles, cups and eating utensils for all students, teachers and staff.**

2. REQUIREMENT UPON ENTRY INTO SCHOOL-

- 2.1. Children with medical conditions are to remain and be provided work at home with evidence from Medical practitioners.**
- 2.2. Any symptomatic student, staff or parent must not enter the premises.**
- 2.3. No Mask, No Entry.**
- 2.4. Should have Care Fiji App with Bluetooth switched on at all times.**
- 2.5. All should observe the 2 meters social and physical distancing rule and signage at all times.**
- 2.6. Check Vaccination card for Verification**

- 2.6.1. Names of those not vaccinated to be recorded and kept in the office.
- 2.7. Temperature check
 - 2.7.1. Normal readings will be allowed in
 - 2.7.2. Abnormal readings to be referred to the sick bay for observation by the school matron.
- 2.8. Manual Log Book for registration of those without Android phones.
- 2.9. Hand Sanitize upon entry
- 2.10. A teacher should be at the entrance to guide parents, guardians and students and remind all on Covid 19 protocols that they must adhere to.
- 2.11. No unnecessary visits allowed and all eligible visitors are to be fully vaccinated to be allowed to enter the school premises.

3. CARE FIJI APP

- 3.1. The Care Fiji QR Code for Check in and Check Out to be pasted in all entry and exit points of the Dreketi Central College.

4. THERMAL GUNS

- 4.1. Functional Thermal Guns to be available, with extra batteries on standby.
- 4.2. All Staff should know the proper usage and interpretation of Thermal Guns.
- 4.3. Register for recording temperatures to be available.
 - 4.3.1. If temperature is less than 37.5 o C, proceed to enter school or commence duties
 - 4.3.2. If temperature continue to be equal to or above 37.5 o C on any reading, persons should be denied entry into the school compound.
- 4.4. Thermal guns should be disinfected at the end of each screening session.

5. FACE MASK

- 5.1. Wearing of masks is mandatory in all schools and must be worn at all times except during Physical Education classes.
- 5.2. Students will be required to wear masks from the time they leave home for school to when they return home after school especially of travelling in public transport
- 5.3. Supplies of disposal face mask to be available in school for replacement purpose.
Refer to Appendix 2: Circular 38/2021

6. HAND HYGIENE

- 6.1. All classrooms and special rooms are to have hand washing posters.
- 6.2. All hand basins are to have a hand soap, wall mounted dispenser in all special rooms and hand sanitizer available at the office for visitors.
- 6.3. All classrooms to be sanitized twice daily.
- 6.4. Paper towels to be made available in all rooms including staff toilets.
- 6.5. Have a backup filled water tank for periods of water shortages in school

7. PREPARATION OF CLASSROOMS

- 7.1. All the classroom windows are to be opened every morning to allow for ventilation and the classroom fans are to be operational and used during classes.
- 7.2. IT Lab must have the air condition on as classes are conducted.
- 7.3. Desks are to be arranged with a minimum 1-meter distance
- 7.4. Each room to have a rubbish bin and bins are also to be placed along school block corridors.

8. CLEANING SUPPLIES

- 8.1. Each classroom, special room and each toilet block to have brooms, a mop, two mop buckets and sanitizer.

8.2. Disposable cloths and disposable or household gloves to be made readily available for cleaning use

8.3. Liquid disinfectants and detergents to be made available and supplied in spray bottles and are to be used only in the absence of children in the room.

Refer to Appendix 1 : Circular 38/2021

9. CLEANING PROTOCOL

9.1. School Safe Hygiene Protocol is to be followed.

9.2. School Safe Hygiene Protocol would include the disinfection method, list of high touch surfaces and frequency of cleaning.

10. TOILET FACILITY

10.1. All toilets to be clean and fully functional.

10.2. Sanitary bins to be placed in female toilet blocks

10.3. Disposable bins to be placed at the toilet blocks.

10.4. Hand sink and taps to be clean and functional

10.5. Hand soaps to be placed at the hand basins at the toilet block.

10.6. Toilet blocks to be cleaned and disinfected daily.

11. SICK BAY

11.1. A special ventilated room should be set up with the following items;

11.1.1. A bed

11.1.2. Mattress

11.1.3. Pillow

11.1.4. Bed linens

11.1.5. Blankets

11.1.6. First aid kit

11.1.7. Thermal gun

11.1.8. Water jug

11.1.9. Disposal plastic cups

11.2. Availability of PPEs (Surgical or N95 Mask, gown, face shield and gloves.)

11.3. Emergency contact list for the Dreketi Health Center should be available in case of a positive case during school hours.

