YT Nursing Academy

(Disaster Management Guideline)

1. Introduction

YT Nursing Academy recognizes the critical importance of preparedness, response, and recovery in the event of any disasters in the campus. This Disaster Management Guideline is developed to protect students, staff, infrastructure, and academic continuity from natural and man-made disasters.

2. Objectives

- To safeguard the life and health of students, faculty, staff, and visitors.
- To ensure preparedness and rapid response to disasters.
- To minimize damage to infrastructure and disruption to academic activities.
- To foster a culture of safety, awareness, and resilience.
- To align with the **Bhutan Disaster Management Act 2013** and local dzongkhag disaster plans.

3. Scope

This guideline applies to:

- All campus buildings and premises
- Academic, clinical, administrative, and hostel facilities
- All staff, students, contractors, and visitors

4. Types of Disasters Covered

YT Nursing Academy shall prepare for the following potential hazards:

4.1 Natural Disasters

- Earthquakes
- Floods and flash floods
- Landslides
- Storms and wind damage
- Forest fires (proximal risk)

4.2 Man-Made Disasters

- Fires (building/laboratory)
- Chemical spills or gas leaks
- Epidemics/pandemics

- Accidents (lab, transport, electrical

5. Disaster Management Structure

5.1 Disaster Management Committee (DMC)

A permanent internal committee responsible for planning, implementation, and review.

Composition:

- Director (Chairperson)
- Dean (Vice-Chair)
- Estate Manager (Coordinator)
- Academic Head
- Student Representative (Counselors)
- Dzongkhag Disaster Management Focal (Advisor)

5.2 Roles and Responsibilities

Role	Responsibility
Director	Approves policy, mobilizes resources, coordinates with external authorities
Dean	Oversees drills, maintains equipment, liaises with dzongkhag disaster cell
Faculty/Staff	Responsible for evacuating students and maintaining calm
Hostel Warden	Ensures student safety during off-hours
IT Coordinator	Protects digital infrastructure, ensures data backup
Student Council	Supports awareness campaigns and emergency communication

6. Preparedness Measures

6.1 Risk Assessment

- Annual hazard and vulnerability assessment (HVA)
- Mapping of high-risk zones: labs, kitchens, storerooms, staircases

6.2 Infrastructure Safety

- Earthquake-resistant design of any new additional buildings
- Regular maintenance of electrical wiring and fire alarms in the campus
- Installation of emergency exits, fire extinguishers, and gathering point

6.3 Awareness and Training

- Mandatory orientation on safety for all new students and staff

- Quarterly drills: fire, earthquake, and landslide.
- First aid and basic life support training for faculty and senior students
- Conduct of frequent mock drill,

6.4 Emergency Equipment

- First aid kits available in labs,
- Fire extinguishers installed at main administrative block,

7. Emergency Response Protocols

7.1 General Guidelines (Any Disaster)

- Raise the alarm using designated system
- Evacuate calmly to the nearest assembly point
- Account for all persons using headcount
- Inform local authorities (LG, RBP and Health Centers)

7.2 Earthquake Response

- During tremor: Drop, Cover, Hold (under desks, away from windows)
- Post-tremor: Evacuate to open space
- Check for injuries, damaged structures,

7.3 Fire Response

- Use fire extinguishers only if fire is small and manageable
- Evacuate through identified exit points
- Inform Police fire division immediately

7.4 Flood or Landslide

- Move to higher ground or upper floors
- Avoid electric outlets and waterlogged areas
- Disconnect main power supply

7.5 Pandemic Outbreak

- Activate health emergency protocol (isolation area, PPE usage)
- Remote teaching and continuation education plan,
- Coordinate with Ministry of Health, local Government and Local Health Centers,

8. Recovery Plan

8.1 Academic Continuity Plan

- Use of online learning platforms (LMS) during disruptions
- Alternate schedules or shifts for practical/lab classes
- Remote counseling and attendance tracking systems.

