

DISASTER MANAGEMENT AND CONTINGENCY PLAN YEAR 2025



Royal University of Bhutan

Royal University of Bhutan
Gedu College of Business Studies

Bhutan | Chukha | Gedu



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INTRODUCTION

Established in 2008, Gedu College of Business Studies proudly stands as Bhutan's foremost institution for full-time business and management education under the Royal University of Bhutan. Situated in the western region, it covers an area of 184.5 acre. Our campus was conceptualized through the visionary initiative of His Majesty the Fourth King and is situated on grounds developed by the Tala Hydropower Project Authority.

Despite our achievements, we acknowledge the unique challenges on our journey. The central highway dividing the academic block and student hostels presents a distinctive obstacle. Nonetheless, our commitment to providing a secure and conducive learning environment remains unwavering. Our campus faces occasional landslides and lightning during heavy summer rainfall, necessitating vigilant attention to ensure the safety of our valued students and faculty.

In line with our commitment to safety, we present our Disaster Management Plan, crafted with humility and a professional approach. This plan adopts a simple yet comprehensive perspective, considering the physical, social, and economic dimensions of our educational landscape. Also, this plan outlines strategies for disaster risk reduction, awareness creation, capacity development, and response. Our goal is to strengthen our resilience, ensuring the continuity of knowledge pursuit even in the face of unforeseen challenges.

Given Bhutan's vulnerability to natural disasters due to its unique geo-climatic conditions, the GCDMCP takes on the initial responsibility for disaster relief on the college campus and in the local community. In cases where specific demands exceed our capacity, we will seek assistance from Chukha Dzongkha Disaster Management and nearby agencies such as the Royal Bhutan Police, Gedu Forestry and Range Division, Local Community, and Tala Hydro Power Corporation (THPC).

COLLEGE AND ADMINISTRATIVE PROFILE

GENERAL INFORMATION	
Total Area (Acre)	184.5 Acre
Location of College	Chukha Bongo Bhutan

LEGAL FRAMEWORK

The Disaster Management and Contingency Plan for the Organization is mandated under Sections 66, 67, 76 and 79 of the Disaster Management Act 2013. The impetus for formulating this plan was reinforced by the comprehensive disaster training conducted by the Office of the Vice-Chancellor (OVC) over five days. Notably, the Disaster Management Plan (DMP) was already in execution, further emphasizing the proactive measures taken by the college to ensure preparedness and effective response in emergencies. Subsequently, on September 25th, the OVC issued an office order, reinforcing the commitment to follow and implement the established disaster plan. This plan remains a testament to our dedication to safeguarding the academic community.

SCOPE

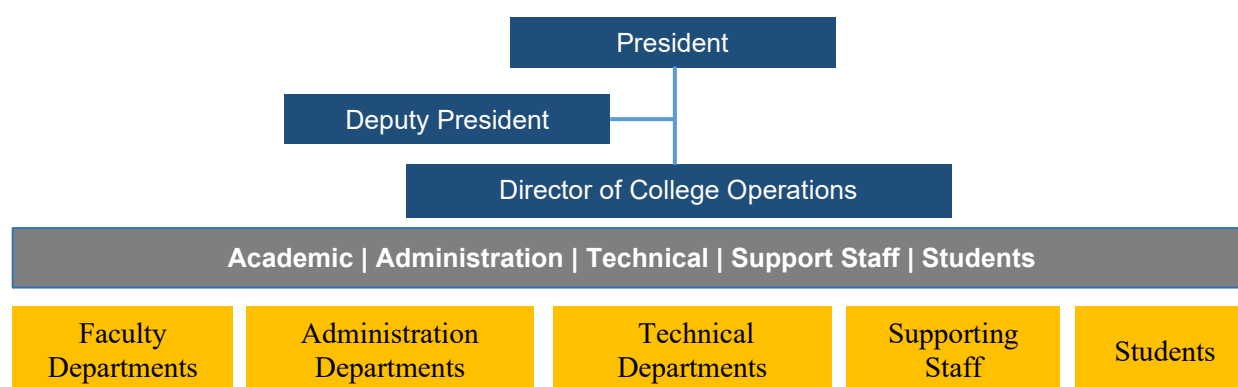
The College Disaster Management Plan (CDMP) is designed to enhance the efficiency of disaster management within the college. It aims to refine the structure of the Disaster Management Taskforce and establish clear operating procedures for key stakeholders. The CDMP addresses various needs across the different stages of the disaster cycle: non-disaster, pre-disaster, during disaster, and post-disaster phases. It provides guiding principles, organizational structures, and procedures for activities spanning mitigation, preparedness, impact assessment, rescue and relief, as well as recovery efforts. The primary focus of the plan is on the management systems at the college level, while also providing a brief overview of the organizational systems at the province level necessary to implement the college-specific plan.

AIM & OBJECTIVES OF THE PLAN

The aim and objectives of the plan are:

- To ensure welfare of staffs, students and protection of office properties.
- To ensure prevention, mitigation, effective preparedness and emergency response.
- To identify the hazards.
- To promote awareness among the staffs and students.
- To ensure continuity of essential services during the disasters.
- Contribute to development of University Disaster Management Guidelines.
- To ensure mainstreaming of priority activities in annual five year plan.

1. ORGANOGRAM OF COLLEGE ADMINISTRATION



1.1 COLLEGE STUDENT STATS

Year	Female	Male	Total
Year I	198	225	423
Year II	206	173	379
Year III	216	189	405
Grand Total	620	587	1207

1.2 STAFF STATS

Status	Male	Female	Total
Teaching	42	16	58
Administration Supporting Staff	41	32	73
Total			131

1.3 MAP OF GEDU COLLEGE



2. COLLEGE DISASTER MANAGEMENT SYSTEM

The College Disaster Management System is a framework that adapts to the unique challenges and characteristics of the college environment. It emphasizes proactive planning, effective response, and collaborative efforts to create a resilient and secure learning environment for all stakeholders.

2.1 COLLEGE DISASTER MANAGEMENT COMMITTEE (CDMC):

1. President - Chair
2. Deputy President
3. Director of College Operation
4. All Sector Heads
5. Disaster Focal Person- Secretary

2.2 FUNCTION OF CDMC:

The College Disaster Management Committee (CDMC) plays a pivotal role in ensuring a comprehensive and effective approach to disaster management within the college setting. The key functions of the CDMC include:

- Develop, review, update, and implement the College Disaster Management and Contingency Plan, ensuring preparedness for potential disasters.
- Monitor and assess the effectiveness of measures in preventing, mitigating, preparing for, responding to, recovering from, and building capacity for potential disasters.
- Establish and ensure the proper functioning of the College Emergency Operation Centre, acting as a central hub for coordinated emergency response efforts.
- Integrate principles of disaster risk reduction into the college's overall development plan, policies, programs, and projects to enhance resilience.
- Ensure adherence to approved hazard zones and vulnerability maps, fostering awareness and preparedness for specific risks.
- Enforce both structural and non-structural measures to mitigate the impact of disasters, prioritizing the safety of the college community and infrastructure.
- Facilitate transparent and timely communication of information about events or disasters to relevant parent agencies and concerned parties.
- Conduct fair and efficient damage assessments in the field, prioritizing professionalism and impartiality.
- Collaborate to coordinate and support disaster response, relief operations, and subsequent recovery and reconstruction efforts.
- Provide timely and detailed reports, including regular updates on disaster events, to the concerned disaster management agencies.

- Support to promote education, awareness, and community training on hazards, risks, and effective measures for disaster prevention and response.
- Organize routine mock drills to enhance the college community's preparedness for potential disasters.

3. DISASTER RISK PROFILE OF THE COLLEGE (HVCA)

3.1 Hazard

Bhutan's hazard profile combines natural and human-induced risks, heightened by unique geography and climate. The college, despite no significant past events, may face common hazard. Factors like topography, geology, demography, climate, and built environment make it vulnerable to various natural and human-induced risks. Following are some of the most common hazards for the college:

I. Earthquake Risk

Colleges, though not historically prone to seismic activity, should prioritize earthquake preparedness. Identifying potential hazards and addressing structural vulnerabilities is crucial for campus safety, given the high population density. Additionally, implementing both structural and non-structural risk mitigation strategies enhances college preparedness for potential seismic events.

II. Flash Flood

Flash Flood poses a recurrent threat to the college as we occasionally experience minor flash floods, resulting in minor damage. While these incidents may currently be insignificant, there is a potential for them to escalate in the future. Addressing these concerns is vital to maintain the safety and well-being of our college community, and to proactively prevent any potential challenges from growing into more significant issues.

III. Fire

The occurrence of fires within our college premises has been notably observed, with a specific instance being the fire incident in the college kitchen. Fires, whether originating from anthropogenic activities or natural causes, pose a significant risk to our institution. Given the heritage nature of the Administrative Block, predominantly constructed from wood, and the presence of flammable materials in various areas, such incidents necessitate vigilant preventive measures to safeguard our college infrastructure and ensure the well-being of the college community.

