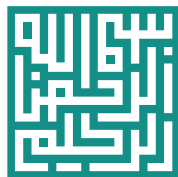


# Prepared School

Improvement Plan for Preparedness of Tehran Schools  
against Disasters



**Prepared School**

Improvement Plan for Preparedness of Tehran  
Schools against Disasters  
2017

Preparation:

Deputy of Education and Social Participation  
Tehran Disaster Management and Mitigation Organisation

Translate by:

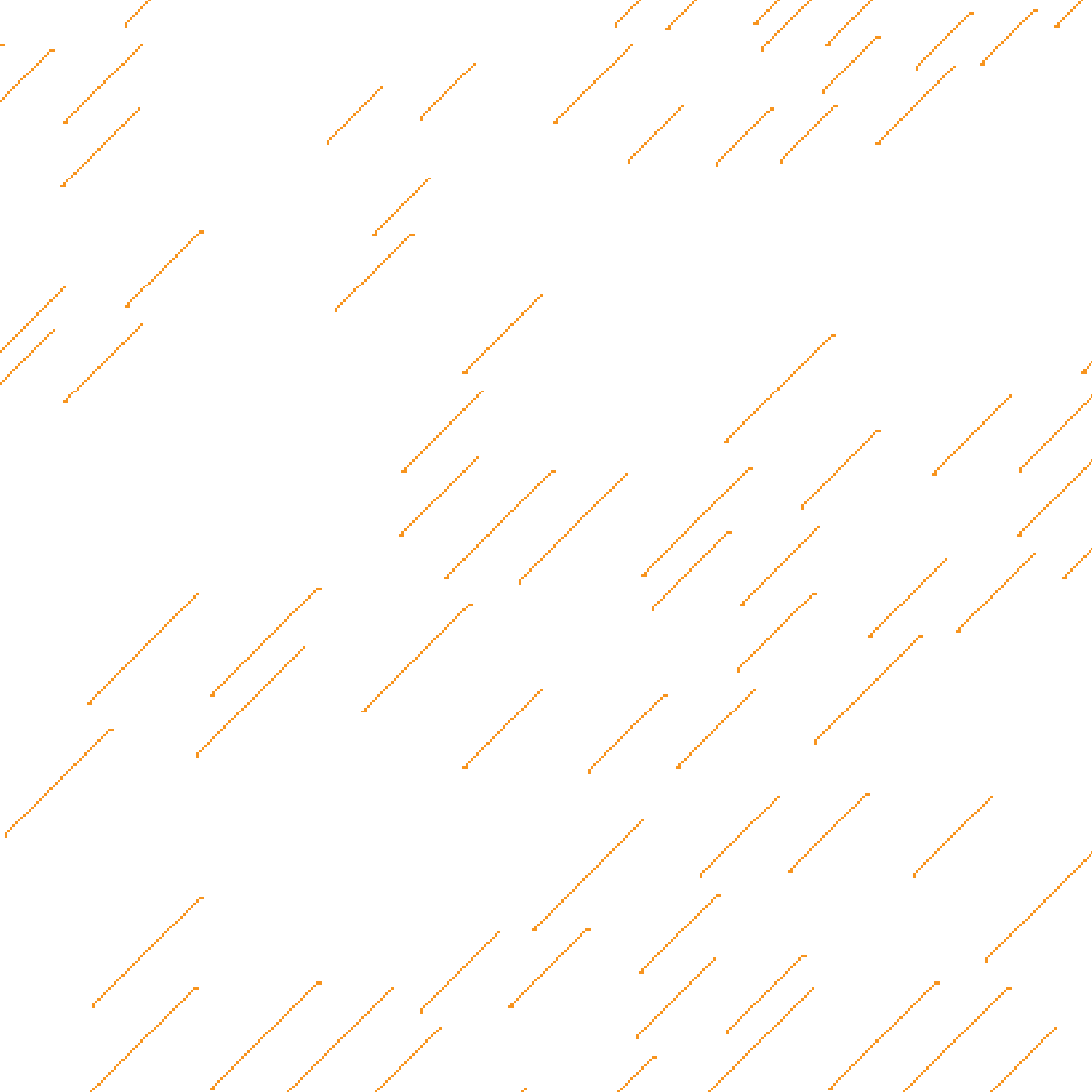
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## Preface

