

MINUTES OF THE 1st and 2nd QUARTER, 2019 MEETING OF THE "STATE SCHOOL SAFETY ADVISORY COMMITTEE (S-SSAC)" FOR MONITORING IMPLEMENTATION OF NSSP IN THE STATE HELD ON 21st August, 2019 AT 12:30 P.M. IN THE ASSAM STATE DISASTER MANAGEMENT AUTHORITY (ASDMA) CONFERENCE HALL.

- A. The 1st and 2nd Quarter meeting of the State-School Safety Advisory Committee was held under the Chairmanship of Smti. Madhurima Barua Sen, IAS, Secretary, Secondary Education. Shri. Fazlul Haque Chowdhury, ACS, Jt. Secretary, Secondary Education and Smti. Rita Gogoi, ACS Joint Secretary, Elementary Education was also present in the meeting. The meeting was convened by Smti. Meenakshi Das Nath, ACS, Jt. Secretary & State Project Co-ordinator, ASDMA.
- B. The stakeholders present in the meeting were from Health department, Directorates of Elementary & Secondary Education, RMSA, SCERT, Disaster Management, Fire & Emergency Services, UNICEF, Red Cross Society etc. List of stakeholders present in the meeting are at **ANNEXURE-A**. No representative from SSA, Assam attended the meeting.
- C. The Chairperson took detailed review on the action taken of Minutes of the 3rd & 4th State School Safety Advisory and Time Bound Action Plan in the meeting and expressed her concern on the strict implementation of the matter. The action taken on the minutes is at **ANNEXURE-B**. Chairperson directed to take decision on items pending action.
- D. ASDMA highlighted the issue of non-receipt of 2nd Quarter compliance report from the Education department. The other discussions and key resolutions taken during the meeting are as below-
1. Representative from RMSA informed the members that MHRD, Govt. of India has allocated approx. 630 lakhs towards implementation of School Safety in Assam. In order to avoid duplicity of efforts, Chairperson directed SSA/RMSA to submit details of budget allocated by MHRD, Govt. of India along with Action Plan for implementation of School Safety in Assam.
 2. Secondary Education department will direct SSA/ RMSA to ensure strict compliance on NSSP matters and for adherence to decisions pertaining to SSA/RMSA taken in State School Safety Advisory Committee (S-SSAC).
 3. Secondary Education Department will enquire with SSA/RMSA about space available in Mid-day meal calendar for publishing Disaster Management related information and budget requirement, if any.
 4. Non-compliance of any stakeholder to the directions of State School Safety Advisory Committee (S-SSAC) will be brought to the notice of Hon'ble' Chief Minister of Assam. The decision was taken due to poor representation of members of SSA in School Safety related matters.
 5. Smti. Rita Gogoi, Joint Secretary to the Govt. of Assam, Elementary Education was directed to liaise with Finance department regarding status of "Assam Comprehensive School Safety & Security Guidelines"
 6. Chairperson directed ASDMA to submit materials to the MD, Assam State Textbook Production and Publication Corporation, SEBA & AHSEC for printing of safety information in cover page of Textbooks (preferably in the inner page of back cover). Representatives from SCERT informed that contents should be submitted to SEBA /AHSEC within **10th September, 2019**.
 7. Chairperson directed Directorate of Elementary and Secondary Education to submit proposal to SSA /RMSA along with guidelines for procurement of "School Disaster Management Kit"

8. ASDMA will provide training to the District Project Engineers and Junior Engineers (SSA/RMSA) on structural safety matters of schools. Education department (SSA) will nominate Engineers for the training.
9. One refresher training on "NSSP Quarterly Compliance report" will be conducted next year by ASDMA for the District Nodal Officers, NSSP in collaboration with the Education Department.
10. Representative from UNICEF, Assam highlighted the initiatives taken during Flood, 2019 through a power point presentation on the Pilot initiative of developing Child Friendly Spaces in Emergencies (CFSiE) in Assam. UNICEF informed that the road ahead for CFSiE would be a lessons learnt workshop, notification of a detailed guideline, integration of CFSiE in routine training programmes of ASHA, AWW, Teachers etc., development of District level SOPs, Pre-notification of CFS wise deputation by respective line department, making CFSiE mandatory for all designated relief camps, Standardization of CFSiE Curriculum, alternative arrangements (design, materials and resources) for displaced children taking shelter elsewhere (other than relief camps)etc. .
11. Joint Secretary to the Govt. of Assam, Secondary Education Department requested UNICEF to ensure inclusion of special provisions for Children with Disability in the CFSiE guideline.
12. ASDMA developed a Guideline for District School Safety Advisory Committees (DSSAC) and shared the same with all members during the meeting. Chairperson suggested that the draft guideline should be shared with all NSSP stakeholders for inputs or comments. Draft guideline is at **ANNEXURE-C**.
13. State Fire & Emergency Services submitted list of **916 schools** in which Fire safety audit and mock drills were conducted from April, 2018 to March, 2019. However ASDMA requested F&ES to submit findings of the safety audit and actions suggested for the schools based on findings of audit.

