

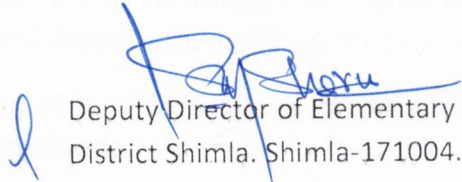
Office of the Deputy Director of Elementary Education,  
Shimla District, Shimla-171004.

Dated Shimla -171004 the 6 Aug, 2020.

EndstNo:-Shiksha –Shimla[Ele][2-4]B[5]1/2020-Gen/Misc- 5476-97

Copy for information and Compliance to:-

1. All the Block Elementary Education Officer, Distt.Shimla,H.P.
2. The Naib Tehsildar, DodraKewar, Distt. Shimla .
3. The Director Of Elementary Education,H.P. Shimla. their letter no. EDN-H[Ele]5/2018 Disaster- dated 28-07-2020.
4. Guard file.

  
Deputy Director of Elementary Education,  
District Shimla. Shimla-171004.

521  
29-7-20

Time Bound

EDN-H(4)(Ele)5/2018-Disaster –  
Directorate of Elementary Education  
Himachal Pradesh,  
Dated : Shimla -171001,

प्रारम्भिक शिक्षा निदेशालय (हि.प्र.)

28 JUL 2020

28.7.2020  
शिमला-1

To

*Shimla*  
All the Deputy Director of Elementary Education  
Himachal Pradesh Shimla-1

Subject:

Implementation of effective measures for mitigating the effects of urban flooding.

Please find enclosed , herewith the photocopy of letter No. RRev(DMC)(F)-4-2/2019 dated 20.6.2020 alongwith its enclosure received from the Principal Secretary(Rev-DM) to the Govt. of Himachal Pradesh on the subject cited above.

In this context, you are requested to go through the contents and take further necessary action in the matter accordingly and prepare the action plan on the following points:-

- I) Identification of Schools (GPS/GMS) in high raised areas with enough capacity for temporary relief centre during floods
  - II) Teacher training.
  - III) List of zonal schools where 24 hrs staff is available.
  - IV) Organize education programme to raise awareness.
- In addition to above point no. II), III), IV) and V) as per SOP.

In this connection, you are directed to take further necessary action in the matter accordingly under intimation to this Directorate immediately, so that quarter concerned could be informed accordingly.

*[Signature]*  
Joint. Director (s)  
Directorate of Elementary Education,  
Himachal Pradesh

Endst. No. even dated: Shimla-171001

July, 2020

Copy to :-

1. The Principal Secretary(Rev-DM) to the Govt. of Himachal Pradesh for information please.
2. Guard file.

*[Signature]*  
Joint. Director (s)  
Directorate of Elementary Education,  
Himachal Pradesh

*[Handwritten signature]*  
B.H.R.R.

*[Handwritten signature]*  
29/7/20

*[Handwritten signature]*  
29/7/20



	Phase	Activities
I	<b>Preparedness Phase</b>	i. Prepare flood preparedness plan with information on earlier flood level. ii. Identify the high/medium risk telecommunication transmission towers. iii. Regular checking and maintenance of telecommunication towers and networks. iv. Link EOC and other control rooms with necessary communication devices like ham radio, hotlines, VHF, etc. v. Ensure availability of mobile communication devices vi. Training for department staff about handling the flood situation.
II	<b>Early Warning Phase</b>	i. Ensure the availability of Equipment and Spares Inventory with the field staff. ii. Ensure power backup for cell phones and telephone exchange.
III	<b>Response Phase</b>	i. Deploy portable communicable system in the vulnerable flood site. ii. Establish a temporary communication facility for use by various authorities /department/ agencies involved in Emergency Response tasks. iii. Manage sudden rush of communication traffic. iv. Set-up Emergency Hotlines, Helpline and service integration (Ambulance /Police/Fire) process.
IV	<b>Relief Phase</b>	i. Inspect and repair normalization of communication in flood affected areas. ii. Establish a temporary communication facility for use by the public.
V	<b>Restoration Stage</b>	i. Restore all telephone lines and telecommunication towers. ii. Prepare Action Taken Report for all wards and zones and update the information about telecommunication infrastructure and inventory log and share the report with Municipal Corporation and EOC.

### Higher/Elementary-Education Department

	Phase	Activities
I	<b>Preparedness Phase</b>	i. Identify Schools/ Institutions located in the high raised area with enough capacity to be used for temporary relief centre during floods. ii. Training of teachers and Students basic first-aid, and rescue methods. iii. Prepare List of vulnerable schools in low lying areas/ in water catchments, etc. iv. Prepare List of Zonal Schools where 24 hours' staff is available v. Organize education programs to raise awareness about action during flood.
II	<b>Early Warning Phase</b>	i. Alert relief shelter schools for readiness. ii. Coordinate with EOC for identification of potential "Relief Shelter" and necessary mobilization. iii. Information maps, escape routes, precautions to be taken, emergency communication details and contact of the nodal officer suitable displayed in the School/Institution display board.
III	<b>Response Phase</b>	i. Students of low lying area schools will be shifted to shelters ii. Intimate the action from time to time to EOC/ all line departments by action taken report through nodal officer.
IV	<b>Relief Phase</b>	i. Coordinate with EOC for updates and information dissemination, provision of supplies, etc.
V	<b>Restoration Stage</b>	i. Detailed damage assessment and repair of education infrastructure. ii. Prepare all Action Taken report through Nodal Officer to EOC/ Education Department.



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