

## **Background:**

As per instructions of Government of the Punjab, all departments are required to formulate a comprehensive Contingency War Plan and urgent meeting be carried out with all stakeholders for submission by **9<sup>th</sup> May, 2025 (Annex-A)**.

## **Introduction:**

Literacy & Non-Formal Basic Education Department, Government of the Punjab was established in 2002 having the mandate to provide basic education to Out of School Children (OOSC) and to impart integrated literacy and life skills to illiterate adults through Non-Formal means to the poorest of the poor and marginalized segments of the society. So far, the department has provided non-formal basic education and literacy to 4.6 million OOSC and illiterate adults in Punjab. Currently, 20,495 NFEIs are operational with 666218 OOSC enrolled. 53% students enrolled in non-formal schools are girls whereas, 85% teachers teaching in non-formal schools are female.

At present, the Human Resource of the department consists of more than 760 employees serving at provincial and district level.

## **Objective:**

The objective of this document is to ensure level of preparedness, response and mitigation at Literacy & Non Formal Basic Education Department, Directorate General of Literacy & Non Formal Basic Education and field formation in prevailing war like situation for pre-war, during-war and post-war situation. For this purpose, Focal Person, Core Emergency Teams and Emergency Response Teams at district-level have been notified.

### **Focal Person for liaison with Emergency Core Team and DEOs (Literacy):**

Mr. Muhammad Arshad, Deputy Director (Operations-II) has been notified as Focal Person. His contact number is 0322-4747677.

### **Control Room:**

A control room comprising emergency core team is established at head office level.

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Landline No.</b>	<b>Contact No.</b>
i.	Ms. Mouzama Masood Butt	Director (Operations)/ Director (Curriculum & Research)	042-99205499	0300-4308538
ii.	Mr. Irshad Hussain	Director (Monitoring & Assessment)	042-99204566	0302-8979032
iii.	Mr. Muhammad Naeem Mukhtar	Director (Admn & Finance)	042-99205391	0333-4209343
iv.	Ms. Safia Sultana	Director (Training & Capacity Building)	042-99205279	0333-6731595
v.	Mr. Muhammad Arshad	Deputy Director (Operations-II)	042-99204653	0322-4747677

### **Emergency Core Team:**

The members of Control Room at provincial level will act as Emergency Core Team of Literacy & NFBE Department and Directorate General of Literacy & NFBE:-

### **Emergency Response Team:**

Following Emergency Response Team has been notified at head office level for Literacy & NFBE Department and Directorate General of Literacy & NFBE:-

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>
i.	Mr. Qamar Shahzad	Programmer (Networking)	0331-7032500
ii.	Mr. Faisal Maroof	Assistant Director (Assessment)	0303-5478545
iii.	Mr. Irfan Mehmood	Assistant Director (C&R)	0332-6268262
iv.	Mr. Hafiz Muhammad	Assistant Director	0336-0333039

	Waseem	(Operations-IV)	
v.	Mr. Maula Nazar Khan	Assistant Director (ADMN-III)	0345-7001189
vi.	Mr. Mudassar Ali	Assistant Director (Budget)	0342-4319196
vii.	Ms. Kaneez Aisha	Assistant Director (Monitoring)	0300-4340437
viii.	Ms. Naveen Shujaat	Assistant Director (T&CB)	0323-4613796

### **Instructions for emergency response team at head office level:**

- i. Emergency response team (ERT) shall have a meeting with their staff and give them briefing on prevailing war situation.
- ii. ERT shall make a state of preparedness.
- iii. Keep emergency Kit, First Aid Kit ready.
- iv. Conduct Mock exercises.
- v. Display emergency Contact Number at prominent places in office.
- vi. Make a plan for emergency exit for the building.
- vii. Ensure evacuation drills in Alfalah Building.
- viii. Keep close coordination with district administration, police, emergency services, civil defense and allied agencies.
- ix. Make a control room by disseminating contact numbers of emergency response team with staff, teachers and parents of learners.