11.4. A register specifically for staffs and students who are kept in the sick bay to be available.

11.5. There should be adequate provision hand washing facility or hand sanitizers.

11.6. A proper disposal bin should be available at all times.

11.7. In the case of unwell students (including students who have been tested) wishing to visit the school;

11.7.1. Unwell students must not be permitted into the school on the ground of their medical condition.

11.7.2. Students who have been tested for coronavirus (COVID-19) must isolate at home and not return to school until they are symptom-free and have received their results (provided the result is negative) and a copy of the results verified at the school.

11.8. In the case of having to manage unwell students at school;

11.8.1. Students exhibiting coronavirus (COVID-19) symptoms such as fever, cough, chills, or sweats, shortness of breath, sore throat, runny nose, or loss of smell or taste will be isolated in the Sick Bay under supervision and retrieved as soon as feasible by a parent/guardians. Wherever necessary, immediate medical help shall be sought. Students who are ill will not be allowed to travel home alone.

12. SIGNAGES TO MARK

12.1. Entrances and exits.

12.2. Directions to allow clear walking flows

12.3. Registration or QR Code Advice

- 12.4. Temperature check facilities
- 12.5. Mandatory wearing of mask
- 12.6. Attractive hand washing reminders
- 12.7. Hand washing facilities areas
- 12.8. Distances of 2 meters when standing in the queue waiting to be screened or to be served at the canteen, classrooms, office etc.
- 12.9. Sanitizing advice
- 12.10. Pick up and drop off area for parents/ guardians or RSL.

13. SERVICE PROVIDERS AWARENESS

- 13.1. Temperature taking (taken on the forehead rather than the posterior aspect of the hand) before boarding RSLs and boats.
- 13.2. RSLs and boats providers to provide hand sanitizers.
- 13.3. Observation of Covid Protocols of service providers while serving within the school premises
- 13.4. Disinfection before and after the service has to be provided.
- 13.5. Should provide disposal masks for students that do not have their masks.

14. SCHOOL CANTEEN OPERATORS

- 14.1. Need to see signage of 2 meters social/physical distancing.
- 14.2. Canteen must have hand hygiene facilities (hand sink with soap.)
- 14.3. Hand sanitizing to be available on the counter.
- 14.4. Proper disposal pedal bins for rubbish.
- 14.5. Needs to observe crowd control method.

15. DETECTION OF COVID 19 LIKE SYMPTOMS

- 15.1. Any cases of Covid 19 in the school should be managed with utmost sensitivity and information must be confidential. The name of the individual must not be released to anyone except to MHMS.
- 15.2. Any student appearing symptomatic must be referred urgently to Health authorities.
- 15.3. Support group (Admin Team, HOD Science, HOD Computer, HOD Industrial Arts, Management) to work in close contact with the teachers and Health officials in assisting in community engagement for Covid19 operations.
- 15.4. For positive cases found through routine surveillance, affected individuals would be asked to isolate as deemed necessary.
- 15.5. Record every case of absenteeism, especially for sick cases as part of the surveillance program
 - Refer to Appendix 3: Circular 38/2021

APPENDIX 1: How to Make 0.1% Bleach from Concentrated Solutions for Environmental Disinfection

- ☐ Sodium hypochlorite (household bleach solution) may be available in concentrations between 4% to 6%.
- ☐ Any concentration can be used to make a dilute chlorine solution by applying the following formula: $\% \text{ chlorine in liquid bleach} - 1 = \text{Total parts of water for each part bleach}$
% of chlorine desired.
- ☐ Janola (Bleach) - sold in shops contains 4.5% sodium hypochlorite
E.g. $4.5\% / 0.1\% - 1 = 44$ parts of water for each part of sodium hypochlorite.



1666 DREKETI CENTRAL COLLEGE
EST: 1968 MOTTO: ASPIRATION IN TO ACTION



QUARTERS OCCUPANTS

OPERATIONAL AND LOGISTICS CONTINGENCY PLAN

CYCLONES



PREPARED BY:

ROPATE FOTOFILI

JONE TITOKO GADE

DATE: 6TH NOVEMBER, 2021

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A. PURPOSE AND OBJECTIVES

PURPOSE

The purpose of this Cyclone Contingency Plan is to provide a system of preparedness and response systems in school, especially for teachers occupying school quarters. This includes standard operating procedures and guidelines to ensure a modified response to cyclones effects in different areas that may be affected.

AIM

The plan outlines the actions required at the school level to reduce the effects of the cyclones on the islands of Fiji.

OBJECTIVES

Ensuring that cyclone response strategies are planned in a timely and effective manner and facilitating movement before, during and after the cyclone.

LIMITATIONS

This plan is limited to responding to cyclonic events.

WARNINGS

The Cyclone Emergency Committee will follow up on two warnings and then make decision onwards.

1. National Warning Dissemination

The Nadi Tropical Centre will issue special weather bulletins from the initial alert to threat. Once it reaches the Divisional Commissioners then release messages/warnings to schools through the Divisional Education Officers to Head of School. The Head of School will relay the information to teachers and students and this also where the Cyclone Emergency Committee gets activated and take the leading role.