IV. COVID-19

Despite the global impact of the COVID-19 pandemic, our college remained fortunate in that as we did not experience any fatalities among our students, and the situation was effectively managed. We faced our share of challenges with reported cases, we are grateful that our college community remained resilient and that all necessary measures were in place to ensure the health and safety of our students. In light of this, it underscores the importance of continued vigilance and strategic planning for potential future challenges.

V. Windstorm and hailstones

Our College faced challenges in the past when a windstorm and hail stones caused significant damage. Roofs of hostels, garages, karaoke areas, and staff quarters were blown away, and vehicles were damaged. Thankfully, no injuries or fatalities occurred. Prompt measures were taken to restore and fortify affected areas, highlighting the need for ongoing preparedness in the face of such natural occurrences.

VI. Lightning

Lightning is a common phenomenon in our region, and it holds the potential to pose risks to both the well-being of individuals and the safety of college property.

3.2 HAZARD ASSESSMENT AND SECONDARY HAZARD OF COLLEGE

Hazard	Secondary Hazard	Priority	Mitigation	History (Major events)	Major impacts (Damage & Loss)
Earthquake	Structure fire, landslide and structural collapse	High	1. Awareness (Evacuation Maps) 2. Mock Drills 3. Non-structural Mitigation	Occurred thrice (2009/2011/ 2017)	No major damage
Flash Flood	Infrastructure Damage and Erosion	High	4. Awareness 5. Emergency Evacuation Plans 6. Regular Infrastructure Resilience Assessments	Minor occurrence every year	No major damage

Fire	Electrocution, structural collapse	High	7. Build additional fire hydrant 8. Train staff to use fire extinguisher 9. Install fire alarms 10. Awareness (Evacuation Maps) 11. Mock Drills	Occurred once (College kitchen Fire)	No major damage
Pandemic	Education and social disturbance, Economic Impact	High	12. Pandemic Preparedness Planning 13. Awareness and Education	Covid-19	Disruption to Education and Operational Challenges
Windstorm	Structure fire, Forest fire, structural collapse	High	14. Awareness (Evacuation Maps) 15. Mock Drills 16. Structural Mitigation	Occurred Once (Jan-15)	4 hostels, 5 garage, Karaoke and non-teaching Staff's quarter roof blown away
Hailstone	Structure fire	High	17. Awareness (Evacuation Maps) 18. Mock Drills	Occurred Once (Mar-11)	Damages of vehicles

3.3 RISK PRIORITIZATION MATRIX

The college's hazard and vulnerability profile led to the assessment of five major hazards based on probability and severity. Prioritizing these risks is crucial for effective risk management planning and decision support for disaster risk mitigation investments. A color-coded system is used to indicate the severity of risks at the college level.

Rating Scale

Severity of impact		Probability of Occurrences	
Remote	1	Never	1
Minor	2	Rarely	2
Moderate	3	Moderate	3
Major	4	Very high	4

		Severity				
		Remote (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Probability	Extremely likely (5)	Medium 5	High 10	High 15	Extreme 20	Extreme 25
	Very high (4)	Medium 4	Medium 8	High 12	Extreme 15	Extreme 20
	Moderate (3)	Low 3	Medium 6	High 10	High 12	Extreme 15
	Rarely (2)	Low 2	Medium 4	Medium 6	Medium 8	High 10
	Never (1)	Low 1	Low 2	Low 3	Medium 4	Medium 5

Hazard	Severity (1-5)	Probability (1-5)	Risks
Earthquake Risk	3	3	High
Flashflood	3	3	High
Fire	3	3	High
Pandemic	3	3	High
Windstorm and hailstones	3	3	High

In addition to the five major risks identified for the college, four other hazards are also present. Among these, heavy rainfall occurs more frequently compared to the other three hazards.

Hazard	Severity (1-5)	Probability (1-5)	Risks
Heavy Rainfall	3	2	Medium
Lightning	2	2	Medium
Road Traffic Accident (RTA)	3	2	Medium
Wildlife	3	2	Medium

3.4 VULNERABILITY PROFILE OF THE COLLEGE

Vulnerabilities are situations that make a person, a community, or things more at risk from the impacts of dangers. These risks come from physical, social, economic, and environmental factors. For the College Disaster Management Plan, we've looked at two types of vulnerabilities to understand and manage potential problems.

- Physical vulnerabilities** Gedu College's buildings vary in vulnerability due to different construction years. Non-structural elements, like furniture placement, can obstruct and pose injury risks, especially during earthquakes. Loose window glasses also pose a threat. Critical non-structural aspects include the potential for injuries from improperly placed furniture and objects toppling during earthquakes, blocking exit routes. Additionally, hazardous elements like overhead water tanks, loose wires, and unsafe placement of items contribute to safety concerns. Addressing these risks is vital for the safety of students, staff, and visitors in and around the college premises.
- Social vulnerabilities** in disasters is influenced by factors like literacy, education, access to rights, and societal structures. Vulnerable groups, such as children and those with disabilities, may face challenges during disasters. Factors like poverty, gender, and health contribute to varying levels of disaster preparedness. The college, with 2 students (1 male and 1 female) with disabilities, aims to address barriers to ensure equal access and protection for all individual.

3.5 VULNERABILITY ASSESSMENT

Hazard	Elements	Why they are at Risk?	
		Human Capacity	Institutional Capacity
Earthquake	Staff, students, Academic buildings, hostels, local people, vehicle, other residence	Non resilience structure and old Structure	Absence or weak community organizations
Structure Fire	Staff, students, Academic buildings, hostels, local people, vehicle, other residence	Old Structure	Absence or weak community organizations
Windstorm	Staff, students, Academic buildings, hostels, local people, vehicle, other residence	Old structure and weather condition.	Absence or weak community organizations
Hailstone	Academic building, hostels, vehicles and other residence building.	Weather Condition and lack of awareness	Absence or weak community organizations

3.6 CAPACITY ASSESSMENT

This capacity assessment table outlines the readiness of Gedu College for potential disasters, encompassing physical, human, and institutional capacities. While the current state may indicate limitations, the focus is on building and enhancing these capacities to meet future challenges.

Sl. No	Physical Capacity	Human Capacity	Institutional Capacity
1	Fire Extinguisher	Trained staff Desuup	Gedu Hospital within reach
2	First Aid Box	Trained students Desuup	RBP within reach
3	Ladder	Trained Leadership Rovers	Gedu Forest Range Office within reach

3.12 INVENTORY OF RESOURCES

No	Items	Existing	Required	Gap	Remarks
1	First Aid Box	1	3	2	
2	Ladder	2	3	1	
3	Fire Extinguisher	2	10	8	2 for each block
4	Metal Buckets	0	12	12	
5	Siren	0	1	1	
6	Alarm System	0	3	3	
7	Spades	5	8	3	
8	Crowbar	0	5	5	
9	Pickaxe	0	2	2	
10	Shovels	0	2	2	
11	Stretchers	0	3	3	
12	Fire Hydrant	0	3	3	
13	Reservoir Tank	0	3	3	
14	Walkie-Talkie	0	10	10	
15	Illuminated signs	0	30	30	

4. PREPAREDNESS

Preparedness at Gedu College involves the knowledge and capabilities developed by the institution, community, and individuals to effectively anticipate, respond to, and recover from potential disasters. This readiness is grounded in a thorough analysis of disaster risks and strong connections with early warning systems.

It encompasses practical activities like planning for emergency evacuations, maintaining stockpiles of necessary equipment and supplies, establishing the Disaster Management Committee and Disaster Management Teams, providing relevant training courses and conducting drills, and creating mechanisms for early warning. These initiatives aim to enhance the ability to respond promptly and effectively to disasters or emergency situations at Gedu College.

4.1 PREPAREDNESS KEY ACTIVITIES FOR GEDU COLLEGE:

I. Constitution of College DM Committee & Team

A heightened state of preparedness plays a crucial role in mitigating the loss of life, preventing injuries, and minimizing economic losses during disasters. Establishing the College Disaster Management Committee and its dedicated teams is essential for ensuring a comprehensive and effective response to emergencies. These teams will include members from both staff and students, operating under the overarching supervision of the College DM Committee. In the preparedness phase, teams will be identified, and their roles and responsibilities will be clearly defined to enhance the overall resilience of the college community.

II. Resource Inventory and Preparedness

Preparedness at Gedu College is crucial for minimizing harm during emergencies. Establishing the College Disaster Management Committee and teams, including staff and students, ensures a well-coordinated response. Enlisting an inventory involves listing available resources like stretchers and fire extinguishers. To keep it current:

- Identify and list resources within the institute available for effective disaster response.
- Identify and list resources outside the institute within a one to five-kilometer radius.
- Display important telephone numbers offices and on a public wall for easy accessibility.
- Display critical health information, including blood group, on ID cards for staff and trainees, along with updated contact details and alternative contacts.
- Provide check-lists for self-assessment on the college community's preparedness to handle various hazards.

III. Awareness and Preparedness Initiatives

Creating awareness and sensitizing stakeholders is a crucial aspect of preparedness, aimed at ensuring the safety and resilience of the college community. To achieve this, awareness programs and training sessions will be conducted to educate on safety protocols, emergency response procedures, and risk reduction measures.