Iran is threatened by many kinds of disasters, that's why it is known as one of the most disaster prone countries of the world. Every year a lot of disasters occur throughout the country which leave a lot of financial damages and many casualties behind. Other than the great financial losses of these disasters, they also cause anxiety and stress among the citizens.

For the purpose of sustainable growth in line with other development plans in any society, it is necessary to design, develop and implement a comprehensive plan for disaster mitigation, risk management and response against disasters. But implementation of the strategies of this plan highly depends on risk perception, public participation and improvement of the awareness and knowledge of different groups of the society.

The students spend most of their time at schools. Therefore, these places should be safe and secure against all risks. So that the parents could send their children to school without any worries and also the students as one of the most influential groups of the society could grow and study in a peaceful atmosphere without worrying about any potential disasters or damages.

UNISDR's Ten Essentials for Risk Reduction (Hyogo, 2005-2015) and seven goals of the new international framework (Sendai Framework for Disaster Risk Reduction, 2015-2030) have focused on this very important social group. These frameworks and essentials highlight the importance of safety assessment at schools, development of training materials in the field of risk reduction, and promotion of disaster knowledge including the knowledge about risks and disaster aftermaths in the educational curricula of all school grades.

Considering the geographical situation of Iran and especially situation of Tehran,

Tehran Disaster Mitigation and Management Organization (TDMMO) has started developing, planning and implementing the “Prepared School” plan with cooperation and direct participation of the Training and Education Head Office of Tehran.

The purpose of the “Prepared School” plan is to provide a secure and safe atmosphere for education and training the future generation by cooperation of all of the related authorities and stakeholders.

## Goals of the Plan

### Main goal

- Enhancing the preparedness, safety and empowering the schools of Tehran for response against disasters

### Objectives

- Preparing proper conditions for cooperation and organized participation of the citizens and responsible organizations and authorities in disaster management field,
- Preparing the Risk Reduction Document for schools of Tehran,
- Improvement of education equality,
- Changing the citizens’ life style in order to promote culture of resiliency against disasters,
- Improvement of personal skills of the students and school staff in response against disasters,
- Reinforcement of teamwork among the students and school staff.

## Definitions

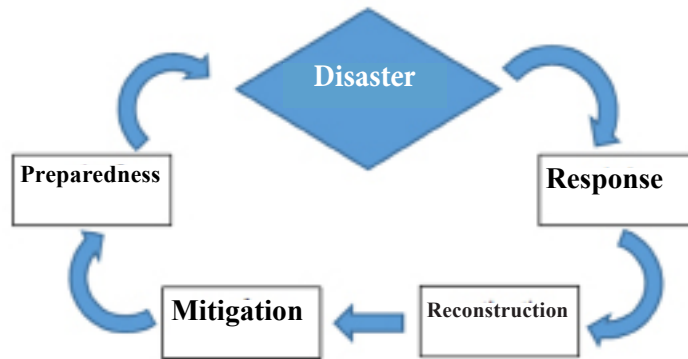
### Disaster

An accident that occurs all of a sudden due to natural or man-made functions and operations. It imposes suffering and losses to a community or human society. Resolving this situation requires quick and emergent measures and operations.

### Disaster Management

Operation and planning of the administrative governmental or municipal organizations to analyze the disasters, utilize the existing tools to mitigate the disasters, taking measures to decrease the disaster effects, establishing the required preparedness, response, quick relief and recovery and reconstruction, until reaching the normal situation.

