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कार्यालय उपनिदेशक प्रारम्भिक शिक्षा ,

ऊना, जिला ऊना (हि0प्र0) ।

दिनांक 11/12/24

ऊना

सेवा में

समस्त प्रधानाचार्य/मुख्याध्यापक  
राजकीय वरिष्ठ माध्यमिक पाठशाला/राजकीय उच्च पाठशाला  
ऊना, जिला ऊना (हि0प्र0) ।

समस्त प्रभारी राजकीय माध्यमिक पाठशाला  
ऊना, जिला ऊना (हि0प्र0) ।

समस्त खंड प्रारम्भिक शिक्षा अधिकारी  
ऊना, जिला ऊना (हि0प्र0) ।

समस्त निजी पाठशाला प्रबंधक/प्रधानाचार्य  
ऊना, जिला ऊना (हि0प्र0) ।

विषय:-

Regarding make Disaster Management Plan under School Safety Programme.

महोदय,

उपरोक्त विषय के संदर्भ में उपायुक्त महोदय की अध्यक्षता में दिनांक 03.12.2024 को संपन्न हुई आपदा प्रबंधन के बारे में बैठक के तहत आप सभी को निर्देश दिये जाते हैं कि आप सभी स्कूल सुरक्षा योजना के तहत आपदा प्रबंधन योजना तैयार करना सुनिश्चित करें, ताकि किसी भी प्रकार की आपदा से सभी सुरक्षित बच सकें।

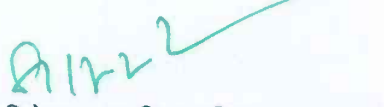
उक्त के संदर्भ में आप सभी को यह भी निर्देश दिये जाते हैं कि जिला के सभी पाठशाला प्रमुख आपदा प्रबंधन योजना तैयार जल्द से जल्द School Safety App पर अपलोड करना सुनिश्चित करें


इसे अति आवश्यक समझा जाये।

संलग्न:- 1 पेज ।

पृ0सं0 उपरोक्त  
प्रतिलिपि

1. उपायुक्त महोदय ऊना, जिला ऊना हि0प्र0 को सूचनार्थ प्रेषित है।

  
उपनिदेशक प्रारम्भिक शिक्षा,  
ऊना, जिला ऊना हि0प्र0 ।  
दिनांक उक्त

  
उपनिदेशक प्रारम्भिक शिक्षा,  
ऊना, जिला ऊना हि0प्र0 ।



**Minutes of Meeting regarding "Preparedness of the line departments and the District regarding impending Winter Season, 2024" held on 03<sup>rd</sup> December 2024 at Office of Deputy Commissioner, Una under the Chairmanship of Sh. Jatin Lal, IAS, Deputy Commissioner, Una.**

On 03<sup>rd</sup> December 2024, DDMA meeting has been conducted under the chairmanship of Sh. Jatin Lal, IAS, Deputy Commissioner, Una, Himachal Pradesh to assess the preparedness and mitigation measures to cope with Winter Season, 2024, in the District Una. The meeting inaugurated with the welcome notes from Coordinator, DDMA Una. During the meeting, the following points were highlighted and discussed in details.

**The Chairman gave the following directions to all attendee departments:**

1. The Chairman gave a brief overview of agenda points of Video Conference on Winter Preparedness held under the Chairmanship of Worthy Chief Secretary to the Government of Himachal Pradesh.
2. During the meeting chaired by the Deputy Commissioner, Una the special focus was on evaluating preparedness and mitigation measures to address potential fire incidents during the winter season, most of the cases regarding fire accidents in offices/buildings occur due to short circuit, overheating, overloading, substandard equipment, wrong connection of electrical wires and negligence. To avoid such fire incidents, the following directions were given to the line departments:

- Nominate one employee from the office who should ensure to switch off all the electrical appliances while returning from the office at the end of office hours every day. Whatever electronic equipments have in the office, keep checking their wiring at regular intervals.

- It is directed that electrical points/connections in all Government/Private offices/buildings be thoroughly inspected to ensure that there is no leakage due to increased usage/load due to use of heating appliances in the upcoming winter season. As a result, the risk of electrical hazards can be reduced and no untoward fire incident occurs.

Handwritten notes in green ink:  
07/12/2024  
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- All Heads of Departments are directed to get inspection and fire safety audit done by the Fire Department or any other authorized agency recommended by the Fire Department regarding the availability of fire safety and fire safety equipment in their offices/buildings.
- During the winter season, to maintain the flow of heat in homes/offices electric heaters, blowers, coal stoves etc. are used. Therefore, ensure to make proper arrangements for exhausting the smoke/gas generated while using such equipment in the rooms.

**(Action by: All Line Departments of District Una)**

3. Chairman issued directions to all the SDMs to identify areas prone to extreme cold and vulnerable groups, including the homeless, elderly and children. Locate areas where temporary night shelters may be required and establish them with adequate heating, blankets, and basic amenities. Coordinate with NGOs and local organizations for resource mobilization.

**(Action by: All the SDMs of District Una)**

4. Keeping in view the school safety, the Chairman directed the Higher Education and Elementary Education Department to make students aware of fire incidents in all government and non-government educational institutions and also provide the information regarding the use of fire safety equipment. In addition, the Government has developed "School Safety App" designed to promote a safety culture within in all educational institutions in the state. Therefore, the Education Department, Una was instructed that all the schools of the district should prepare the Disaster Management Plan of their school and upload it in this app and for any query/ information contact 1077.

**(Action by: Higher & Elementary Education Department)**

5. The Chairman directed HPPWD and National Highway Authority to implement appropriate measures in fog- prone areas during the winter season to ensure public safety i.e. install reflective markings and warning signs to enhance road safety in fog-prone areas. Use solar-powered blinking lights on sharp curves and intersections.

**(Action by: HPPWD and NH Authority, Una)**

6. Cold weather poses a potential threat to the health and comfort of expectant mothers as well as the medical professionals caring for them. Maintaining optimal temperature is important to ensure a safe

and comfortable environment during labor and delivery. In this regard, Health Department Una has been directed to immediately implement effective heating solutions in the delivery rooms of hospitals and related health facilities in District Una. Also ensure all Primary & Community Health Centres (PHCs & CHCs) and hospitals are stocked with adequate medicines and equipment to treat cold-related illnesses.

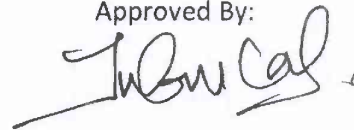
**(Action by: Health Department Una)**

7. Through the District Public Relations and Information Department, Una the Chairman appealed to the people during the winter season, to maintain the flow of heat in homes/offices electric heaters, blowers, coal stoves etc. are used. Therefore, ensure to make proper arrangements for exhausting the smoke/gas generated while using such equipment in the rooms. At the village/panchayat level not to set fire to grass in their private agricultural fields and forests and to be alert about fire incidents. If any incident occurs, immediately contact the district administration on toll free number 101, 1077. In addition, DPRO Una was directed to coordinate with DDMA to issue regular advisories in local media to educate the public on cold weather precautions, such as proper clothing and heating safety and Dos and Don'ts during the cold wave through print and digital media.

**(Action by: DPRO, Una)**

At last, Coordinator, DDMA Una gave a vote of thanks to the Chairman for providing his valuable time and directions to all concerned departments regarding the preparedness to tackle any disaster situation in the coming Winter Season 2024.

Approved By:



(Jatin Lal, IAS)  
Chairman DDMA-cum-  
Deputy Commissioner, Una  
District Una (HP).

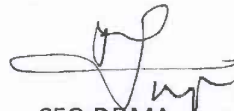
Endst. No. 1271-1293 /DRO/Relief-DDMA

Dated: 06-12-2024

Copy forwarded to the following for information and necessary action, please.

1. The Superintendent of Police, Una.
2. The Sub Divisional Magistrate Una/Amb/Bangana/Haroli/Gagret District Una.

3. The Commandant, Home Guards, 12<sup>th</sup> Bn. Una.
4. The Divisional Forest Officer, Una.
5. The Chief Medical Officer, Una.
6. The Joint Director Industries, District Industries Center, Una.
7. The Superintending Engineer, IPH (Jal Shakti Vibhag), Una.
8. The Superintending Engineer, Swan River Flood Mgt., Una.
9. The Superintending Engineer, 15<sup>th</sup> Circle HPPWD, Una.
10. The Superintending Engineer, HP State Electricity Board, Una.
11. The Project Officer, DRDA, Una.
12. The District Panchayat Officer, Una
13. The Deputy Director Higher Education, Una.
- ✓ 14. The Deputy Director Elementary Education, Una.
15. The Deputy Director of Agriculture, Una.
16. The Deputy Director Horticulture, Una.
17. The Deputy Director Animal Husbandry, Una.
18. The Fire Officer, Fire Services Una.
19. The District Food & Supply Controller, Una.
20. The District Public and Relation Officer, Una.
21. All the Head of Departments of District Una.



CEO DDMA-cum-  
Additional Deputy Commissioner, Una  
District Una (HP).