The meeting ended with a Vote of Thanks from the chair.

The Secretary to the Govt. of Assam
Secondary Education Department
Janata Bhawan, Dispur

Memo No. ASE 261/2014/192

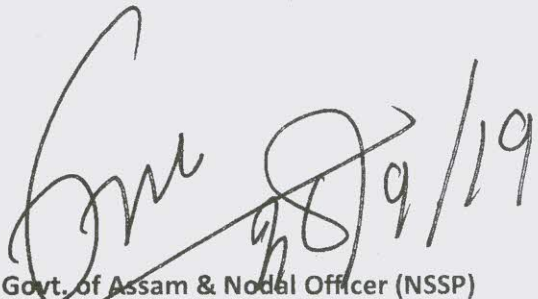
Dated Dispur the

26/9/19

Copy to:

1. The Spl. DGP & Director Fire &ES, Assam, Panbazar, Ghy-1...for information.
2. The Director General, Civil Defence Organization, Laksmi Mandir, Beltola, Ghy....for information.
3. The CEO, ASDMA.....for information.
4. The MD, RMSA, Kahilipara.....for information & n.a.
5. The MD, SSA, Kalihipara.....for information & n.a.
6. The Commissioner & Secretary, H&FW Deptt..for information
7. The Secretary, H&FW Deptt. E Block, 2nd Floor, Janata Bhawan, Dispur-06
8. Smti. Rita Gogoi, Joint Secretary, Elementary Education, Dispur, Ghy-06... for information & n.a.
9. Smti.Meenakshi Das Nath, Joint Secretary (Rev & DM) & SPC, ASDMA.....for information & n.a.
10. The Director, Secondary Education, Kahilipara.....for information & n.a.
11. The Director, Elementary Education, Kahilipara.....for information & n.a.
12. The Director, SCERT, Kalhilipara.....for information & n.a.

- 13. The General Secretary, Indian Red Cross Society, Assam State Branch, Ghy-3 .for information & n.a.
- 14. Smt. Krishna Boruah, ACS, OSD, RMSA, Assam, Kahilipara, Ghy-19.....for information & n.a.
- 15. Shri. B.B Roy, Senior Staff Officer, O/o the DGCD, Beltola, Govt. of Assam ...for information & n.a.
- 16. Shri Hemanta Talukdar, Junior Staf & Nodal Officer, (NSSP), O/o the DGCD, Beltola, Govt. of Assam ...for information & n.a.
- 17. Shri. Tapan Kalita, Deputy Director, Office of Director Secondary Education, Assam Kahilipara-19.....for information & n.a.
- 18. Shri Titu Gogoi, Deputy Director, Office of the Director, Elementary Education, Assam, Kahilipara, Ghy-19....for information & n.a.
- 19. Smti. Jayshree Khersa, Deputy Director, State Fire & Emergency Services...for information & n.a
- 20. Shri. Ram Chandra Bhakat, Di(APS) Divisional Officer (HQ) & Nodal officer(NSSP), State Fire & Emergency Servicesfor information & n.a.
- 21. The Chief of Field Office, UNICEF, Assam.....for information & n.a.



The Joint Secretary to the Govt. of Assam & Nodal Officer (NSSP)
Secondary Education Department
Janata Bhawan, Dispur

ANNEXURE-A

LIST OF MEMBERS ATTENDING 1ST & 2ND QUARTER SCHOOL SAFETY ADVISORY COMMITTEE MEETING OF 2019

1st & 2nd Quarter meeting of the State School Safety Advisory Committee (S-SSAC) held on 21/08/2019 at 12:00 Noon in the conference Hall of the Assam State Disaster Management Authority, Ancillary Block, Janata Bhawan, Dispur, Guwahati-06