### Disaster Management Cycle:



## Phases of Disaster Management

**Mitigation phase:** A set of measures taken before the disasters in order to prevent the occurrence of the disaster or decrease the harmful effects of it.

**Preparedness phase:** A set of actions to enhance the capability of citizens and urban management to perform different phases of disaster management. Preparedness includes data collection, planning, establishment of management structures, training, supply of equipment, and drills.

**Response phase:** Emergency operations after the occurrence of disasters, aiming for saving lives and property of citizens.

**Reconstruction phase:** All of the required and necessary actions after the disaster in order to return the damaged area to the normal situation in compliance with the sustainable development criteria and all of the safety regulations.

## Emergency Situation

A situation with serious and fatal risk for human health, property or the environment.

## Risk Management

Identifying the influence of a specific hazard on the society and using this information to decide on measures to be taken to reduce the disaster effects and to respond against them.

## Prepared School

A prepared school is the one that its hazards are minimized, is capable of response against disasters, bears minimum losses and damages and can recover its efficiency in the shortest time.

### **A prepared school is known by the following features:**

- All the school staff have received the necessary training.
- All the students have received the necessary training.
- Their hazards are identified.
- It has a well-organized Risk Reduction Plan.
- It has bilateral communication with students' families and emergency services organizations.
- It is equipped with response items.

### **Introducing the Plan**

#### **The Prepared School Plan is designed in three following phases:**

#### **Phase 1: Training the school staff and establishing a School Disaster Management Group, including:**

- Training the manager of school
- Training the school staff
- Establishment of School Disaster Management Group
- Holding drills

#### **Phase 2: Risk reduction at school, including:**

- Identification of hazards and preparing the Hazards Document
- Preparing the Risk Reduction Plan
- Implementation of the Risk Reduction Plan
- Completing the students' data base including their health and skills



- Providing the required response equipment for schools

### **Phase 3: Training the students and their families, including:**

- General training for the students at school
- Half-day camps for the students in the disaster management bases of 22 districts of Tehran
- Specialized camps for students (Students DAWAM<sup>1</sup> Camp)
- Establishment of students DAWAM Group
- Distribution of special packages among school staff, students and their families

### **Phase 1: Training the school staff and establishing a School Disaster Management Group, including:**

#### **Training the School Disaster Manager**

The schools are selected based on the announced criteria by TDMMO and Education and Training Head Office of Tehran from among the volunteer schools.

#### **School Disaster Manager :**

As the Disaster Manager of the School, the school manager is expected to perform these activities: active presence in the related training courses, keeping the school data updated in the management system of the plan, starting different parts of the plan at school and making sure of continuous implementation of the plan, and coordination with the district Disaster Management Base.

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1- Volunteer Students for Emergency Response

## Training Course of the School Manager

Regarding the expected roles and responsibilities of the School Disaster Manager in this plan, a short training course (16 hours) has been considered for him/her. Active presence of the school manager in these courses is necessary for receiving the activity license and implementing the plan at school. The training topics of this course are:

No.	Topic
1	Leadership of the Prepared School Plan
2	Recognition of Hazards and Preparedness against Them
3	New Methods of Disaster Management Training in Japan
4	Basic Training on School Safety Assessment
5	Sustainable School Workshop

## Staff Training at School

Also, some trainings are considered for the school staff. These trainings are 24 hours long and they are implemented by coordination with school managers and district Disaster Management Bases. The training topics are:

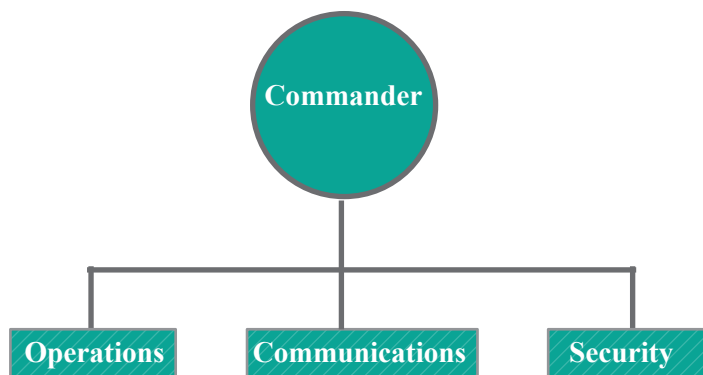
No.	Topic
1	Recognition of Hazards and Preparedness against Them
2	Safety Principles at School
3	Psychological Support During the Disaster Time
4	Fire Extinguishing and Emergency Evacuation
5	Emergency Medical Training
6	Disaster Situation and Establishment of a Disaster Management Group

## Establishment of School Disaster Management Group

After the training of the school managers and school staff, the School Disaster Management Group is established with the below structure. The activities of the group members are described respectively for before, during and after the disaster.

- The School Disaster Management Group will be composed of 3 to 12 members from among the school staff (according to the suggestions of the diagram on the next page), and the number of students in this group will be determined based on the next page table.

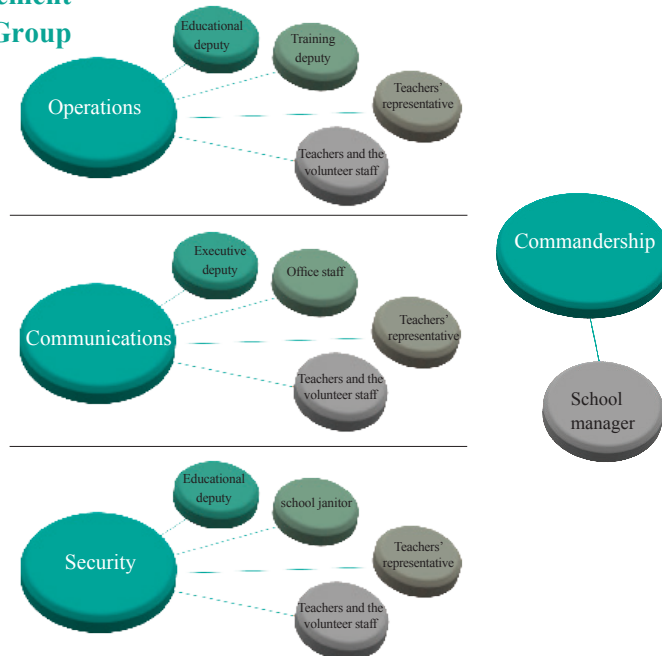
### Disaster Management Group Structure



## Minimum Number of Members in the School Disaster Management Group

Number of Students	Commandership	Operations	Communications	Security	Total
Up to 150 students	1	1	-	1	3
150 to 400	1	2	1	2	6
400 to 650	1	3	2	3	9
More than 650	1	5	2	4	12

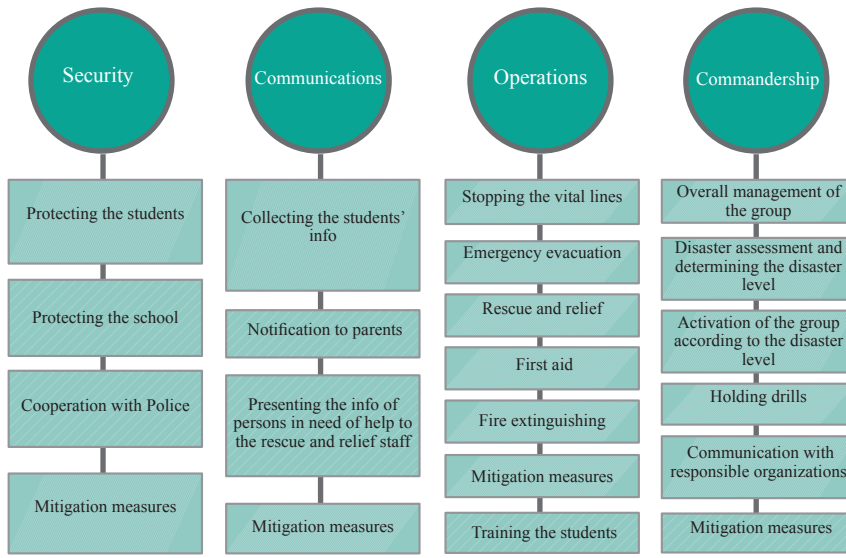
### Points to consider Qualified persons for management of the Disaster Management Group



- The commander's successor is always in charge of operations.
- Schools with more than 650 students should have two commander successors.
- In sections with more than two members, one person should be in charge.
- In schools with up to 150 students the commander would be in charge of communications.

### General Responsibilities of the School Disaster Management Group

#### Identification of the activities of the School Disaster Management Group in the Disaster Management Cycle



### **A. In Normal Situation (before Disaster):**

- Identification of the potential hazards and enhancement of safety
- Checking the electrical and heating facilities
- Checking the fire alarm and fire extinguishing system
- Retrofitting of the non-structural parts
- Evaluation of the available resources (human and financial)
- Finding the locations of emergency evacuation centers for students, organizing the evacuation route and evacuation place
- Providing general and key information about the school and students, updating the info and submitting the info to the related organizations,
- Storing food, medicine and relief items in a safe place at school,
- Holding periodical and regular drills,
- Continuous communication with rescue and relief organizations and district and Region Disaster Management Bases,
- Continuous training of teachers, students and school staff.

### **B. Emergency Situation (Implementation of the Emergency Response Plan)**

- Stopping the gas, water and electricity lines,
- In time transfer of students to the safe emergency evacuation centers inside or outside the school depending on the opinion of the commander of the School Disaster Manager,
- Extinguishing of the controllable fires,
- Protecting the safety of the students,

- Relief and providing first aid for the injured people,
- Communication and notification to the parents,
- Looking after the students until the arrival of their parents or sending them to the related responsible organizations after 48 hours,
- Notification to the rescue and relief forces regarding the condition, number and information of the people in need of relief,
- Preventing unarranged arrivals and exits.

### **C. After the Response and Getting Back to Normal Situation (Rehabilitation and Continuity of Activities)**

- Preparing a report about the extent of damages to school and correspondence with the responsible organizations,
- Holding meetings with parents and preparing a plan for the related measures,
- Checking the condition of the victims and performing the related activities such as: psychological support, general support, official and administrative measures,
- Trying to continue the normal activities of the school,
- Studying the possibility to use the school as the emergency evacuation center for the residents of the neighborhood.

### **Emergency Response Plan**

The table (next page) shows the responsibilities of the members of the School Disaster Management Group at the time of different disasters.





## Holding Drills

The drills and maneuvers are implemented after the training courses for the school staff and establishment of the School Disaster Management Group. The School Disaster Management Group has a key role in the implementation of the drills. These drills will be held by active participation of the school staff and by presence of the rescue and relief organizations. The goal of these drills is to reinforce and establish the presented trainings in each school.

Generally, the disaster drills at schools should follow this process:

- Familiarizing the students and teachers with the mechanism of each disaster and extent of the potential losses,
- Familiarizing the students and teachers with methods of sheltering in place, self-protection during the earthquake, response against different hazards caused by the earthquake such as fires, injuries and emergency evacuation plan,
- Setting goals and development, practice and examination of different parts of the response plans such as: rescue and relief and first aid, or emergency evacuation,
- Holding annual drills on sheltering in place, safe emergency evacuation, and fire extinguishing,
- Evaluation of the previous drills and identifying the strong and weak points of them.

## Phase 2: Risk Reduction at School

Risk reduction is one of the most important phases of the Prepared School plan. This phase is composed of the following steps:

## Identification of Hazards and Preparing the Hazards Document

The first step to risk reduction is identification of school hazards and completing the non-structural hazards documents. For this purpose, it is necessary to have safety inspections and check the condition of school with cooperation of the Disaster Management Group.

The results of inspection reports and technical recommendations are used in development of the School Risk Reduction Plan. Firefighting Organization's evaluator completes this document by coordination with the district Disaster Management Headquarters and by cooperation of the School Disaster Management.

## Developing the Risk Reduction Plan

Based on the level of vulnerability and potential damages, schools are classified into green, yellow and red ranks. The Risk Reduction Plan of each school is developed based on the results of these evaluations.

The School Risk Reduction Plan is an instruction which identifies an important part of activities of the School Disaster Management Group along with solutions and special recommendations. It is submitted to the commander of the School Disaster Management Group (school manager) as a practical plan for risk reduction at school in a certain period. Identification of the strong and weak points are one of the most important parts of this plan. Also, a process should be considered to eliminate or reduce the sources of potential severe damage and loss in case of disaster at school.

This plan should determine the order and method of implementation of the following:

- Solving the technical malfunctions of the heating, cooling and electrical facilities,
- Checking the correct function of the fire alarm and fire extinguishing system,

- Organizing the emergency evacuation route and place,
- Retrofitting the non-structural parts,
- Enhancing the security of the labs, classes and workshops.

### **Implementation of the Risk Reduction Plan**

The School Disaster Management Group is in charge of implementation of the Risk Reduction Plan. This group can implement this scheduled plan with cooperation of the Firefighting and Safety Services Organization and the district Disaster Management Headquarters.

### **Completing the Data Base of Students**

The health condition of the students and special needs of some of them in the emergency situation are some of the important info to be gathered in the data base of the students.

This data should be continuously revised and updated under the supervision of one of the responsible staff and a well-informed assistant or successor. This info should be available and ready to be used at the emergency situations.

### **Equipping the School**

For the purpose of efficient disaster mitigation and management, it is necessary to provide the related equipment for the school. These equipment are

- Alarm system
- Fire extinguishing facilities (fire extinguishers,...)
- First aid and medicine kit,
- Primary rescue and relief equipment,
- Communication and support equipment.

## **Phase 3: Training the Students and Their Families**

### **General Training of Students**

DAWAM and Safety House of Neighborhood has a central role in familiarizing and presenting general training about disasters, response and correct measures, etc. to all the students. In this phase, beside the general classroom trainings, five educational posters about disaster mitigation and preparedness are designed which will be placed in proper corners of schools.

After the general trainings, the interested students can participate in camps. It is worth mentioning that the trainings and drilling programs need to be continuous.

### **Half-Day Camps for the Students in the Disaster Management Bases of 22 Districts of Tehran**

After the arrangement of the representative of the elementary schools with the district Disaster Management Headquarters, the students can visit the Disaster Management Base of their own district municipality and learn the presented educational topics in this half-day camp.

### **Professional Camps for the Students**

The students who are interested in learning complementary subjects, self-help and how to help others can participate in these professional camps. After this camp they can join the DAWAM group of their school.

The training topics and workshops of this camp are:

- Recognition of disasters
- Sheltering in place and emergency evacuation workshop
- Fire extinguishing

- Setting up tents
- First aid
- Safe carriage of the injured people
- Reporting

Also, some games and persuasive programs are included in these camps.

### **Establishment of Students DAWAM Group**

Members of this group receive trainings about relief, first aid, fire extinguishing, and safety skills in the house and at school. After that they cooperate with the School Disaster Management Group in implementation of drills and preparedness drills.

The students of DAWAM group who are interested in further participation oriented activities in the field of disaster management can go to their district Disaster Management Headquarters.