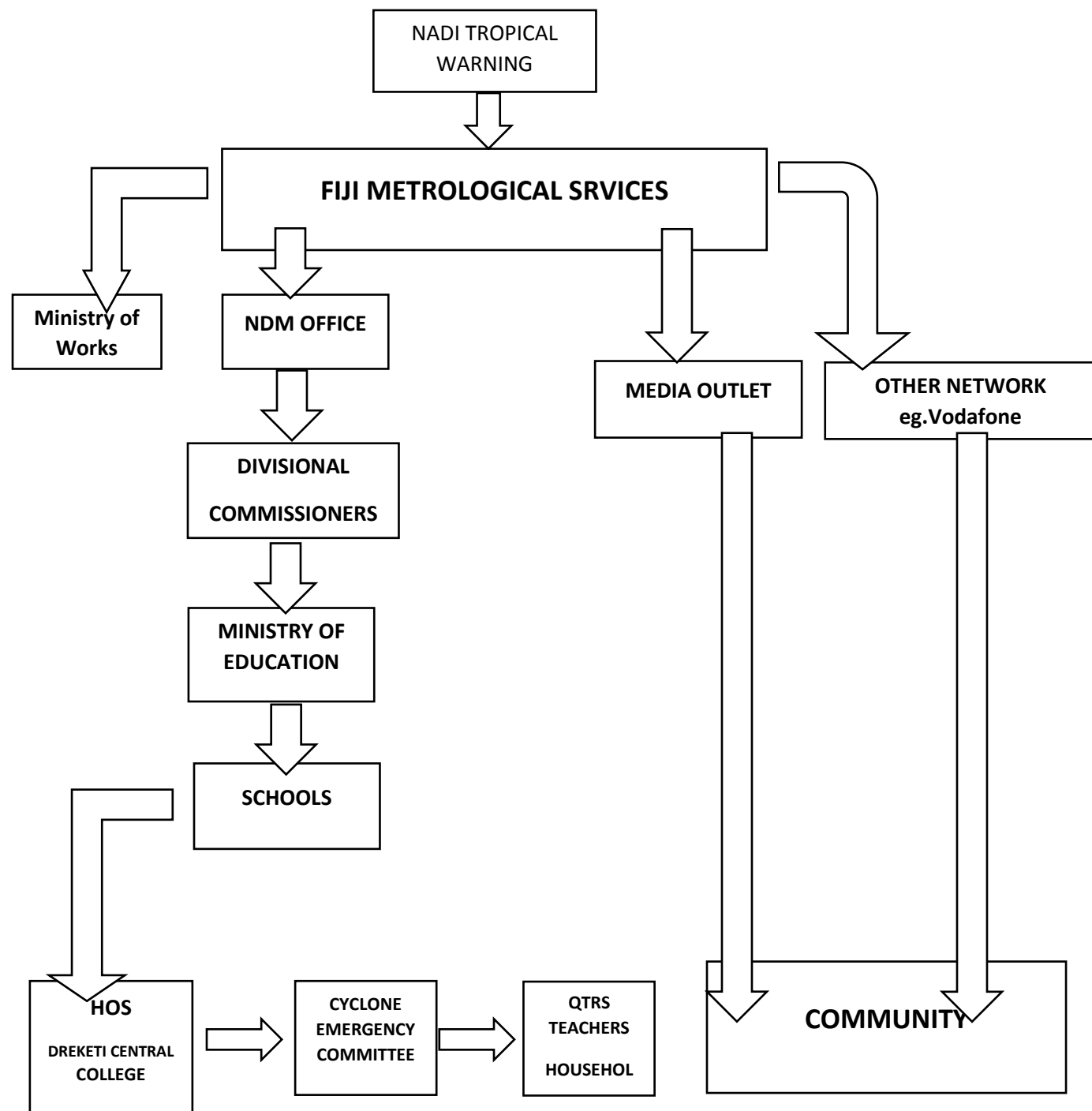
These national warnings normally issued every three hours and also when there is an imminent threat of a tropical cyclone.

2. Windy App on Android phones

Since most have androids phone, the use of latest technology to assist in terms of preparedness and awareness is important. This App can be downloaded and installed in the phone.

Windy App is also known as “windyty” is an extraordinary tool for weather forecast visualization. According to “windy.com Weather Radar, Satellite and Forecast”, the App is designed to provide adventurers and outdoors and enthusiast with the most accurate, slightly more elaborate weather forecast than just hot or cold-one including wind speed, direction and gust, precipitation, pressure and other features. All the main features are available for free.