8.2 Assessment for Restoration

- Estate Manager submits report to DMC of the Academy within 48 hours
- Restoration of basic essential supply lines and focal points,
- Insurance claim (if applicable)

8.3 Psychological Support

- Establish student/staff mental health support mechanisms
- Access to counselor and peer support systems

9. Coordination with National Agencies

YT Nursing Academy shall coordinate with:

- Dzongkhag Disaster Management Committee
- Department of Disaster Management (DDM), Bhutan
- Royal Bhutan Police and Fire Services
- Ministry of Health for health-related emergencies
- BMHC for compliance and guidance

10. Budget and Resource Allocation

- A minimum of 2% of operational budget allocated annually for disaster preparedness
- Additional contingency fund for emergency relief and repairs

11. Monitoring and Evaluation

- Biannual review of preparedness level
- Post-drill de-brief and improvement planning
- Annual report by the Disaster Focal to the Management Board.

12. Policy Review and Updates

This guideline shall be reviewed annually or upon the occurrence of a major incident. Any amendments must be approved by the Disaster Management Committee of the Academy and shared with all stakeholders.

13. Annexures (Optional)

Campus Evacuation Map

1. Key Components:

- **Campus Layout**: Include classrooms, labs, administrative offices, hostels, cafeteria, restrooms, assembly areas, and entry/exit gates.
- **Emergency Routes**: Clearly marked primary and secondary paths from all key locations to designated assembly areas.
- **Safety Equipment Locations**: Indicate fire extinguishers, smoke detectors, first-aid kits, emergency power switches, and alarm systems.
- **Assembly Points**: Highlight at least two safe zones (e.g., large courtyard and open field) with clear, visible signage.

2. Student Awareness & Safety Posters

A. During an Earthquake Poster

- Title: "DROP, COVER, HOLD: Earthquake Safety Tips"
- Steps:
    1. Drop to your hands and knees.
    2. Cover your head under a desk or sturdy table.
    3. Hold on until shaking stops.
    o After shaking: evacuate calmly to assembly area.
- Visual Icons: person under table, arrows showing movement to safety area.

B. Fire Response Guide Poster

- Title: "If You Spot Fire—Act Fast!"
- Checklist:
    1. Sound the fire alarm.
    2. Use the nearest extinguisher (if small and safe).
    3. Evacuate via staircase—no elevators.
    4. Assemble in the courtyard.
- Visuals: fire extinguisher, alarm bell, running person, assembly point icon.

C. Flood or Landslide Alert Poster

- Title: "Flood/Landslide Safety—Stay Alert"
- Guidelines:
    1. Move to higher floors immediately.
    2. Avoid waterlogged areas and electric installations.
    3. Disconnect any electrical power supply if safe.
    4. Proceed to assembly zones once safe.
- Visuals: arrow pointing upward, floor levels, 'NO' water/electric icons.

3. Drill Conduct & Assessment Checklists

A. Fire/Earthquake Drill Checklist

Task	Responsible	Completed (✔)
Pre-drill briefing conducted	Safety Officer	
Alarm system tested	IT/Maintenance	
All zones evacuated within target time (e.g., 3 mins)	All Staff & Students	
Headcount taken at assembly points	Assigned Staff	
Drill debrief held and improvement points noted	DMC Members	

B. Post-Drill Evaluation Form

- **Strengths**: e.g., "Evacuation was quick and well-coordinated."
- **Areas for Improvement**: e.g., "Some drills got delayed due to locked doors—ensure backup keys available."
- **Action Items**: Assign tasks and deadlines (e.g., "Unlock all exit gates by next drill").
- **Sign-off**: Safety Officer + 2 committee members, with date.

Next Steps:

1. **Design Templates**
    - Use Canva, PowerPoint, or Adobe Illustrator to create visuals using the content above.
    - Ensure all text is clear and icons are visible even from a distance.
2. **Poster Placement**
    - Display posters in corridors, classrooms, labs, hostels, and near fire extinguishers.
    - Include evacuation map at common notice boards and halls.
3. **Training & Drill Scheduling**
    - Introduce these tools during orientation.
    - Set a calendar for quarterly drills.
    - Share checklist and posters with staff so everyone understands their roles.