Sl. No.	Name	Designation	Department
1	Smti. Madhurima Barua Sen, IAS	Secretary	Secondary Education Department
2	Shri F.H. Choudhury, ACS	Joint Secretary	Secondary Education Department
3	Smti. Meenakshi Das Nath, ACS	Joint Secretary & SPC, ASDMA	Revenue & DM department
4	Smti. Rita Gogoi, ACS	Joint Secretary	Elementary Education
5	Biren Chandra Borah	Joint Director	SCERT, Assam
6	Dr. Bhabendra Bordoloi	Joint Director	Health & FW
7	Jayshree Khersa	Dy. Director	F&ES
8	Tapan Kr. Kalita, AES	Deputy Director	Directorate of Secondary Education
9	Titu Gogoi, AES	Deputy Director	Directorate of Elementary Education
10	Ram Chandra Bhakat	Divisional Officer	Fire & E. Service
11	B.B. Roy	Senior Staff Officer	DGCD, Assam
12	Hemanga Talukdar	Junior Staff Officer	DGCD, Assam
13	Deepa K Basfore	State Prog. Associate, RMSA	RMSA, Assam
14	Diganta Bujarbaruah	General Secretary	Indian Red Cross Society, Assam Branch
15	Laba Sarma	Programme Officer	Indian Red Cross Society, Assam Branch
16	Ravindra Kumar Mishra	State Consultant	ODL, SCERT, Assam
17	Anand Kr. Kanoo	State DRR Consultant	UNICEF
18	Kavya Vani H.M.	Senior consultant, DRR Roadmap, UNIFEC	UNICEF
19	Rajesh Dutta	Engineering Consultant(Earthquake Mitigation)	ASDMA
20	Pritirekha Gogoi	PO, DM, Power	ASDMA
21	Nazifa Hazarika Ahmed	PO, DM, Health & FW Deptt.	ASDMA
22	Mridusmita Borah	Project Officer(DRR)	ASDMA
23	Ankur Bikash Dev	Project Officer(DRR)	ASDMA
24	Kishore Dutta	Project Officer(T&CB)	ASDMA

ACTION TAKEN ON 3rd & 4th QUARTER MINUTES OF THE STATE SCHOOL SAFETY ADVISORY COMMITTEE HELD ON 19 JANUARY, 2019

AGENDA	RESOLUTION	ACTION TAKEN
1	Chairperson directed MD SSA/RMSA & State Programmer MIS Mr. Jiten Kakoti and Mr Sahid Baksh to follow up with MHRD, Govt. of India regarding the matters of inclusion of DM format in UDISE. The matter was communicated to NEUPA and MHRD, Govt. of India for incorporation in their Annual UDISE exercise/Shalakash.	Done
2	Chairperson directed both the directorate to submit School Focal Point Teachers (SFPT) notification as early as possible and directed to procure contact details and email id of the School Focal Point Teachers from HRMIS portal of SSA/RMSA	Submitted
3	SCERT will nominate Resource Persons representing all the DIETS and all the districts for School Safety Trainings of ASDMA	Completed
4	Though SSA/RMSA notified Nodal Officers for inclusion DM format in UDISE and Quarterly compliance report but senior level officers not below the rank of OSD or Executive Director, SSA shall be nominated to look after overall NSSP implementation in SSA/RMSA	Not Done
5	Chairperson directed Fire & Emergency service to conduct mock drill in schools as per action plan and asked them to conduct the same in a monthly target wise manner. Fire & Emergency Services was asked to submit Mock Drill Plan for year 2019-20.	Action Plan not submitted but participated in "Great Assam school shakeout programme" of ASDMA
6	Chairman directed ASDMA to incorporate NSSP related information in the Mid- day meal calendar of Samagra Shiksha Abhiyaan (SSA)	Informed that Mid-day meal calendar does not have sufficient space, can be done only by inserting new page. ASDMA asked to submit content
7	Regarding the agenda No. 12, status of fund allocation for printing of DRR safety calendar for schools in Education department, Deputy Director, Elementary Education appraised the members that an amount of Rs.41,39,000/- has been earmarked for printing calendar for the financial year 2019-20	Status not known/Not included in this year budget, to be include in next year budget
8	UNICEF shared the 1 st Draft on Child Friendly Spaces (CFS) and field visit report in the meeting. Further it was informed that the draft guideline will be shared with all departments for their inputs and final draft will be placed in State Executive Committee for approval. It was also apprised to the members that UNICEF, Assam in collaboration with ASDMA will take up a pilot project in two districts for setting up model CFS	Pilot project Done Guideline will be placed in SEC after Lessons learnt workshop
9	Chairperson directed the Health & Family welfare department to complete the notification of MPWs for NSSP training as early as possible. Chairperson directed ASDMA to exchange contact details with Focal point of	Done