CYCLONE WARNING SYSTEM



C. BACKGROUND INFORMATION

BACKGROUND INFORMATION

The climate is very hot and there is a general climate of the rainy season and the dry season. Fiji is facing Tropical cyclones for some season between November and April. During the rainy season, floods and landslides are possible, mainly due to cyclonic or low pressure events. Tropical cyclones, accompanied by strong winds, floods and hurricanes, are the most common threats to Fiji and have a devastating impact on our country. Fiji is located south of the equator and lies in one of the most popular hurricane areas in the South Pacific. Five to six cyclones can hit the country in a decade. Heavy rains a few days before the storm can cause widespread flooding. A few situations could be improved that predict the level of injuries and property damage, following a major cyclone in Fiji.

These will also vary, depending on the size of the cyclone. The list below is an indication of some of the possible side effects:

- Many may be injured in the second disaster, such as floods and landslides. The number will depend on the time of day, as well as the location of landslides and floods as most developments take place in areas that are prone to landslides and floods.
- Services (power, water, and communications) will be severely disrupted.
- Roads, air and sea transport will be severely damaged and disrupted.
- Public infrastructure will be severely damaged, disrupting the traditional, commercial, government and service industries. Returning to normal community service can be a long and difficult process.
- The country's financial system may be under tremendous pressure

QUARTERS TEACHERS RESOURCES

The following are resources that should be readily available:

- Roll call out – staff and household list and contact details, bio data, etc.
- Lines of communication –viber, text message, messenger, etc.
- Resource board for quarters teachers only in the school building
- Communication log book (to record all messages send and receive)
- Report – to be written/typed for submission purpose.
- Transport –maximum 3-4 to be for safe and fast evacuation routes and also transportation and delivery of food items, belongings and people.
- First Aid –this contains all essential medical needed items and provided at the evacuation centre.
- Food supplies –dried and canned food stock up by each household including water bottles.
- Equipment and Tools –cleaning tools, workshop tools, cooking equipment and essential kitchen items like portable stove, etc.
- Office space –a designated room for meeting and storage of emergency kit.
- Personnel – apart from teachers also present are their spouse who always specialize in special field that is of a great help to the committee such as nurse, police, accountant, farmer, etc.

D. POPULATIONS

1. Information on the number of school quarters currently available and its occupants.

QTRS. NO.	TEACHER (QTRS OCCUPANTS)	QTRS. NO.	TEACHER (QTRS OCCUPANTS)
1	Vocational (male)	12	Homec 2
2	HOD Maths + 1 Maths teacher	13	Social Science 1
3	HOD Commerce	14	Science 2
4	HOD Homec + 2 Language teachers	15	Principal
5	Assistant Principal	16	HOD Pemac
6	HOD Computer	17	Vice Principal
7	HOD Science + 1 Science teacher	18	VosaVakaViti
8	HOD Industrial Arts	19	HOD Social Science
9	HOD Agriculture	20	HOD Vocational
10	Vocational (female)	21	HOD Language
11	Hindi	TOTAL	Qtrs. =21 Teachers =25

* QTRS no. 2, 4 and 7 –Single teachers’ quarters

2. Information on the number in each household.

QTRS. NO.	TEACHER (QTRS OCCUPANTS)	HOUSEHOLD NO.					
		Adult	Children				School leavers
			Infants	Primary school	Secondary schools	Tertiary	
1	Vocational (male)						
2	HOD Maths						
3	HOD Commerce						
4	HOD Homec						
5	Assistant Principal						

6	HOD Computer						
7	HOD Science						
8	HOD Industrial Arts						
9	HOD Agriculture						
10	Vocational (female)						
11	Hindi						
12	Homec 2						
13	Social Science 1						
14	Science 2						
15	Principal						
16	HOD Pemac						
17	Vice Principal						
18	VosaVakaViti						
19	HOD Social Science						
20	HOD Vocational						
21	HOD Language						
TOTAL							
OVERALL							

3. Information on adult and children as per gender

[illegible]

3	HOD Commerce												
4	HOD Homec												
5	Assistant Principal												
6	HOD Computer												
7	HOD Science												
8	HOD Industrial Arts												
9	HOD Agriculture												
10	Vocational (female)												
11	Hindi												
12	Homec 2												
13	Social Science 1												
14	Science 2												
15	Principal												
16	HOD Pemac												
17	Vice Principal												
18	VosaVakaViti												
19	HOD Social Science												
20	HOD Vocational												
21	HOD Language												
TOTAL													
MALE								FEMALE					

* **M** –Male

* **F**-female

4. Information on risk and vulnerable group

QTRS. NO.		TEACHER (QTRS OCCUPANTS)	SPECIAL ATTENTION GROUP						REMA
			Age 60+		Mother		Existing Medical condition		
			Male	Female	Pregnant	Lactating	Adult	Children	
1		Vocational (male)							
2		HOD Maths							
3		HOD Commerce							
4		HOD Homec							
5		Assistant Principal							
6		HOD Computer							
7		HOD Science							
8		HOD Industrial Arts							
9		HOD Agriculture							
10		Vocational (female)							
11		Hindi							
12		Homec 2							
13		Social Science 1							
14		Science 2							
15		Principal							
16		HOD Pemac							
17		Vice Principal							
18		VosaVakaViti							
19		HOD Social Science							
20		HOD Vocational							

21		HOD Language							
		TOTAL							
		MALE							

***RISK ADULT/CHILDREN** –this refers to elderly people, sick and with existing medical condition, pregnant & lactating mothers and some medically known sickness.

