



འཛིན་སྐྱོང་མེད་དབང་ཕྱག་སྒྲོག་མེ་སྤྱོད་བདར་སྤེལ་ཁང་།
ལས་མི་འཆར་གཞི་དང་རིག་ཆུལ་གོང་འཕེལ་ལས་ཁུངས།

Jigme Wangchuck Power Training Institute
Department of Workforce Planning and Skills Development
Ministry of Education and Skills Development
Dekiling: Sarpang



Terms of Reference (ToR) – Disaster Management Focal Person

Responsibilities:

1. Coordinate and oversee the implementation of disaster preparedness and response plans within the institute.
2. Identify potential risks and hazards such as fire, earthquake, electrical accidents, and natural disasters, and recommend preventive measures.
3. Develop and update the Institute Disaster Management Plan and emergency procedures.
4. Organize disaster preparedness drills (fire drill, evacuation drill, etc.) for staff and trainees.
5. Ensure availability and maintenance of emergency equipment such as fire extinguishers, alarms, first aid kits, and evacuation signage.
6. Conduct awareness and training programs on disaster preparedness, safety, and emergency response.
7. Coordinate with relevant agencies such as local authorities, fire services, and disaster management offices during emergencies.
8. Maintain records and prepare incident and disaster reports and submit them to management.
9. Advise management on improving institutional safety and disaster risk reduction measures.

(Karma Dorji)
Training Director
JWPTI