

## Standard Operating Procedure for conducting School/College Earthquake Safety Mock Drill

*Participants:* (School/College Disaster Management Committee)  
Teachers, Students and support staffs of the School/College

*Incident Commander:*

1. Principal/ Head Master of the School/College

*Incident Management Team Leaders (On-Site)*

2. Class Teacher of each class (Site 1 – inside the class room)
3. Teacher No. 1– to be identified by the School/College Authority (Site 2 – during safety evacuation)
4. Teacher No. 2– to be identified by the School/College Authority (Site 3 – at assembly-open field)

*Evaluation Team:*

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|----|----------------|--|
|    | Principal      | (Over all)   |
| 5. | Teacher No. 3- | (Inside the class rooms and office rooms during drop cover hold positions) |
| 6. | Teacher No. 4- | (During Evacuation)  |
| 7. | Teacher No. 5- | (During Assembly at open field)  |
| 8. | Teacher No. 6- | (During Search and Rescue and First Aid)                                   |

*Role and Function of Participants/ Teams*

1. **Incident Commander:** The incident commander's role is to supervise the overall conduct of the exercise, to make sure that the exercise proceeds as planned and that the objectives are achieved. The Incident Commander is to give signal of the initiation of the simulation, monitors the sequence of events, and conducts a de-briefing and critique (verbal and written) with all personnel involved.
2. **Incident Management Team Leaders:** The role of the incident management team leader is most crucial at the site of the incident. All teams working on-site will act on his/her command. He/she will decide the exact timing when any team working on-site will take action and will report to Incident Commander (Principal/Head Master).
3. **Evaluation Team Members:** They will present themselves at the sites and follow the action from thereon. They will evaluate the event as per the sequence and timings.

*Sequence of Drill:*

S.No.	Time in Minutes	Event	Action By	Actual time taken
1	00:00	Incident Commander gives instruction to Peon to ring the bell with unusual sound for one minute (60 seconds)	Incident Commander	
2	00:00-00:01	All teachers, students and other staffs will make drop cover hold position till the end of bell. Drop (kneel) down to the desk/table, hold one leg of desk/table tightly and put one palm/bag/book on back of the head.	Teachers/Students/ other staffs	
3	00:01-00:06	Safety evacuation of the students as per the instruction of the Teacher No-1 and Class teacher with a planned and disciplined manner by putting bag on the head to pre-identified open field and stand class wise queue.	Teacher No. 1 and Class Teachers	
4	00:06-00:08	Class teacher will make the head count and tally with the attendance sheet and inform to Teacher No.-2 if anybody absent in the field.	Class Teachers and Teacher No. 2	
5	00:08	Teacher No. 2 will give command to Search & Rescue Team (to be formed by senior students consisting of 10-15 members of both boys and girls in co-ed School/College ) for rescue of the missing students from the particular class.	Teacher No. 2 and Search & Rescue Team	
6	00:08-00:13	Rescue operation by the S&R team. (The team may split to different classes as per the requirement). The S&R Team will	Search & Rescue Team	

		handover the injured victims to the First Aid team (the FA team to be formed by the senior class students consisting of 10-15 member of both boys and girls in co-ed School/College )		
7	00:13-00:18	First Aid team will perform the first aid activities if needed as per the command of Teacher No. 2	Teacher No. 2 and First Aid Team	
8	00:18-00:20	Evaluation Team will submit the report to Incident Commander	Evaluation Team Members (Teacher no.-3, 4, 5 & 6)	
9	00:20-00:25	De-briefing of Incident Commander with all teachers and Students	Incident Commander	

*Preparation of School/College authority before the Mock Drill:*

1. A round of Sensitization meeting with the Teachers and Students on Earthquake and identifying/ clarifying of the roles and responsibility of each individual.
2. Preparation of School/College Safety Plan as per the format provided. Plan is must to conduct the drill.
3. Constitution of at least two teams and training a. Search and Rescue Team and b. First Aid Team by the senior class students consisting of 10-15 students both boys and girls in co-ed School/College. The training will be provided by the block master trainers or by Police, Fire Service personnel, Doctors and Paramedical staffs with the assistance from block / sub-division administration.
4. Pre-identification of students (in a confidential manner) in a class to remain inside the class as injured victim.
5. To make a drill by the School/College administration themselves before showing to other authorities.