E. CYCLONE EMEGENCY COMMITTEE (CEC)

Cyclone Emergency Committee –Standard Operating Procedures

- 1) The school needs to identify disaster preparedness needs in the school not only for student’s welfare but teachers as well.
- 2) The committee needs to be formed as early as possible in Term 1.
- 3) The committee members remain the same throughout a three year term unless one died or being transferred to another school.
- 4) A special room to be provided for the Committee to conduct its meeting and storage of their emergency kit and other equipment.
- 5) Meetings need to be scheduled as per term calendar with the school OHS committee.
- 6) Roles and responsibilities of each Committee members and sub-groups to be spelt out properly.
- 7) Each committee member can share responsibilities to its sub-group members.
- 8) The sub-group will assist the main committee in the responsibilities delegated to them.

Cyclone Emergency Committee –Specific Duties

- 1) Organise meeting in the beginning of Term 1.
- 2) Plan, prepare, implement and evaluate the event of the crisis.
- 3) Take the lead role in making decision during the cyclone disaster.
- 4) Check all school buildings to be of cyclone standard and make recommendations or suggestions for improvement.
- 5) Discuss the types of hazards that could affect school, family and homes/buildings that are vulnerable to cyclones and flooding.
- 6) Keep emergency phone numbers on display.
- 7) Ensure quarter’s occupants and household members know which the strongest part of the house is and what to do in the event of cyclone before, during and after.
- 8) Prepare an emergency kit.
- 9) Create awareness on the cyclone contingency plan before, during and after cyclone.
- 10) Promote the installation of “Windy App” on Android phones.

F. SCENARIO DETAILS & LOGISTICS CONTINGENCY PLAN CYCLE

BACKGROUND INFORMATION

Tropical Cyclones are not predictable in nature, so they are very easy to catch due to the increasing speed of the transition of the tracks without warning. For the past years our country is experiencing this devastating cyclone with a category 4-5.

The last two cyclones which occur between December 2020 to January 2021 was a shocked to the Northern Division since the last cyclone, ten years ago was not as destructive as the ones experience lately. It is the first ever strongest cyclone on category 5 that hits the Northern part of Fiji. More than 90% of the teacher's quarters at Dreketi Central College were not secured because the buildings were old and most did not have shutters. The experience from the cyclone was really devastating which more than 90% of household items were destroyed including vehicles and electrical appliances. However, almost all the teachers' quarters felt the impact of the cyclone and teachers have to replace and pay more for the items that they have lost.

Moreover, the impact of the cyclone is evident in the community whereby people are traumatized and feeling stressed and worried upon loosing so much. There was a great need for psycho social support and counselling.

CYCLONE EMERGENCY COMMITTEE

No.	ROLES	AREAS OF RESPONSIBILITIES	SUB- GROUP
1	TEAM LEADER	-overall chairperson and monitor the activities carried out. -Buildings-quarters, classroom, evacuation center	4 males
2	DEPUTY TEAM LEADER	Assist in the monitoring of activities -Basic needs-electricity and water/items/ belongings	2 males 2 females
3	PLANNING OFFICER	Care givers/medics/ /first aid/emergency kit	2 males 2 females
4	SUPPORT STAFF	Food/kitchen crew/ comfort people	2 males 4 females
5	TECHNICAL SUPPORT STAFF	Transport, Security guard	4 males 1 female
6	RECORDER	Reporting/Report writing	1 male 1 female
7	INFORMATION MEDIA/LIAISON OFFICER	Media officer/ Liaising officer	1 male 1 female

