



**DIRECTORATE  
OF SCHOOL EDUCATION & LITERACY**  
*Meghalaya :: Shillong*

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No. DSEL/ABP/MDM/5/2016/15,

Dated Shillong, the 31<sup>st</sup> August, 2016

**From :** Shri. A. Ch. Marak, MCS,  
Director of School Education & Literacy,  
Meghalaya, Shillong.

**To :** The Sub Divisional School Education Officer  
Shillong/ Sohra/ Nongpoh/ Nongstoin/ Mairang / Mawkyrwat/ Jowai/  
Amlarem/ Khliehriat/ Williamnagar/ Resubelpara/ Tura/ Dadenggere/  
Ampati/ Baghmara.


**Subject:** Contingency Plan.

Sir/Madam,

With reference to the subject cited above, I am to inform you that the Government of Meghalaya has approved a Contingency Plan to be used for all LP/UP Schools serving Mid Day Meal. In this regard you are hereby directed to circulate the contingency plan (enclosed) to all schools in your respective Sub-Division which serve Mid Day Meal.

This is for favour of your action and necessary action.

Yours faithfully,


  
Director of School Education & Literacy,  
Meghalaya, Shillong.

Memo No. DSEL/ABP/MDM/5/2016/15-A,

Dated Shillong, the 31<sup>st</sup> August, 2016

*Copy to:-*

1. The Commissioner & Secretary to the Govt. of Meghalaya, Education Department for information.
2. The Special Officer to the Govt. of Meghalaya, Education Department for information.

  
Director of School Education & Literacy,  
Meghalaya, Shillong.

## **CONTINGENCY PLAN**

In order to avoid any untoward incidents and for better implementation of MDM it is proposed that a contingency plan be circulated to all schools where cooked meal is being served.

### **A. Food Poisoning Safety:**

In order to avoid food poisoning, all schools serving MDM should see that:

- i. Food found to be contaminated, poisoned, stale or inedible shall not be given to the Children. This food shall also not be thrown in the open space but should be buried underground.
- ii. Re-usage of cooking oil should not be done.
- iii. Children should wash their hands properly before and after having food.
- iv. At least one or two teachers if possible with one parent should taste foods before serving to the children and then should sign in the Taste Register.
- v. The remaining ingredients of mid-day meal like Soya, Dal, Oil etc suspected to have caused food poisoning shall not be used further till it is examined and cleared by the competent authority.
- vi. If any Students, Teachers, Cook-cum-helper, or any Members complaining vomiting after consuming Mid Day Meal shall be immediately taken to the nearby hospital.
- vii. Sample of the food may be kept in a container for laboratory testing and one sample may be sent to the Government Food Research Laboratory or any Laboratory accredited or recognize by Government. If possible immediate arrangement may be made to give good quality biscuit and banana to the children.
- viii. In case of food poisoning, an FIR is to be lodged with police for enquiry and apart from that a join inquiry should be conducted by the DCs, SDSEOs, BMCs, etc. and Doctor.

**B. Clean and Portable water:**

- i. Headmaster/ Head teacher/ Teacher in charge/ SMC/ CCH have to make sure that water is good for drinking and cooking.
- ii. The source of water i.e., tubewell, open well, tap water, etc need to be kept clean and hygienic for cooking and drinking.
- iii. For Places affected by floods, the tube-well, open well etc. submerged in flood water need to be clean and cleared by the PHE Department for reuse of water. The telephone numbers of PHE authority for repair and maintenance shall be written on the school wall.

**C. Waste Disposal:**

- i. Non-biodegradable wastes like polythene, tetra pack, plastic bottle, etc produced everyday from Mid Day Meal should be disposed off in a covered bin or container.
- ii. Biodegradable Wastes like left out foods, vegetables peels, etc need to be thrown in the dumping yard or burying underground. Under no circumstances the schools environment be allowed to be unhygienic.

**D. Kitchens Sheds and Storage safety:**

- i. Kitchen sheds and store room should be clean, hygienic and properly ventilated.
- ii. Proper storage of Food grains, Salt, Oil, and other condiments in clean and air tight containers should be maintained. Proper storage for vegetables should also be maintained.
- iii. Kitchen sheds should not be constructed near the toilets/ bathrooms.
- iv. Cooking utensils should be properly cleaned before and after cooking.
- v. Rice and vegetables should be washed properly before cooking.

**E. Fire Accident Safety:**

- i. Mid Day Meal is being cooked either by using firewood or Kerosene stove or chulha or LPG Cylinder. For use of these types of energy the cook-cum-helper need to be oriented before its use.
- ii. Firewood should not be kept near the fire place as it can easily catch fire and be hazardous to life and property in the school.
- iii. Fire Extinguisher should be installed preferably near the kitchen.
- iv. In no circumstances the kitchen sheds be constructed having fire prone materials.
- v. Cook-cum-helpers should wear apron while cooking in order to avoid catching of fire.
- vi. A First-Aid kit should be kept available in the schools in case of emergency used.

- vii. Telephone numbers of Fire Brigade, Police Station, District Hospitals, Ambulance, etc have to be written on the wall of the schools very prominently in conspicuous places for emergency help. The format is given in the following

<b>EMERGENCY CONTACT NUMBERS</b>	
<b>Office Desk</b>	<b>Contact Number</b>
PHCs / CHCs	
District Hospitals	
Ambulance	
Police	
Fire Brigade	
Complaints No.	

**F. Personal Hygiene of Cook Cum Helpers(CCH):**

- i. CCHs should maintain personal hygiene. They should keep their nails short and clean, should wear apron and head gear while cooking.
- ii. In case the CCH is having contagious or infectious diseases or open wounds, he/she shall not be allowed to cook till he/she recovers and the SMC should find a temporary replacement.
- iii. Tasting of food must be done with spoon and not with hands.

**G. Maintenance of Records:**

- i. Records like Cashbook, Utilization Certificates, Stocks register, School Health Cards and Sign-in taste register should be maintained properly and should be kept in the school at all time.
- ii. Maintain record of Visit Registers of  
Inspecting Staff: Names and designation  
School Health Checkup: names and designation

**H. Additional Safety Measures:**

- i. Cooked food should be kept in raised platform to avoid any untoward incidents.
- ii. Make sure that double fortified salt and branded oil are used for cooking.
- iii. Use of AGMARK and sealed cooking oil and condiments.

**I. Complaints Redressal:**

- i. For any complaints, Redressal Mechanism cell has to be set up at the office of the Deputy Commissioners in all the districts of the state to address any queries like non-delivery of food grains, non receipt of conversion cost, etc.