### **Distribution of Educational-Cultural Packages**

With regard to the various target groups of these packages (school staff, students and their families), the packages are prepared based on the following approaches:

- Continuous communication and interaction with students and school staff,
- Persuading the students and their families to participate in the disaster management activities,
- Continuing the trainings and preparedness programs at school.

This package will be submitted to schools by the district Disaster Management Headquarters.

## The Prepared School Insignia

Schools implementing all the above mentioned three phases correctly and evaluated as green (low risk) in terms of non-structural hazards can receive the Prepared School insignia.

In order for a school to receive the “Prepared School” insignia the following conditions are necessary:

1. The manager and staff are aware and trained in the field of Disaster Management,
2. The School Disaster Management Group is established and the members of it know their responsibilities,
3. The students and their families have received the required trainings about preparedness and response against disasters,
4. The hazards of school have been identified and the school is classified in the green (low risk) category in terms of hazards,
5. The school is equipped with the required items for disaster management.

## Prepared School Insignia





Register in the Prepared School Plan on **tdmmo.tehran.ir** or go to the Disaster Management Headquarters of your district municipality.

Tel	Address	Disaster Management Headquarters of District
22193091	Ozgol Street, Madreseh Street, End of Now Bahar Street	1
88571232	Darya Blvd. and Saadat Abad Junction, 4th Towhid Ave, West Side of Qods Mosque	2
22031427	Vali-e-Asr Street, After Niyayesh Junction, Next to Mellat Park	3
77391905, 77063000	Vafadar Blvd., North Side of Police Park	4
96011692, 44046924	Ayatollah Kashani St, Ebrahimi St, Across from District 5 Building	5
88977885-6	Keshavarz Blvd., Laleh Park, West Side of the Mosque	6
88751885, 88503330	Motahari St, Ali Akbari St	7
77694005-10	Madani St, Golbarg St, West wing of Fadak Park	8
66049826, 66049822	Azadi St, Ostad Moeen Blvd., West Dastgheyb Ave	9
66068010	Azadi St, Meymanat Ave, Across from the Firefighting Office	10

Tel	Address	Disaster Management Headquarters of District
6-66752525	Hassan Abad Sq., Next to the Firefighting Office	11
9-33970058	Imam Khomeini Sq., East Side of the Telecommunications Office Building	12
77434841-77464673	Pirouzi St, End of 5th Ave, Vahdat Park	13
33066466	Shahid Mahallati Highway, Farvardin 10th Ave, Imam Hassan Mojtaba Sq., North Lorestan Ave	14
33482080	Basij Sq., Azadegan Aqua Park	15
55006065	Rajaei St, Behesht Sq., East Wing of Rajaei Park	16
5-55685701	Qal'e Morghi St, Zamzam St, Zamzam Sq., Next to Zamzam Metro Station	17
66206050-66213737	Vali-e-Asr Town, Yaran St, Asgari Ave	18
55861718	Abdol Abad, Shokoufeh Blvd., Varzesh St, Anbar Enghelab	19
55973851-55960708	End of Shahid Rajaei St, Sahn Blvd, Inside the District 20 Municipality Yard	20
44525456	Karaj Special Road, Between Arj and Tehransar St, 4th St, Rima Park	21
96022175-96022194	Koohak Blvd., Olum-o Fonun Blvd. (East 16th Nasim), Next to Koohak Mahalleh House	22

**Announcement for Schools to  
Register in the  
Prepared School Plan**

Register in the Prepared School Plan  
on **tdmmo.tehran.ir** or Go to the  
Disaster Management Headquarters  
of Your District Municipality.



*Tehran Disaster Management and  
Mitigation Organization*



*Tehran Education and  
Training Head Office*

Address: West Jalal-e Al-e Ahmad highway, 9th street, Tehran Disaster  
Management and Mitigation Organization, Postal Code: 1463613111

Tel: 021-44244040 | Fax: 021-44267365

Website: [tdmmo.tehran.ir](http://tdmmo.tehran.ir)