Cyclone Emergency Procedures and Response Arrangements

STANDARD OPERATING PROCEDURES

Before the cyclone – Preparation Phase

- 1) The Cyclone Emergency Committee and sub-group is **activated** within the first hour of the 24 hours of cyclone warning and meeting conducted in the OHS room (a special meeting room in an event of a crisis).
- 2) Each Committee member meet up with their sub-group members and identify their **scope of work and task that needs to be carried out** with the allocated time given.
- 3) **Keep tuning** to local radio/TV for further information and warnings. Fully charged mobile phones and power bank for receiving and sending information within the community and even using the “Windy App” for update of wind speed and direction.
- 4) **Securing of Buildings** and this include classrooms and teachers quarters:
 - Fit shutters and windows that don’t have shutters can improvise by placing iron roof over it.
 - Clear loose material that could blow and possibly cause injury or damage during extreme winds.
 - Trimming of treetops and branches.
 - Gutters should be cleaned as well as the drainage system.
- 5) **Household preparation** and this include:
 - Ensure household members know about the plan A, B and C.
 - Fill vehicles fuel tank
 - Pack enough warm clothes (approx. 3 days)
 - Pack an evacuation kit of warm clothes, essential medications, baby formula, nappies, valuables, important papers, photos and mementos in waterproof bags to be taken with your emergency kit.
 - Large/heavy valuables could be protected in a strong cupboard.
- 6) **Evacuation**
 - Based on predicted wind speeds, evacuation is a must and necessary.
 - Official advice given from the Cyclone Emergency Committee.
 - Things to prepare for evacuation:
 - wear strong shoes and tough clothing for protection.
 - Lock doors; turn off power, gas, and water; take your evacuation and emergency kits.
 - take bedding needs and books or games for children.
 - Leave pets protected and with food and water.
 - Follow the safe routes when leaving home.
- 7) **Check** on neighbours and let them know a cyclone watch/warning has been issued.

During cyclone – Cyclone strike Phase

- 1) **Keep listening** to local radio/TV for cyclones updates. Fully charged mobile phones and power bank for receiving and sending information within the community and even using the “Windy App” for update of wind speed and direction.
- 2) Based on the predicted wind speed and the cyclone category then it will **determine to shelter at Home or at the Evacuation Centre.**
- 3) **Sheltering at Home-** a cyclone between low depression and category 1
 - turn off all electricity, gas and water, unplug all appliances.
 - keep emergency kit close
 - Beware the calm eye of the cyclone: stay inside until told it is safe to go outside.
 - comfort children
 - If at home and it’s a bit intense then followed safety evacuation route.

4) Plan A: Sheltering at Evacuation- a cyclone category 2 and above.

- Three Evacuation classrooms provided for female and young children and the other room is for Male and the third room for the elderly.
- The eye is surrounded by a dense ring of cloud known as the eye wall, which is the most dangerous part of the cyclone with the strongest winds and heaviest rainfall.
- Comfort children.

If the **building begins to break up**, shelter under a strong table, bench or heavy mattress.

5) Plan B: ALL move to a common room (1 large room)

- The CEC will guide everyone in each separate room to move to a common room.

If the **building begins to break up**, shelter under a strong table, bench or heavy mattress.

6) Plan C: ALL move under the floor

- - The CEC will open up the wooden floor using pinch bars, hand saw and hammer.
- -the opening allows access of maximum of two adults or three children or one adult plus two children.
- -The males will help out in the movement.
- -everyone will remain underneath until the cyclone passed over or the wind became calm.

After the cyclone:

1)Remain indoors until an official all clear has been given by the authorities.

An official all clear is given when dangers cause by wind and storm surges have passed but the need to be safe is still a priority.

2)Safety first

- ✓ Check all power and gas supplies have been turned off if the building has sustained any damage.
- ✓ Only use a generator in a well-ventilated area.
- ✓ Watch out for dangerous wildlife, such as spiders and snakes, which may have entered your property.
- ✓ Avoid contact with floodwater.
- ✓ Wear protective clothing, such as long sleeves, long pants, gloves, and rubber boots.
- ✓ Treat and cover any wounds.
- ✓ Wear sunscreen and a hat when working outdoors.
- ✓ Stay well-hydrated.
- ✓ Wash your hands regularly with soap and drinking-quality water.
- ✓ Use alcohol hand rub after cleaning, particularly if water is not clean.
- ✓ Protect yourself against mosquito bites.
- ✓ Ensure you have a first-aid kit onsite.

3) Cleaning up

-Removing green debris and trees that are not causing a danger to life.