IV. Mock Drills

Mock drills form an essential part of the overall preparedness plan, serving as one of the final stages in ensuring readiness. At Gedu College, mock drills will be conducted at least once every year to evaluate the effectiveness of existing response procedures.

5. MITIGATION

Mitigation, in the context of disaster management at Gedu College, refers to the efforts aimed at reducing the adverse impacts of potential hazardous events. While it may not be possible to completely prevent these impacts, their effects can be significantly lessened. Mitigation measures encompass both structural and non-structural techniques.

Structural techniques at Gedu College may involve engineering methods, constructions, and retrofitting of buildings to enhance their resilience. On the other hand, non-structural techniques focus on improved environmental and social policies, as well as raising public awareness.

Key Activities for Mitigation

Non-structural measures:

- Ensuring clear passages and stairways designated for evacuation routes.
- Securing cupboards to walls to prevent them from becoming hazards during an event.

- Installing fire extinguishers.
- Anchor heavy furniture items, such as bookshelves and cabinets, to the walls to prevent them from toppling during seismic events.
- Address and strengthen structures that are identified as weak through repairs and retrofitting to enhance their resilience to seismic events.

5.1 Mitigation Planning for Gedu College

Mitigation planning at Gedu College involves a joint effort to lessen or prevent risks from potential emergencies. This planning, which complements preparedness efforts, encourages active involvement from various stakeholders in identifying key risks and implementing measures to minimize their impact.

In the context of Gedu College, mitigation planning is a long-term endeavor. It requires prioritizing actions within specified timelines and budget constraints. Immediate implementation of simple, low-cost measures like clearing exit routes, securing labs, and installing fire extinguishers is feasible.

However, more extensive structural measures, such as assessing building safety, strengthening weak structures, and demolishing severely damaged ones, will require more time and resources. Involving external service providers that can help mobilize resources effectively.

As part of the mitigation plan, we will regularly conduct fire and electrical safety checks in collaboration with relevant authorities. These checks become even more critical during the winter season due to increased electricity usage.

6. RESPONSE

Disaster response at Gedu College encompasses every action taken during or immediately after a disaster to save lives, mitigate health impacts, and address the basic needs of those affected. This immediate and short-term focus requires a proactive approach, anchored in effective early warning systems, communication, and the preparedness of school management committees established to implement the College Disaster Management Plan.

6.1 Key components of the response include:

- **Deployment of Evacuation, Search & Rescue, and First Aid Teams:** Swift mobilization of dedicated teams to ensure the safety and well-being of the college community.
- **Communication and Alerting Protocol:** Clear communication strategies and protocols to disseminate timely alerts and information.
- **Safe Evacuation Protocols:** Well-defined procedures for the safe evacuation of individuals from the college area.
- **Coordination with Concerned Departments:** Prompt communication with relevant authorities such as the fire department, Dzongkhag Administration, Medical and police.

- **Provision of Essential Resources:** Arrangements for immediate needs, including food, water, shelter, logistics, and necessary medicines.
- **Standard Operating Procedure (SOP) Preparation and Review:** Ongoing preparation, review, and updating of Standard Operating Procedures to ensure relevance and effectiveness.

7. RECOVERY

Recovery is the essential process that aids the affected population in returning to their normal functioning after a disaster. It involves restoring or enhancing economic, physical, social, cultural, and environmental assets, systems, and activities in alignment with sustainable development principles. This includes the concept of "build back better" to mitigate future disaster risks. Recovery is a prolonged and ongoing process at Gedu College.

Key Recovery Activities

- Undertake the construction and repairs of damaged buildings to restore a safe and functional environment.
- Provide essential psycho-social support to students, addressing emotional well-being and aiding in their recovery.
- Facilitate the reopening of the college to ensure the continuity of education and normalcy in academic activities.

After a disaster, we need everyone in the community, health workers, and stakeholders to join forces for recovery. Working together maximizes resources and makes our post-disaster efforts more effective. We understand the emotional toll on students, so we're prioritizing mental health support. Our goal is to help restore well-being, reduce stress, and prevent long-term challenges.

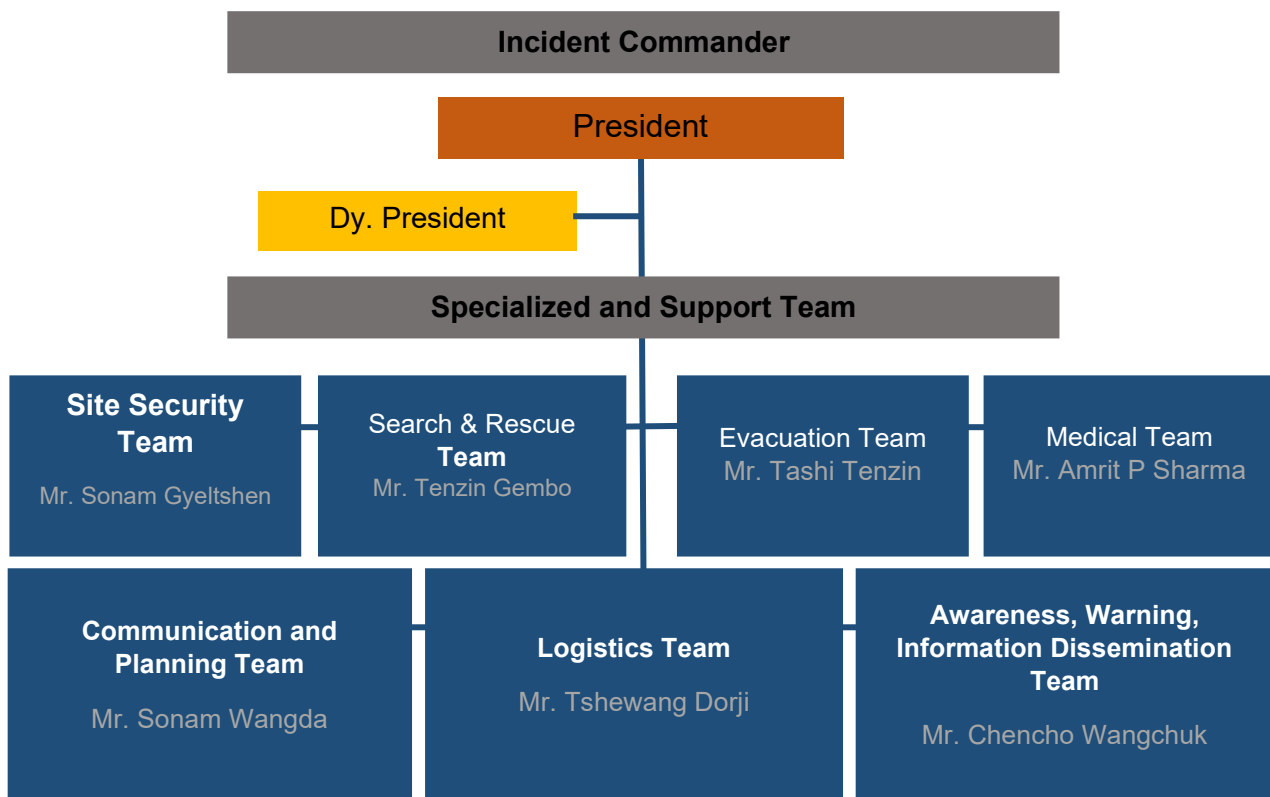
The recovery process should emphasize building back better, including improving college construction design to withstand future hazards. Focusing on creating a more inclusive and resilient college campus is essential. Additionally, incorporating Disaster Risk Reduction education and life skills into the core curriculum ensures a holistic approach to disaster preparedness and resilience.

COLLEGE CONTINGENCY PLAN

This section outlines the contingency plan for our college, including the structure for response and coordination, as well as the standard operating procedures. This plan is designed to ensure a swift and effective response to any unforeseen events or emergencies, prioritizing the safety and well-being of our college community.

8. COLLEGE RESPONSE TEAM

The Gedu College Emergency Response Team (ERT) is a committed and adaptable group entrusted with ensuring a rapid, well-coordinated, and efficient response to emergencies.



8.1 Standard Operating Procedures (SOP) for Incident Commander

The Incident Commander (IC) is a central figure in disaster management, responsible for overall coordination, decision-making, and leadership during an incident. The Incident Commander's role is pivotal in orchestrating an effective and coordinated response to disasters. Their leadership, decision-making, and coordination abilities are essential for managing complex and dynamic situations to protect lives, property, and the environment. In the absence of the president, the deputy president shall assume all roles and responsibilities assigned to the Incident Commander.

Incident Commander

Sl. No	Name	Designation
1	Dalston Pung	President
2	Samten Jamtsho	Deputy President

Before an Incident:

- Participate in regular training sessions and drills.
- Ensure that the Incident Command Team is familiar with roles and responsibilities.
- Ensure that necessary resources and equipment are available and maintained.
- Collaborate with relevant departments to conduct periodic checks on emergency equipment.
- Develop and maintain a coordination plan for effective communication and collaboration during incidents.
- Identify key contacts and establish communication channels with external agencies.

During an Incident:

- Declare an incident and activate the Incident Command System.
- Assume the role of Incident Commander and coordinate response efforts.
- Conduct a rapid assessment of the situation and provide regular updates to the President and other key stakeholders.
- Deploy resources based on assessed needs.
- Establish communication channels with key stakeholders.
- Coordinate with the President to ensure consistent and accurate communication to the college community.

After an Incident:

- Conduct a debriefing session with the Incident Command Team and key stakeholders.
- Analyze the effectiveness of the response and identify lessons learned.
- Prepare a detailed incident report in collaboration with the President and relevant authorities.
- Include recommendations for improvements in future response efforts.
- Collaborate with the President to support recovery planning and efforts.
- Ensure that resources are allocated for post-incident recovery.
- Regularly participate in reviews of the incident management process.
- Update and improve the Incident Command System and associated procedures based on lessons learned.

8.2 Standard Operating Procedures (SOP) for Site Security Team

The Site Security Team is a critical component of disaster management, responsible for safeguarding the physical security of a site or facility before, during, and after an incident. The Site Security Team plays a crucial role in ensuring the safety and integrity of a site or facility during various phases of disaster management. Their preparedness, quick response to threats, and collaboration with other teams contribute significantly to the overall effectiveness of the disaster management efforts.

Team Member

Sl. No	Name	Designation
1	Sonam Gyeltshen	EM
2	Kinley Yangdon	Lecturer
3	Sonam Phuntsho	Lecturer
4	Kesar Nath Dhakal	Lecturer
5	All Security	Security
6	Innopreneur Club	Club
7	Democracy Club	Club

Before an Incident:

- Conduct a thorough assessment of the site to identify potential security risks and vulnerabilities.
- Collaborate with relevant authorities to stay informed about potential threats.
- Develop a comprehensive security plan that includes measures for access control, perimeter security, and surveillance.
- Collaborate with other specialized teams and the Incident Commander to integrate security measures into the overall disaster management plan.
- Ensure that security personnel are equipped with the necessary tools and resources for effective site security.
- Regularly inspect and maintain security equipment, such as surveillance cameras and access control systems.

During an Incident:

- Implement security measures in accordance with the pre-established security plan.
- Monitor access points and enforce access control protocols.
- Respond to security threats, such as unauthorized access or suspicious activities.
- Collaborate with law enforcement or emergency services if required.
- Maintain communication with the Incident Commander and other specialized teams to provide real-time updates on security situations.
- Disseminate security-related information to relevant stakeholders.

After an Incident:

- Conduct a post-incident assessment of the site's security integrity.
- Identify and report any damage or weaknesses in security infrastructure.
- Collaborate with law enforcement agencies for investigations if security breaches occurred during the incident.
- Provide necessary information and support to law enforcement personnel.
- Assist in the recovery phase by implementing security measures to protect against potential looting or vandalism.
- Coordinate with other teams to ensure a safe and secure environment during the recovery process.

Ongoing Responsibilities:

- Conduct regular training sessions and drills for security personnel to enhance their preparedness and response capabilities.
- Ensure that security personnel are familiar with the latest security protocols.
- Implement continuous monitoring of the site through security personnel and surveillance systems.
- Stay vigilant for potential security threats and report them promptly.
- Collaborate with other specialized teams, such as the Incident Commander and response team to ensure coordinated disaster response efforts.

8.3 Standard Operating Procedures (SOP) for Search & Rescue (SAR) Team

The Search & Rescue (SAR) Team is a vital component of disaster management, specializing in locating, extricating, and providing initial medical treatment to individuals who may be trapped or injured during an incident. The Search & Rescue Team plays a crucial role in saving lives during and after a disaster. Their skills, coordination with other teams, and rapid response are essential for the overall success of disaster management efforts.

Team Member

Sl. No	Name	Designation
1	Tenzin Gembo	Lecturer
2	Samten Tshomo	Lecturer
3	Ruth Biswa	Lecturer
4	Leki Dorji	Lecturer
5	Dessup Trained Staff	Staff (Dessup)
6	Social Service Club	Club
7	Environment Service Club	Club
8	Scout Unit	Club
9	Red Cross Society	Club

Before an Incident:

- Equip team members with the necessary skills for search and rescue operations.
- Provide training sessions on techniques such as rope rescue, water rescue, and first aid.
- Ensure that search and rescue equipment is well-maintained and readily available.
- Regularly inspect tools, communication devices, medical kits, and personal protective equipment.
- Coordinate with the Incident Commander and other specialized teams to integrate search and rescue plans into the overall disaster management strategy.
- Participate in joint training exercises with other response teams.

During an Incident:

- Activate the Search & Rescue Team promptly when the need arises.
- Rapidly deploy to the affected areas to begin search and rescue operations.
- Conduct a rapid assessment of the affected areas to identify potential hazards and areas of focus for search and rescue efforts.
- Collaborate with the Incident Commander and Site Security Team for a safe working environment.
- Conduct systematic and organized search operations to locate individuals who may be trapped or in distress.
- Prioritize areas based on the severity of the incident and potential human impact.
- Extricate individuals from hazardous situations using appropriate tools and techniques.
- Coordinate with the Medical Team for initial medical assessments and evacuation plans.
- Maintain effective communication with the Incident Commander, other response teams, and external agencies.
- Provide real-time updates on search and rescue progress.

After an Incident:

- Establish and manage a casualty collection point for individuals rescued from the incident site.
- Coordinate with the Medical Team for further medical care.
- Conduct a debriefing session with team members to assess the effectiveness of search and rescue operations.
- Identify lessons learned and areas for improvement.
- Clean and maintain equipment after use.
- Conduct post-incident equipment checks and restocking.

Ongoing Responsibilities:

- Continue training sessions to enhance and maintain search and rescue skills.
- Stay informed about the latest techniques and technologies in search and rescue operations.
- Participate in regular coordination meetings with other response teams.
- Foster strong communication and collaboration with local emergency services and agencies.
- Engage in community outreach programs to educate the public about search and rescue procedures and preparedness measures.

8.4 Standard Operating Procedures (SOP) for the Evacuation Team

The Evacuation Team is a critical component of disaster management, specializing in the safe and efficient movement of people from areas of danger to designated evacuation sites. The Evacuation Team plays a crucial role in ensuring the safety of individuals during a disaster by facilitating organized and timely evacuations. Their proactive planning, efficient coordination, and effective communication are essential components of the overall disaster management strategy.

Team Member

Sl. No	Name	Designation
1	Tashi Tenzin	SSO
2	Purna P Sharma	Lecturer
3	Narayan Adhikari	Lecturer
4	Nima Wangchuk	Lecturer
5	Chimi Yangden	SSO
6	Fitness Club	Club
7	Taekwondo Club	Club
8	Karate Club	Club
9	Y-Peer Club	Club
10	Dessup Trained Student	Dessup (Trained Student)

Before an Incident:

- Develop comprehensive evacuation plans in collaboration with the Incident Commander and other specialized teams.
- Identify evacuation routes, assembly points, and transportation resources.
- Establish communication protocols for alerting the public about evacuation procedures.
- Collaborate with the Communication Team to disseminate evacuation instructions and information.
- Conduct regular evacuation drills to familiarize the community with evacuation procedures.
- Evaluate the efficiency of evacuation routes and identify areas for improvement.

During an Incident:

- Activate the Evacuation Team promptly when evacuation is deemed necessary.
- Rapidly deploy to designated locations to initiate evacuation procedures.
- Coordinate the safe and orderly evacuation of individuals from affected areas.
- Work closely with law enforcement, transportation authorities, and other response teams to manage traffic and ensure efficient evacuation.
- Develop plans for evacuating individuals with special needs, such as the elderly, disabled, or those requiring medical assistance.
- Coordinate with the Medical Team for the safe evacuation of individuals with medical conditions.
- Provide clear and timely communication to the public regarding evacuation instructions, assembly points, and transportation arrangements.
- Address concerns and questions from evacuees and the public.

After an Incident:

- Establish and manage evacuation centers where displaced individuals can receive shelter, food, and medical assistance.
- Collaborate with the Medical Team to address the immediate needs of evacuees.
- Conduct an assessment of the effectiveness of the evacuation process.
- Identify any challenges or bottlenecks encountered during the evacuation for future improvement.

Ongoing Responsibilities:

- Conduct regular training sessions for Evacuation Team members to enhance their skills in evacuation procedures.
- Stay informed about the latest technologies and methodologies in evacuation planning and management.
- Engage in community education and outreach programs to raise awareness about evacuation procedures and preparedness measures.
- Provide educational materials and resources to the public.
- Regularly inspect and maintain evacuation equipment, including signage, communication devices, and transportation resources.
- Conduct post-incident equipment checks and restocking.

8.5 Standard Operating Procedures (SOP) for Medical Team

The Medical Team is a critical component of disaster management, specializing in providing immediate medical care and support to individuals affected by an incident. The Medical Team plays a crucial role in minimizing the impact of disasters on public health by providing timely and

effective medical care. Their preparedness, quick response, and collaboration with other teams contribute significantly to the overall success of disaster management efforts.

Team Member

Sl. No	Name	Designation
1	Amrit Prasad Sharma	Lecturer
2	Bal Krishna Sapkota	Lecturer
3	Punam Monger	SSO
4	Chorten Wangdi	Lecturer
5	Dorji Gyeltshen	Lecturer
6	Red Cross Club	Club
7	Cultural Club	Club
8	Health Club	Club
9	Gym Club	Club
10	Toilet Wizard Club	Club

Before an Incident:

- Ensure that medical personnel are trained and equipped to handle a range of medical emergencies.
- Conduct regular training sessions and drills to maintain readiness.
- Collaborate with other teams to plan for medical resource allocation, including medical supplies, equipment, and personnel.
- Identify potential medical facilities and evacuation routes for individuals requiring medical assistance.
- Establish communication and coordination protocols with local emergency services, hospitals, and clinics.
- Familiarize medical personnel with local healthcare facilities for potential patient transfers.

During an Incident:

- Activate the Medical Team promptly when medical assistance is required.
- Rapidly deploy to affected areas to provide immediate medical care.
- Conduct medical triage to assess and prioritize the severity of injuries and medical conditions.
- Coordinate with other response teams to ensure a coordinated approach to triage and evacuation.
- Provide emergency medical treatment on-site, including first aid, wound care, and stabilization of critical patients.
- Administer basic life support measures and coordinate with specialized medical personnel as needed.
- Coordinate with the Evacuation Team to ensure the safe evacuation of individuals with

medical needs.

- Provide ongoing medical care during transportation to medical facilities.
- Maintain effective communication with the Incident Commander, other response teams, and healthcare facilities.
- Provide real-time updates on medical conditions, treatment plans, and resource needs.

After an Incident:

- Establish temporary medical facilities or collaborate with existing healthcare facilities to provide ongoing medical care.
- Coordinate with other teams to manage medical facilities in evacuation centers.
- Implement a system for tracking patients and maintaining medical records.
- Collaborate with the Communication Team to relay information about patient status to families and loved ones.
- Conduct debriefing sessions with medical personnel to assess the effectiveness of medical response efforts.
- Identify lessons learned and areas for improvement in future responses.

Ongoing Responsibilities:

- Continue training sessions for medical personnel to enhance and maintain their skills.
- Stay informed about the latest medical advancements and disaster medicine practices.
- Engage in community health education and outreach programs to promote preparedness and prevention.
- Provide information on basic first aid and emergency response to the public.
- Collaborate with public health agencies to address potential public health concerns.
- Participate in disease surveillance and preventive measures.

8.6 Standard Operating Procedures (SOP) for Communication and Planning Team

The Communication and Planning Team is a crucial component of disaster management, responsible for ensuring effective communication both within the response teams and with the public, as well as coordinating planning efforts. The Communication and Planning Team plays a critical role in maintaining transparency, facilitating coordination, and ensuring the public receives accurate and timely information during all phases of disaster management. Their efforts contribute significantly to the overall success of disaster response and recovery efforts.

Team Member

Sl. No	Name	Designation
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1	Tsagay	Lecturer
2	Sumit Rai	Lecturer
3	ICT	Department
4	FERIC	FERIC
5	Value and Ethics Club	Club
6	Audio Visual Unit	Club
7	Media Club	Club
8	GTWC	Club

Before an Incident:

- Develop a comprehensive communication plan outlining communication channels, protocols, and roles during a disaster.
- Establish a centralized communication hub with redundant systems to ensure reliability.
- Develop communication materials for the public, including emergency contact information, evacuation routes, and safety guidelines.
- Collaborate with the Evacuation Team to create and distribute public announcements and alerts.
- Collaborate with all response teams to understand their communication needs and integrate those into the overall communication plan.
- Coordinate planning efforts to ensure alignment with disaster management objectives.

During an Incident:

- Activate communication systems promptly when an incident occurs.
- Ensure that all communication channels are functional and accessible.
- Facilitate communication among response teams, ensuring that information is shared in real-time.
- Establish regular briefing sessions to keep team members informed about incident developments.
- Disseminate timely and accurate information to the public through various channels, including social media, press releases, and emergency broadcasts.
- Address public inquiries and concerns in a transparent and empathetic manner.
- Activate and manage emergency alert systems to notify the public about the incident and provide guidance.
- Collaborate with relevant authorities to issue warnings and updates.
- Maintain communication with local authorities, emergency services, and other stakeholders.
- Provide updates on the status of the incident and coordinate response efforts.

After an Incident:

- Coordinate the release of accurate and clear information about the incident's resolution

and recovery efforts.

- Provide guidance on post-incident actions and resources available to the public.
- Document all communication activities, including messages sent, received, and public responses.
- Prepare incident reports detailing communication effectiveness and lessons learned.

Ongoing Responsibilities:

- Conduct regular training sessions for communication team members to enhance their skills.
- Ensure that team members are familiar with new communication technologies and tools.
- Plan and execute public awareness campaigns on disaster preparedness and response.
- Collaborate with the Medical Team and Evacuation Team to disseminate health and safety information.
- Conduct regular reviews of communication processes and identify areas for improvement.
- Update communication plans and protocols based on lessons learned from each incident.
- Foster relationships with external communication agencies, including media outlets and public relations firms.
- Collaborate on joint communication efforts for effective public messaging.

8.7 Standard Operating Procedures (SOP) for the Logistics Team

The Logistics Team is a vital component of disaster management, responsible for coordinating the efficient flow of resources, equipment, and personnel to support the overall response efforts. The Logistics Team plays a crucial role in ensuring that the right resources are at the right place and time to support effective disaster response efforts. Their coordination and management of logistics contribute significantly to the overall success of the incident response and recovery phases.

Team Member

Sl. No	Name	Designation
1	Sonam Wangda	Lecturer
2	Yeshe Pelden	Lecturer
3	Gaki Dem	Lecturer
4	Student Audit and Integrity Unit	Club
5	Mask Dance Club	Club
6	Tarayana Club	Club
7	Councilors	Councilor
8	Games & Sport Clubs	Club

Before an Incident:

- Conduct an inventory of available resources, including supplies, equipment, and personnel.
- Collaborate with other response teams to understand their resource needs.
- Establish relationships with vendors and suppliers for the timely procurement of additional resources during an incident.
- Negotiate contracts and agreements for resource acquisition.
- Develop transportation plans for the movement of personnel, equipment, and supplies to and from incident sites.
- Identify alternative routes and transportation modes in case of disruptions.

During an Incident:

- Activate the Logistics Team promptly when an incident occurs.
- Rapidly deploy to affected areas to establish logistical support operations.
- Coordinate with response teams to allocate resources based on their needs.
- Ensure a fair and efficient distribution of resources to support various incident response efforts.
- Manage the supply chain, including procurement, storage, and distribution of essential goods and materials.
- Monitor inventory levels and reorder supplies as needed.
- Coordinate the deployment and rotation of personnel to meet the demands of the incident.
- Ensure that staff are well-equipped and trained to carry out logistical tasks.
- Establish and manage base camps and logistical hubs to support response operations.
- Provide infrastructure for temporary facilities, including sleeping quarters, dining areas, and communication centers.

After an Incident:

- Oversee the recovery of resources and equipment from incident sites.
- Conduct post-incident inventory checks and report on resource status.
- Coordinate with maintenance teams to ensure that equipment is properly cleaned, serviced, and stored for future use.
- Identify damaged or unusable equipment for replacement or repair.

Ongoing Responsibilities:

- Conduct regular training sessions for logistics team members to enhance their skills in resource management.
- Stay informed about the latest technologies and methodologies in logistics and supply chain management.
- Conduct regular reviews of logistical processes and identify areas for improvement.

- Implement changes and updates to improve the efficiency of logistics operations.
- Foster relationships with external logistics and transportation providers.
- Collaborate on joint logistics efforts to enhance overall response capabilities.
- Manage the budget for logistics operations, including procurement, transportation, and personnel expenses.
- Ensure transparency and accountability in financial transactions.

8.8 Standard Operating Procedures (SOP) for the Awareness, Warning, and Information Dissemination Team

The Awareness, Warning, and Information Dissemination Team is a critical element of disaster management, responsible for raising public awareness, issuing timely warnings, and disseminating accurate information before, during, and after an incident. The Awareness, Warning, and Information Dissemination Team plays a crucial role in ensuring public safety by effectively communicating information before, during, and after an incident. Their efforts contribute significantly to the overall success of disaster management and community resilience.

Team Member

Sl. No	Name	Designation
1	Chencho Wangchuk	Lecturer
2	Kinley Namgay	Lecturer
3	Sonam Loday	Lecturer
4	Dhanapati Sharma	Lecturer
5	Dzongkha Development Club	Club
6	English Development Club	Club
7	Art Club	Club
8	Academic Representative	AR

Before an Incident:

- Develop and implement public awareness campaigns to educate the community about potential hazards and the importance of preparedness.
- Use various channels, including social media, local news outlets, and community events, to disseminate information.
- Collaborate with the Communication and Planning Team to develop communication plans for different scenarios.
- Establish protocols for issuing warnings and disseminating information to the public.
- Implement and maintain early warning systems, including sirens, alerts, and other notification methods.
- Conduct regular tests of warning systems to ensure their functionality.

During an Incident:

- Activate warning systems promptly when an incident occurs.
- Issue clear and concise warnings to alert the public about potential dangers and necessary actions.
- Establish information hubs in strategic locations, such as community centers or schools, to provide real-time updates to the public.
- Collaborate with the Communication Team to ensure a coordinated flow of information.
- Coordinate with local media outlets to ensure the accurate and widespread dissemination of information.
- Provide press releases and updates to keep the public informed.
- Monitor social media channels for real-time updates and public inquiries.
- Respond promptly to correct misinformation and provide accurate information.

After an Incident:

- Disseminate information about recovery efforts, including the reopening of services, availability of resources, and community support.
- Provide guidance on post-incident actions and available assistance.
- Address inquiries from the public regarding the incident, response efforts, and recovery procedures.
- Provide accurate and timely information to alleviate concerns and misinformation.

Ongoing Responsibilities:

- Conduct regular reviews of warning and information dissemination procedures.
- Identify areas for improvement and implement changes to enhance effectiveness.
- Engage in community outreach programs to maintain ongoing public awareness.
- Provide educational materials and resources to promote a culture of preparedness.
- Conduct training sessions and drills for team members to ensure they are well-prepared to activate warning systems and disseminate information during incidents.
- Collaborate with other response teams to simulate realistic scenarios.
- Collaborate with emergency services and response teams to enhance the integration of warning and information dissemination efforts.
- Participate in joint training exercises to improve coordination.

8.9 Standard Operating Procedures (SOP) Transportation Team

The transportation team is vital in disaster management, ensuring swift and safe evacuations. They coordinate with other teams, manage traffic, deploy specialized vehicles, and maintain effective communication. Adaptable and resourceful, the team optimizes resources and contributes to a well-coordinated response.

Team Member

Sl. No	Name	Designation
1	Sithup	Driver
2	Kharka Bdr Rai	Driver
3	Dadi Ram	Driver

Before an Incident

- Conduct pre-trip inspections of assigned emergency response vehicles.
- Ensure all vehicle systems are in good working condition.
- Verify the presence and functionality of emergency kits in vehicles.
- Ensure the availability of necessary supplies, including first aid and communication tools.
- Familiarize yourself with predefined evacuation routes and assembly points.
- Participate in route planning sessions and simulations.
- Test and familiarize yourself with the communication systems in the vehicle.
- Ensure two-way radios and other communication devices are operational.

During an Incident

- Respond promptly to deployment instructions from the Incident Commander.
- Prioritize safety and adhere to traffic rules during emergency response.
- Coordinate with the Transportation Team for efficient evacuations.
- Follow predefined routes, adjusting based on real-time information and instructions.
- Maintain continuous communication with the Incident Commander and Transportation Team.
- Provide updates on the status of evacuations, road conditions, and any incidents encountered.
- Collaborate with local authorities for traffic management during evacuations.
- Ensure the safe and efficient movement of the emergency vehicle.

After an Incident

- Return the emergency vehicle to the designated location after the incident.
- Report any damages or maintenance needs identified during the trip.
- Participate in debriefing sessions to provide feedback on the transportation process.
- Communicate any challenges faced and suggest improvements for future incidents.
- Report any vehicle maintenance needs promptly to the Transportation Team.
- Ensure repairs or servicing are scheduled as necessary.
- Maintain detailed records of the transportation activities during the incident.

- Submit comprehensive reports to the Transportation Team for documentation.

9. IMPLEMENTATION, REVIEW, AND UPDATION

Implementation:

The successful execution of the Gedu College Disaster Management Plan requires a systematic and well-coordinated approach.

Key steps in the implementation phase include:

- **Training and Capacity Building:** Conduct training sessions for faculty, staff, and students to ensure everyone is familiar with their roles and responsibilities during disasters.
- **Resource Mobilization:** Establish mechanisms for resource mobilization, collaborating with local authorities and other stakeholders.
- **Mock Drills and Exercises:** Conduct regular mock drills and exercises to test the effectiveness of the plan and enhance the preparedness of the college community.

Review:

Regular reviews are essential to assess the plan's effectiveness, identify areas for improvement, and ensure its continued relevance.

Key components of the review process include:

- **Incident Analysis:** Analyze any incidents or drills conducted to evaluate the response and identify areas for enhancement.
- **Feedback Mechanism:** Establish a feedback mechanism involving faculty, staff, and students to gather insights on their experiences and suggestions for improvement.
- **Stakeholder Consultation:** Engage with stakeholders, including local authorities and community members, to incorporate diverse perspectives in the review process.

Updation:

The dynamic nature of potential disasters and the evolving needs of the college community necessitate periodic updates to the Disaster Management Plan.

Key considerations for updation include:

- **Emerging Risks Assessment:** Regularly assess emerging risks in the region and update the plan accordingly to address new challenges.
- **Regulatory Changes:** Stay informed about any changes in disaster management regulations and adjust the plan to align with updated guidelines.
- **Technological Advances:** Incorporate technological advances and innovations that can enhance communication, coordination, and overall disaster response.

By consistently implementing, reviewing, and updating the Disaster Management Plan, we ensure a proactive and adaptive approach to safeguarding the well-being of its community in the face of potential disasters.

10. BUSINESS CONTINUITY MECHANISM

Essential Services	Who will be responsible to resume the services	How will the services be continued	From where the service will be continued	Who are the stakeholders Partners Beneficiaries		Timeline (Within)
ICT Services	ICT Officer	-By retrieving data from the IMS system	Temporary Office	OVC	Students, and Staff of the college	1-2 Weeks
Academic Services	DP	-Furniture arrangements to be made in temporary class	Temporary Office	OVC	Students, and Staff of the college	1-2 Weeks
Finance Services	Finance Officer	-By retrieving data from the system stored in Tally & eEPMS. -Make transportation available	Temporary Office	OVC	Staff of the college	1-2 Weeks
HR/ADM Services	ADM Officer	-By retrieving data from the system stored in the RUB IMS	Temporary Office	OVC	Students, and Staff of the college	1-2 Weeks
Student Service	DCO	-Arrange temporary shelters -Arrange temporary mess -Use stockpiles if required	Temporary Office	OVC	Students, and Staff of the college	1-2 Weeks
Technical Service	Estate Manager	-By-pass connection of pipelines will be explored	Temporary Office	OVC	Students, and Staff of the college	1-2 Weeks

11. ANNUAL CALENDAR | ACTION PLAN

Activity	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
College Emergency Operation Centre												
Plan Update and made accessible to all												
Purchase Disaster Equipment												
Family Disaster Planning for Staff												
Department Mitigation Hazard Hunting												
Mock Drill Student												
Awareness and education												
Display floor-wise evacuation plans												

12. CONTACT DETAILS OF EMERGENCY SERVICES

Sl. No	Emergency Services	Distance	Hotline
1	Ambulance Service	1km	112
2	Bhutan Telecom Limited	Within Campus	1600
3	BPCL	5 Minutes walk from Campus	1250
4	RBP	1 km	113
5	THP	13 km	

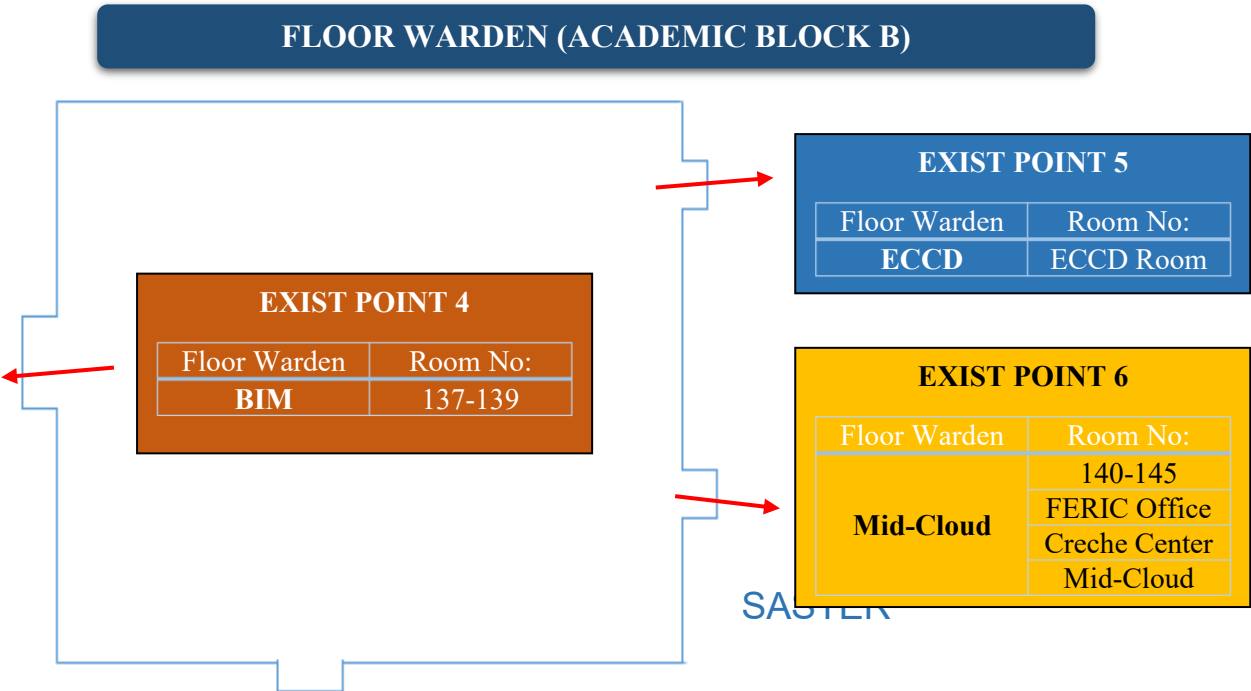
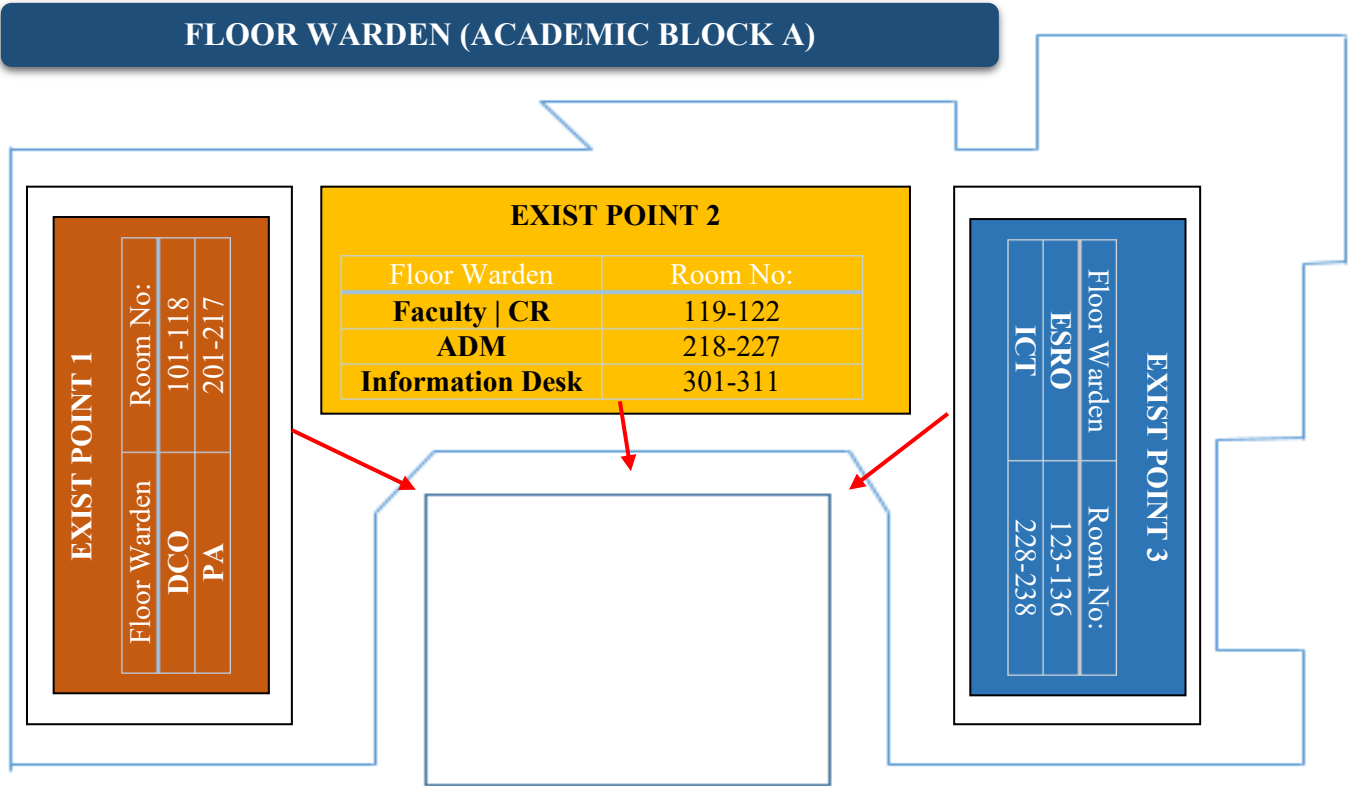
13. CONTACT DETAILS OF THE COLLEGE DISASTER COORDINATOR

Sl. No	Name	Designation	Mobile No
1	Dawa Gyeltshen	Coordinator	17377659
2	Kinley Gyem	Coordinator	16907507

14. FLOOR WARDEN

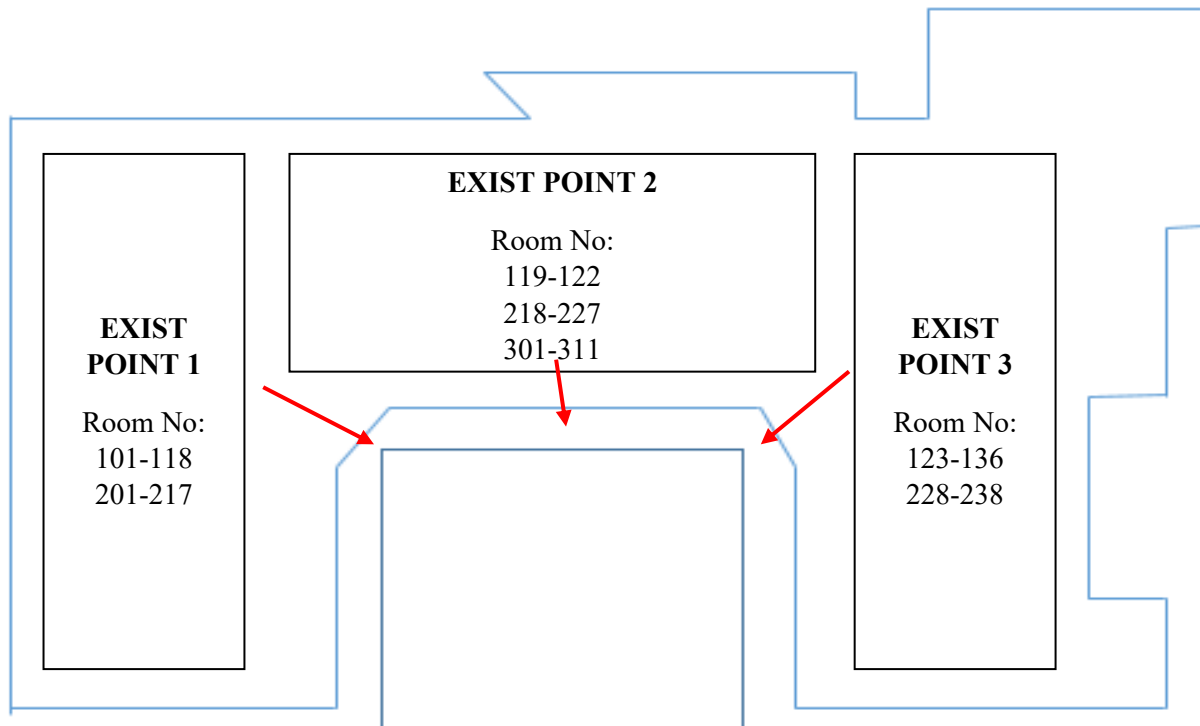
The table below shows the allocated Floor Wardens for each floor of the academic block. In the event of the immediate Floor Warden's absence, Assistant Floor Wardens have to be pre-assigned by the focal Floor Warden to ensure a proactive and organized response during disasters. Additionally, in the hostels,

the Room Counselor for each hostel block will serve as the designated Floor Warden. This structured approach aims to enhance safety and preparedness across the college community.



The pre-planned evacuation routes are the pathways to safely evacuate out of the building or designated area during the disaster or emergency. The routes are designed with the specific considerations of our college campus, ensuring a swift and secure evacuation process.

15.1 ACADEMIC BLOCK A

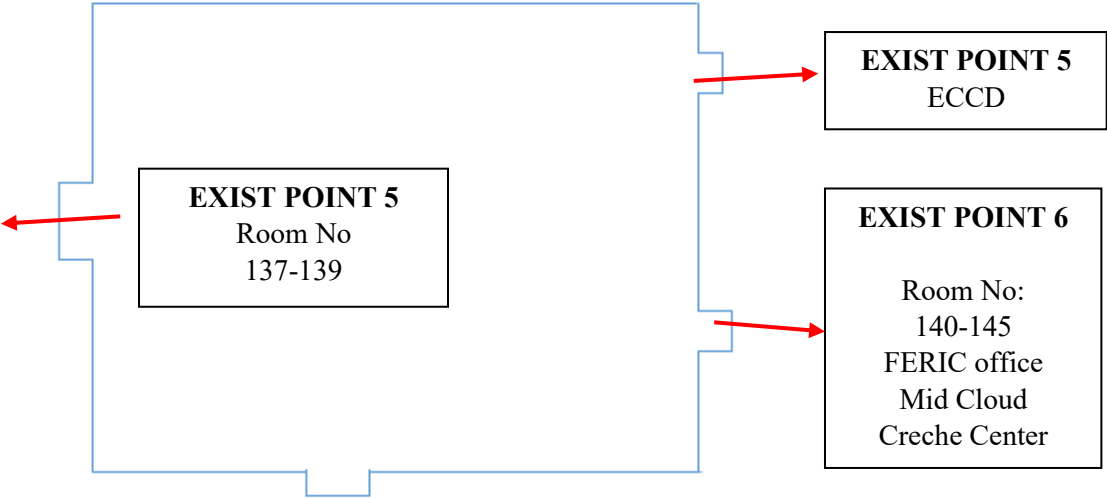




**Side Door (Left)
Exit Point 3**

**Room No
123-136 | 228-238**

15.2 ACADEMIC BLOCK B



**Side Door
Exit Point 4**

**Room No
137-139**



**Side Door
Exit Point 5**

**Room No
138-145**

**FERIC
Office HWC
ECCD**

15.3 Library Block

Front Door
Exit Point



15.4 INDOOR

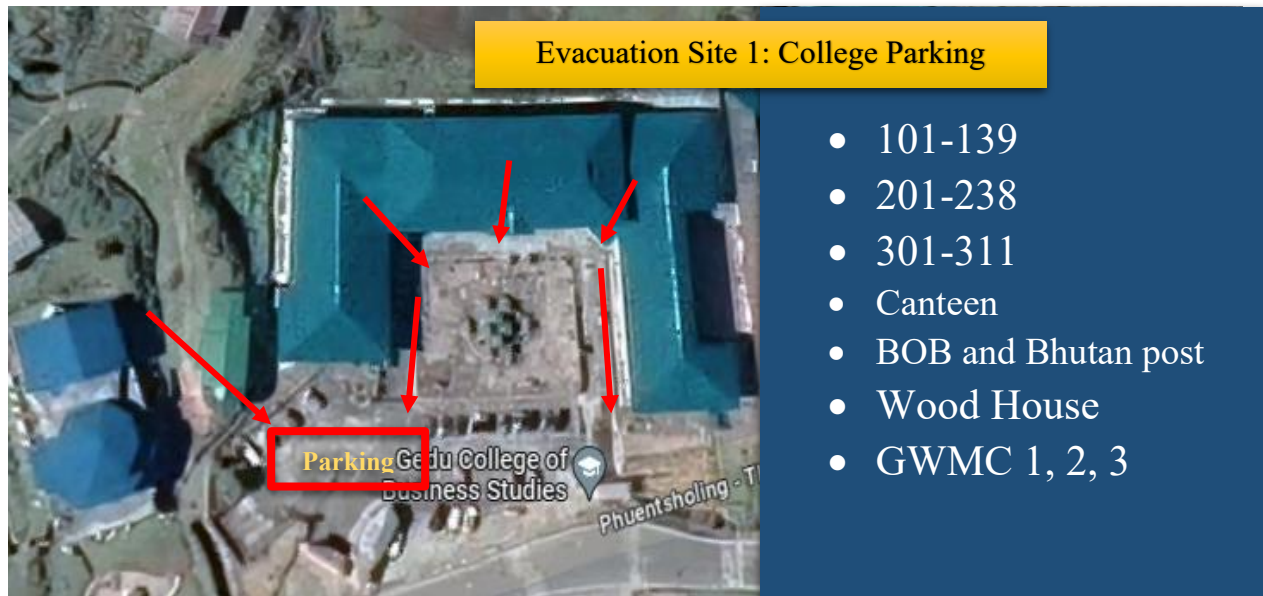


Front Door
Exit Point

16. EVACUATION SITE

In the event of an emergency or disaster, a designated evacuation site has been identified as a safe area for individuals to gather after following the prescribed evacuation routes. This site is carefully chosen to provide a secure location away from potential hazards.

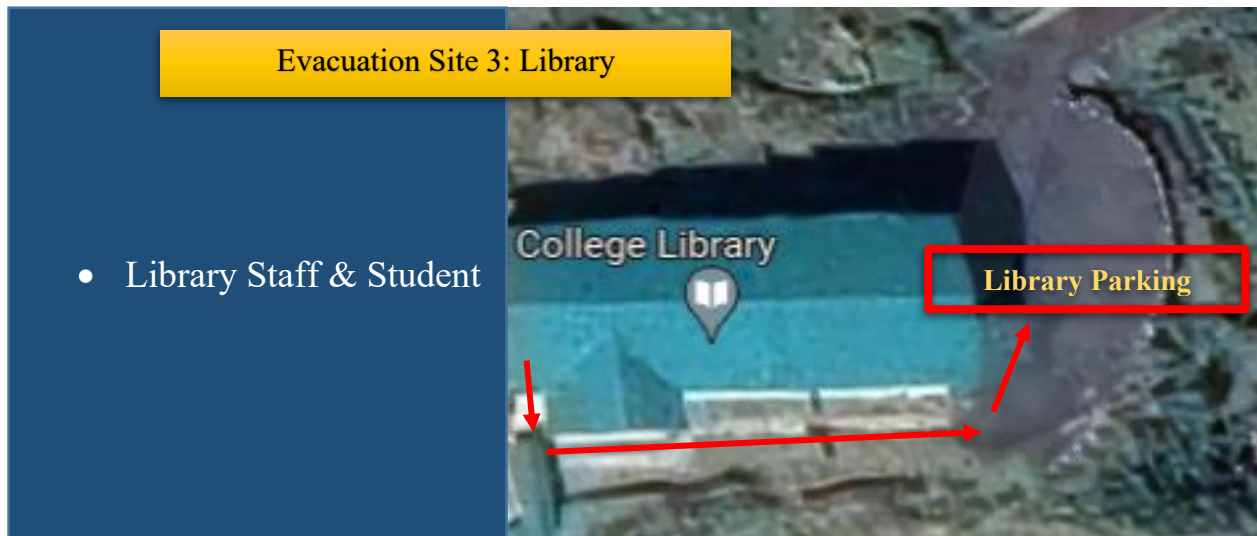
16.1 Academic Block A



16.2 Academic Block B



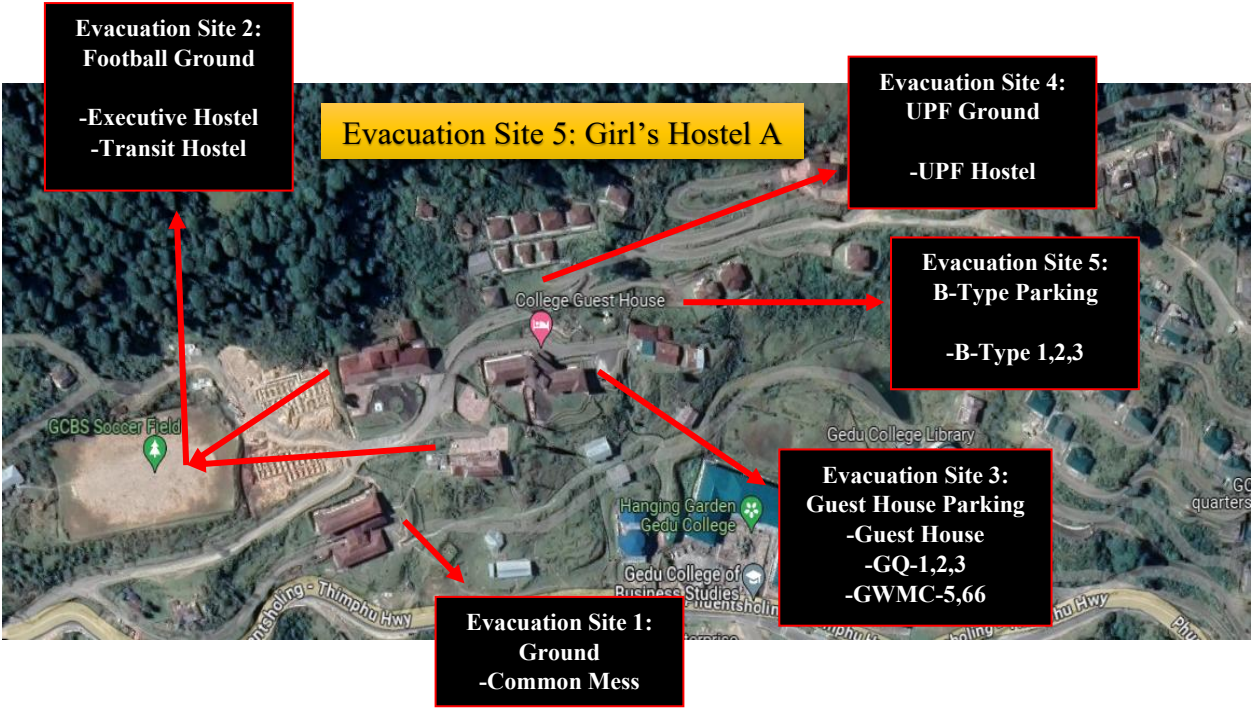
16.3 Library Block



16.4 Boy's Hostel



16.4 Girl's Hostel A



16.5 Girl's Hostel B



17. CONCLUSION

Gedu College is committed to the ongoing safety and preparedness of its community. The institution recognizes the dynamic nature of potential disasters and, therefore, pledges to periodically review and update its Disaster Management Plan. By taking this initiative, Gedu College aims to ensure that its response strategies remain relevant, effective, and aligned with the evolving needs of the college community. This commitment underscores the institution's dedication to maintaining a proactive and resilient approach to disaster management.