	Health Department and get the final list	
10	Chairman also directed MD SSA/ RMSA to look after strict adherence of SOP for quarterly compliance report which was circulated amongst the members during 2 nd Quarter meeting of SSSAC.	No compliance reported from SSA/RMSA
11	Chairman also asked the Education department on the status of "Assam Comprehensive School Safety and Security Guidelines" and the representatives of the Education department apprised the Chairman and members that the file has been moved to the Finance department for concurrence.	No information
12	SSA/RMSA will extend all co-operations for smooth implementation of National School Safety Policy in Assam.	
13	Chairman, S-SSAC directed Education department to conduct training programme for District Nodal Officers of the education department on 24 th January 2019 as against 28 th January 2019 due to upcoming assembly budget sessions. But later on, while briefing the Commissioner Secretary Education department on this matter, approved the file for the training on 2 nd February 2019	Completed
14	Chairman apprised the members that textbook printing process has already been over so directed ASDMA to share the necessary information with the Education department and SCERT. SEBA and AHSEC will be consulted in this regard for their suggestions.	Information will be shared by ASDMA once content and designs are finalized. ASDMA will share information by end of Nov,2019
15	Under miscellaneous matters Education department apprised the members about the proposal for procurement of items for School DM Kit to be given to schools. The Chairman directed the Education department to make a detailed feasibility study on implementation of the same in collaboration with ASDMA	Not done yet
16.	Under AMRUT city mock drill program me the Chairman suggested that AMRUT city project in Assam is in its initial phase and programmes like Mock drill etc. may continue under AMRUT city in later phase.	Due to continuous compliance reports sought by NDMA, ASDMA has made fund provision for FY-2019-20

Guidelines to District School Safety Advisory Committees (D-SSAC):

1. Ensure quarterly meetings are held with all stakeholders including Block-School Safety Advisory Committees to review the school safety across District. Minutes of Quarterly meetings should be sent to the SDMA along with action taken on minutes of previous quarter.
2. Develop a "District Wide School Safety Plan" as well as plans for each school in the system. Accordingly direct BSSAC to take necessary action as below:
 - A. Direct the BSSAC to monitor preparation of "School Disaster Management Plan (SDMP)" in all schools under the Block in a phase wise manner. The School Focal Point Teacher (SFPT) which receive training on SDMP preparation will immediately prepare "SDMP" for his own school and submit to Block for verification
 - B. Block-SSAC will visit schools which prepared SDMP and suggest if any modifications required in SDMP. Members of Fire Safety team will conduct safety audit during the visit and submit report to D-SSAC for corrective measures if required. SSA/RMSA Engineers or any other Engineer trained on RVS/Structural safety will inspect the School Building and submit report to D-SSAC
 - C. Block will review SDMP of at least 12 schools in each quarter and submit report to D-SSAC for review and approval. D-SSAC will issue instruction to initiate action on corrective measures immediately for each quarter
3. DSSAC will direct Headmaster or Principal of the school to take immediate corrective measure suggested by F&ES & Engineer
4. Chairman D-SSAC will explore funds from corporate bodies under CSR/ MP-LAD fund or any fund from external donor agencies to develop/ make a school resilient enough to disasters. Vulnerable school infrastructures will be given utmost priority in this selection. Before taking any structural intervention, DSSAC will send details of proposal to the S-SSAC for review/comments. D-SSAC may appoint a panel of technical agencies involving certified or trained Structural Engineers/Engineering consultants etc. to advice on resilient designs for school buildings.
5. Headmaster will submit report to B-SSAC on corrective measures taken on recommendations of inspection team. And B-SSAC will submit report to D-SSAC.
6. Chairman, D-SSAC will be responsible for reviewing the "Quarterly Compliance Report" to be submitted to NDMA. Inspector of Schools & District Elementary Education Officer (District Nodal Officer, NSSP) will justify all the data/figures submitted in the format and Chairman, D-SSAC will verify the figures so as to ensure that erroneous data is not submitted to the State.
7. The DSSAC resolutions along with "Quarterly Compliance Report" for each quarter should be submitted to the State Headquarter 10 days ahead of each quarter ending.
8. DPO, DDMA will be responsible for timely submission of Minutes of Meeting and related information to the State HQ.
9. D-SSAC shall be responsible for compliance of all instructions issued by the State School Safety Advisory Committee (S-SSAC) from time to time.

10. D-SSAC will review the "Child Death Quarterly Reporting Format" and submit the signed format at the end of each quarter

Additionally DSSAC will ensure the following:

1. District-level baseline of schools to be made safer. These can be assessed through "Rapid Visual Screening" or any other tool to cover all hazards relevant to the area.
2. Proximity of emergency and crisis service agencies, their capabilities and consequently their expected response time;
3. Physical infrastructure and facilities to resist known hazards that are relevant to capacity of school
4. Information related to the existing resources and capacities in the school and the community with regard to disaster management;
5. Information related to hazards and risks posed by other facilities in the vicinity of the school e.g. any industrial establishments producing hazardous materials.