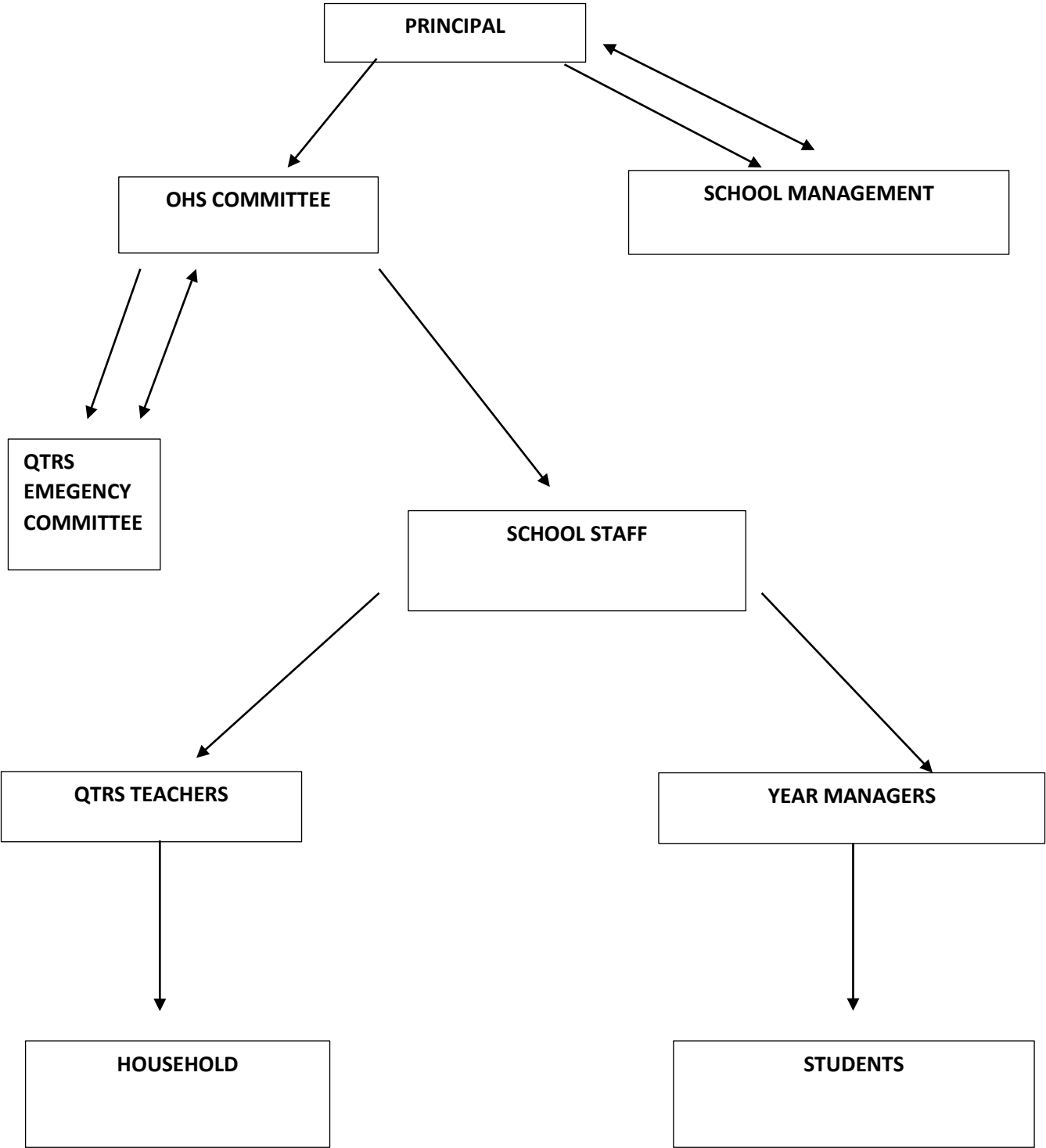
-Upon returning home attend to each household clean up.

-Assistance for clean up in the evacuation center will be subject to the damage done and CEC will organize this.