### **Provincial Contingency War Plan:**

- i. Focal Person has been notified to liaise with the Officers/Officials of the Department as well as Directorate General of Literacy & NFBE and field formation in case of any emergency situation vide letter No. AD(ADMN-Security)1-3/2025 dated 07-05-2025 (**Annex-B**).
- ii. All types of leaves (except Maternity Leave, Medical Leave, Study Leave and Ex-Pakistan Leave) have been cancelled as directed by S&GAD vide letter No. SO(I&C-I)5-19/2025 dated 07-05-2025 (**Annex-C**).

- iii. All official tours/visits have been cancelled with immediate effect by Directorate General of Literacy & NFBE vide letter No. AD(ADMN-Misc)1-3/2024 dated 07-05-2025 (**Annex-D**).
- iv. All Officers/Officials on official tours/visits have been directed to report to their original place of posting until further orders vide letter No. AD(ADMN-Security)1-3/2025 dated 07-05-2025 (**Annex-E**).
- v. All staff including DEOs (Literacy) have been directed to remain available 24/7 and keep their Cell Phones ON, fully charged and ready to respond to all officials Calls, in the line of duty as and when required.
- vi. All District Education Officers (Literacy) are directed to have close liaison with the District Education Authorities to cater with the emergent situation during War activities.
- vii. All DEOs (Literacy) may conduct drills in the Centers with the help of Chief Executive Officers of District Education Authority and to motivate Non-Formal Teachers and Learners with regard to follow safety protocols of War.
- viii. All DEOs (Literacy) may also be directed to collect and maintain complete data e.g. names, phone numbers, address, etc. of Non-Formal Teachers and Learners.

### **Preparedness Measures at Head Office:**

- i. Mock Exercises.
- ii. Display of Emergency Numbers.
- iii. Attendance of staff at the time of arrival and departure by Rana Abdul Rauf, Deputy Director (Admn) and Mr. Qamar Shahzad, Programmer (Networking).
- iv. Complete list of staff with their contact numbers and addresses available with Deputy Director (Admn).
- v. Masjid at ground floor is earmarked as assembly area.

### **Maintain an emergency kit containing:**

- i. First-aid supplies and essential medications have been procured.
- ii. Flashlights have been procured.

## **Safety Protocols by Administrator Alfalah Building:**

The Administrator, Alfalah Building, Lahore has been requested to take following measure immediately vide letter No. AD(ADMN-Security)1-3/2025 dated 07-05-2025 **(Annex-F)**.

- i. Emergency Exits of the Alfalah Building may be get cleared
- ii. Alarm System be made functional
- iii. Availability of Fire Extinguisher and in working condition
- iv. Arrange drills with Evacuation plan
- v. Earmarking of assembly areas
- vi. Nomination of Focal Person for Alfalah Building

## **Actions During an Alarm/Warning:**

- i. Immediately turn off all lights to minimize visibility
- ii. Calmly move to the designated safe area and stay indoors.
- iii. Secure all doors, windows, etc.
- iv. Use stairwells (not elevators).

## **Evacuation Protocol:**

- i. Staff shall evacuate themselves through emergency exits, notified by Administrator Al-falah Building, Lahore.
- ii. Carry your emergency kit, vital documents (ID. insurance), and personal essentials.
- iii. Turn off electrical appliances, gas lines, and water taps before leaving.
- iv. Exit using stairwells only, elevators are strictly prohibited.

## **General Safety Reminders:**

- i. Avoid panic: proceed calmly during emergencies.
- ii. Stay updated via official community alerts or authorities.
- iii. Assist neighbors, especially seniors or those needing help.

### **District Level Emergency Response Team:**

Following district-level Emergency Response Team is notified. The DEO (Literacy) shall be focal person of the department at district-level

- i. DEO (Literacy)
- ii. Literacy Coordinator/(Senior LM where LC is not available)
- iii. District Trainer (Focal Person of T&CB)
- iv. Monitor (Focal Person of M&A)
- v. Literacy Mobilizer (to be nominated by DEO)

### **District-Level Staff:**

The detail of staff at district level is at **Annex-I**

### **District Level Instructions:**

- i. DEOs shall have a meeting with their staff and give them briefing on prevailing war situation.
- ii. Make a state of preparedness
- iii. Keep emergency Kit, First Aid Kit ready
- iv. Conduct Mock exercises
- v. Display emergency Contact Number at prominent places in office
- vi. Make a plan for emergency exit for the building
- vii. Ensure evacuation drills in NFEIs
- viii. Keep close coordination with District Administration, Police, Emergency Services, Civil Defense and Allied Agencies.
- ix. Make a control room by disseminating contact numbers of emergency response team with staff, teachers and parents of learners.

### **District Wise Contingency Plan by DEOs (Literacy):**

District-wise contingency plan has been obtained and consolidated. **(Annex-J)**

## **Contingency War Plan for Schools:**

- i. DEOs (Literacy) shall pass on instructions to school teachers for necessary measures in case of emergency / war like situation in the vicinity of school.
- ii. Teachers, relevant District Trainer, Literacy Mobilizer and Monitors shall be responsible for
  - a. Safety of students, staff, and educational infrastructure in times of crisis.
  - b. Safe evacuation of children
  - c. Conduct regular security audits and vulnerability assessments.
  - d. Identify high-risk schools and establish priority protection measures.
  - e. Develop specific threat response protocols for different scenarios (e.g., armed conflict, airstrikes, civil unrest).

## **Evacuation & Shelter Plans (teachers or LMs):**

- i. Teachers under supervision of DLM / DT / LM / Monitor shall designate safe zones and emergency shelters within the school premises.
- ii. Conduct evacuation drills regularly to familiarize students and staff with protocols.
- iii. Maintain updated emergency exit routes and signage.

## **Communication & Coordination (DEOs):**

DEO (Literacy) shall make arrangements to

- i. Establish a 24/7 crisis communication system with teachers and local authorities.
- ii. Establish emergency contact involving teachers, students, and parents.
- iii. Provide secure two-way communication.

## **Mobilization of Staff & Students:**

- i. Train teachers and administrative staff in emergency response measures.
- ii. Educate students on basic survival skills, including first aid and fire safety.
- iii. Assign student leaders to assist during crises.

## **Medical & Psychological Support:**

DEO (Literacy) shall

- i. Maintain First-Aid Kits & ensure access to emergency medical personnel.
- ii. Provide mental health counseling for students affected by conflict.
- iii. Train staff in handling trauma-related responses.

## **Collaboration with Government & NGOs:**

DEO (Literacy) shall

- i. Work with law enforcement agencies for security reinforcement.
- ii. Partner with humanitarian organizations for assistance and relief programs.
- iii. Ensure school closure and reopening guidelines align with official instructions.

## **Post-Crisis Recovery & Education Continuity:**

DEO (Literacy) shall

- i. Implement alternative learning strategies like remote education (if needed).
- ii. Organize relief efforts for affected families and students.
- iii. Document lessons learned and revise contingency plans accordingly.

## **Coordination with District Administration, Police, Emergency Services, Civil Defense and Allied Agencies:**

DEO (Literacy) shall

- i. Have close coordination with District Administration, Health Department, Police, Emergency Services, Civil Defense and Allied Agencies Services, District Education Authorities and with Civil Administration.
- ii. Ensure Teachers and Learners safety by announcing the immediate closure of Non-Formal Education Centers in the Province and suspension of ongoing examinations.
- iii. Identify shelters and making them functional.
- iv. Request to civil administration in district to ensure fool proof security measures to hostile with further attacks.
- v. Motivate all officers, officials, teachers and learners to keep their moral high.
- vi. Maintain a state of preparedness.
- vii. Have close coordination with the Home Department for any necessary support.