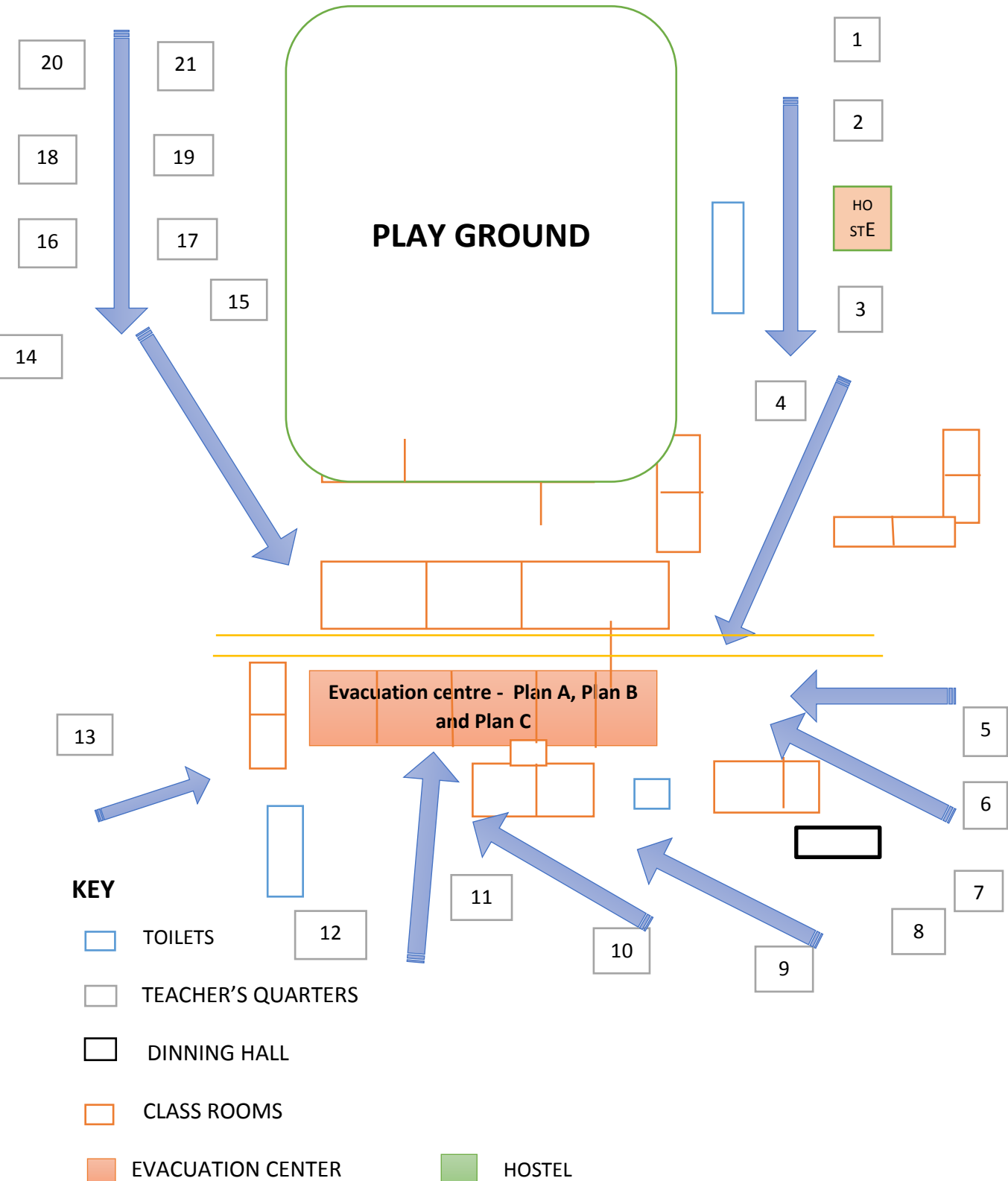
Scenario Details

Scenario 1	Scenario 2	Scenario 3
PREPAREDNESS PHASE	RISK PHASE	SUPPORT & RESPONSE PHASE
<p>CEC activates its sub-group members at this stage on the following items:</p> <ul style="list-style-type: none"> -Check all buildings in the school including the teacher's qtrs. That it is safe and secure. -All basic food items and water is stocked. -Emergency kit is packed. -vehicles for transporting goods and people needs to be fuelled. -Media officer/ Liaising officer and reporting officer take their roles and keep updating the latest information 	<p>This is during the cyclone ie. Cyclone strike:</p> <ul style="list-style-type: none"> -All adhere to the plan put up by the CEC <ul style="list-style-type: none"> ❖ PLAN A –move to the evacuation centre in three separate rooms ❖ PLAN B – all move to a single room. ❖ PLAN C –the floor to be open up and all to go underneath the building -All basic food items and water is stocked. -Emergency kit is readily available. Food/kitchen crew -All vehicles are parked in safe and secure place. -Media officer/ Liaising officer and reporting officer take their roles and keep updating the latest information 	<p>This is the most important phase after the cyclone has passed and it includes activities such as:</p> <ul style="list-style-type: none"> -clean up campaign -assessment -repairs -build -redesigned -psych social support -financial support -emotional support and finally restored

EMERGENCY OPERATION STRUCTURE



Evacuation Safe Route



Logistic Response Work Plan

Work Plan Activities	Details of Activities	Time line		Remarks
		Start date	End date	
ASSESSMENT				
Buildings				
Water supply				
Power supply				
Food supply				
Household belongings				
Assets –vehicles				
MAINTENANCE & REPAIR				
Buildings				
Tools & Equipment				
PSYCHO SOCIAL SUPPORT				
Adult				
Children				
Risk category				
FINANCIAL SUPPORT				
Buildings				
Qtrs. Occupants				
Household items				

F. CONCLUSION

The idea of having a contingency plan in an event or crisis is a good pro-active measure to reduce risk. Working on this contingency plan is much appreciated and kind of a task that requires knowledge and skills in its planning.

It was not a big task since we were able to relate from an experience and working on the drawbacks we manage to highlight some areas of improvement and recommendations for future reference. It is really an essential tool for risk reduction and smooth running of an institution or organisation or businesses. Most of the contingency plans designed and developed at school level were for students but for this it focuses on teacher's welfare.

9. Signature and Endorsement



Head of School : EMOSI KULI Signature:

Date: 10/11/21

School Manager SAVENACA VAKACEGU Signature:

Date: 10/11/21

District Education Officer _____ Signature:

Date: