

ORIENTATION & POLICY MANUAL

FOR

U.S. DEPARTMENT OF EDUCATION

FULBRIGHT-HAYS GRANTEES

(DDRA AND FRA)

**THE COMMISSION FOR EDUCATIONAL EXCHANGE
BETWEEN THE UNITED STATES AND NEPAL**

April 2008

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I. INTRODUCTION

This booklet is designed for American Fulbright-Hays grantees coming to Nepal under U.S. Department of Education (USED) auspices. It must be read in conjunction with the "Fulbright-Hays Training Grants Handbook" that is provided to you by the International Education and Graduate Programs Service of the US Department of Education. It contains information on their relationship with the Nepal Fulbright Commission (also known as USEF/N) and with Tribhuvan University, Nepal's national university. In addition, the manual briefly describes living conditions and offers suggestions that we hope will help in making pre-departure preparations. Fulbrighters should also use their local libraries to begin their exploration into the immensely varied and fascinating history and culture of Nepal.

The effectiveness of an American Fulbrighter in Nepal is largely dependent on the grantee's ability to relate successfully to the people of Nepal. The warmth and friendliness of the Nepali people goes a long way toward ensuring the success of this venture. The Nepal Fulbright Commission provides facilities and services to its own grantees so as to make the grantee's stay as comfortable and as rewarding as possible within the limits imposed by budget and the vagaries of life in Nepal. Ultimately, however, the success of the program depends on the individual grantee. Friendliness, a high tolerance for frustration, the ability to combine tact and frankness, and a sincere eagerness to learn about Nepal and from Nepalis, are qualities that most ensure a mutually satisfying, cross-cultural experience.

II. FULBRIGHT COMMISSION/NEPAL

The J. William Fulbright Foreign Scholarship Board (FSB), a statutory body of educators and public persons appointed by the President of the United States, has overall responsibility for the Fulbright program throughout the world. Acting under the Board's guidance, the Bureau of Educational and Cultural Affairs of the U.S. State Department manages and administers the Fulbright program, both through bi-national organizations such as the Fulbright Commission and by contracting with private institutions in the U.S. In Nepal, the U.S. Embassy's Public Affairs Officer (formerly also the Director of USIS, prior to the consolidation of USIS into the State Department in October 1999) serves as Chairman of the Fulbright Commission Board of Directors.

The Commission for Educational Exchange between the United States and Nepal (also known as USEF/Nepal, or the Fulbright Commission) was established by an agreement between the United States government and His Majesty's Government of Nepal in 1961 to administer the Fulbright program in Nepal. The Commission is headed by an Executive Director. Overall policy is determined by a bi-national Board of Directors consisting of ten members. This board, or a subcommittee thereof, also nominates the American and Nepali Fulbright scholars. The board consists of five Americans appointed by the United States Ambassador to Nepal (who is Honorary Chairman), and five Nepali appointed by the Government of Nepal (GoN).

The program is designed to promote mutual understanding between the people of Nepal and the United States by a wide exchange of knowledge and professional talents through educational activities. It is primarily an academic program directed towards strengthening higher education in Nepal and the U.S. In addition to bringing American scholars to Nepal to lecture, the Commission provides Fulbright grants to

Nepali students and scholars for study, research, and lecturing in the U.S. Since 1961, more than 550 Nepali have gone to the United States and over 300 Americans have come to Nepal under Fulbright auspices. Supplementing the Fulbright grant program, the Commission also administers the East-West Center and Hubert H. Humphrey Fellowship Programs and seeks to support independent educational exchange activities by maintaining counseling services for Nepali students.

American Fulbright Senior Scholars apply for grants through the Council for International Exchange of Scholars (CIES), whereas American students are selected through the Institute of International Education (IIE). Both of these derive their funds from the U.S. Department of State.

III. U.S.E.D. FULBRIGHT SCHOLARS

Fulbright-Hays scholars coming to Nepal on grants funded by the U.S. Department of Education, which include the Doctoral Dissertation Research Abroad and Faculty Research Abroad Programs (DDRA & FRA), do not fall within the program activities or budget of USEF/Nepal. These grants are awarded, funded and administered directly by USED. Through an arrangement USED has made with the State Department however, Fulbright Commissions provide some assistance to DDRA and FRA Fulbrighters abroad—but do not have any budget for extensive support service. Unlike Fulbright grantees funded directly by the Department of State who come through IIE or CIES and are selected and funded by Fulbright Commission, DDRAs and FRAS are not eligible for ongoing programmatic and administrative support from the Commission.

The Fulbright Commission can assist USED grantees with the following: meeting upon arrival and transfer to hotel or other accommodations, securing an official visa and trekking permits, arranging for American Mission privileges (such as the Commissary, etc.), finding local housing, preparing letters of introduction, and sending air freight at time of departure. We do not assist DDRA grantees with making travel arrangements, either international or domestic.

More detailed information on visas, health services and other facilities are given in sections that follow.

IV. SUPPORT SERVICES

Travel: The Fulbright Commission does not provide any travel support services to USED grantees, either within Nepal or internationally. You are responsible for making all of your own travel bookings. However, we will assist you with obtaining an official visa (see below) and arrange to meet you at the airport upon your arrival in Kathmandu. To do so, you must keep us posted on your travel arrangements, ETA, etc. (see below).

Visas: It is neither necessary nor advisable to obtain a Nepali visa in the US prior to your departure. All grantees must enter Nepal on “official” visas that are obtained upon arrival at the Kathmandu airport by using the following procedure. (Do not contact the Nepali Embassy or Consulate in the U.S, as they will have no idea what you are talking about.) *At least six weeks prior to departure* grantees should inform the Commission by e-mail (mpradhan@fulbrightnepal.org.np) of their complete passport information, including that of any dependents. The Commission (through

the U.S. Embassy) then notifies the Nepali Foreign Ministry of the expected arrival of a Fulbright grantee. The Foreign Ministry provides the Commission with a letter that will entitle the grantee to a visa fee waiver. This letter will be faxed to you prior to departure from the U.S. Upon arrival at the Kathmandu airport, present this faxed letter, along with two passport photos to the Nepali immigration officials at the "Diplomatic and Official" visa counter. (You will also need passport photos for other purposes as well, so bring a half dozen with you.) This initial official visa, which is usually valid for two weeks, can be extended for the full term of your Fulbright grant, up to twelve months. The Commission will assist you with this extension.

The following information is needed for the grantee and each accompanying dependent:

- Complete name, as listed in the passport
- Date and place of birth
- Passport number
- Place of issue
- Date of issue and expiration
- A Fax number to which we can send the visa letter

NOTE: If traveling via India, an Indian visa is required and must be obtained before departing from the U.S. Those traveling via Bangkok or Singapore may apply for Thai or Singapore visas upon arrival in those countries. Many grantees decide to visit India following the completion of, or even during their grants. In fact, it is very strongly recommended that grantees get an Indian visa in the US because, in case of necessary emergency departure from Nepal, an Indian visa is enormously valuable. Further, it is impossible to acquire one quickly in Kathmandu. Thus we recommend that you apply for an Indian visa through an Indian consulate in the U.S. prior to your departure for Nepal.

B. Orientation: The Commission tries to meet all grantees at the airport and assist them in getting settled. Orientation is conducted on a small group or individual basis. Since many researchers are already very familiar with Nepali culture, the orientation may concentrate on the student's relationship with the Commission and the University.

C. Housing: The Fulbright Commission does not provide housing to USED grantees, but will share information it may have about housing and will refer USED grantees to other sources for finding housing. This assistance will be provided once you arrive in Kathmandu, but you will have to stay in a hotel at first, unless you have made other arrangements on your own, prior to your arrival.

V. WHAT TO BRING

Upon arrival, you will be presented with a welcome kit that should answer your questions about living in Nepal. In the meantime, grantees may request a copy of the Kathmandu Post Report prepared by the American Embassy, from the Desk Officer, Department of State, Washington, D.C. 20225. The Foundation will also be happy to answer any questions not covered in the report.

A) Climate and clothing: There are four seasons in Kathmandu: cold in December and January, cool and mild in October, November, February, and March; hot and dry in April and May; and hot, humid and rainy in the monsoon, June through

September. Temperatures are generally quite moderate. In the hot season daytime temperatures range in the 80's while winter days are in the 60's. Winter nights can get cold (30's and 40's) and seem much colder due to the lack of central heating and insulation. Quilts and electric blankets help solve the problem.

Although temperatures are moderate, the lack of central heating necessitates warm clothing for the winter months, often more for indoors than out! Shops in Thamel provide all manner of cold weather clothing, including down, fleece, woolens and even gore-tex. Dressing in layers proves quite practical. Other than December, January, and February, the weather is quite warm, so lightweight summer clothing is in use most months of the year.

Good-quality shoes, hose, and some sizes of readymade clothes are not readily available on the local market, so buy them before leaving the States. Yard goods, mostly pure cotton and polyester, are available in Kathmandu, as are inexpensive tailors. Made-to-order clothing can supplement but certainly not substitute for bringing along all the clothing you will need during your stay. Bring extra underwear and socks because the selection in Kathmandu shops is limited. Special clothes items like bathing suits, some recreational clothing, and formal wear may be difficult to buy in Kathmandu.

While dress is generally informal in Kathmandu, as U.S. representatives abroad, Fulbrighters should try to look well-groomed on all occasions. Dress clothes for receptions and other engagements will be necessary.

VI. INSURANCE, MEDICAL CARE & HEALTH PRECAUTIONS

USED requires that you be covered by a health and accident insurance plan that is valid in the US and in Nepal. **For Nepal, your insurance must include Emergency Medical Evacuation coverage as well as Repatriation of Remains coverage.** Fulbright grantees are not eligible for care by the U.S. Embassy Medical Unit in Kathmandu. Generally, for in-country medical care, USED-funded Fulbright DDRA or FRA grantees choose either the CIWEC clinic, or the Nepal International Clinic (operated by a Nepali physician, who is a U.S. Board certified internist). Grantees who have chosen CIWEC or NIC have found the services to be good. Bills from the CIWEC and NIC must be submitted as claims under your own insurance.

USDE requires a doctor's or certified nurse practitioner's signoff on your application stating that you are "physically and psychologically prepared to undertake the project". You must also secure and bring with you to Nepal an international health card (i.e., a World Health Organization, or WHO Card) and make sure that all of your immunizations for those diseases specified by the Centers for Disease Control for Nepal are up to date. (Appendices I & II of this manual contain lists of the inoculations currently recommended by the American Embassy Medical Unit for Nepal. This list – which all grantees should follow -- may be more comprehensive than the list recommended by the CDC.) Anti-malaria pills are recommended for those who will be residing in the Terai region; the latest anti-malarial drug in the US, Malarone™ is not yet available in Nepal. If you will be spending significant time in the Terai, consult your doctor about this drug. **Remember to bring your WHO card and a copy of your completed physical examination form with you when you come to Nepal.**

In traveling through Asia, you should drink only boiled and filtered water. Avoid uncooked vegetables or fruits which cannot be peeled, unboiled milk, and cold foods which may have been contaminated by handling. Intestinal troubles are common, but a little caution will go a long way towards minimizing their effect.

VII. FINANCES

USED stipends are provided to grantees by the Fulbright-Hays program through their US universities. The Fulbright Commission provides no direct financial support of any kind to USDE grantees. Upon arrival, grantees may wish to open an account at NABIL Bank Ltd., where the American Mission has its account. A Commission employee can help in these and in other transactions. **It is recommended that grantees bring their U.S. checkbooks with them.**

1. **U.S. Income Tax:** Grantees are exempt from paying Nepali income tax, but Fulbright grants are taxable as US income. However, the Fulbright Commission is not in a position to answer any detailed questions concerning tax liability and any questions concerning Federal or State income tax matters should be taken up with USED and/or officials of the Internal Revenue Service or the appropriate State revenue authority.

Further information may be obtained by calling 1(800) TAX-FORM and asking for the *Scholarships and Fellowships Publication 520* or from the website http://www.irs.ustreas.gov/prod/forms_pubs/. Other helpful documents include Publication 54 "Tax Guide for US Citizens and Resident Aliens Abroad" and Publication 463 "Travel, Entertainment and Gift Expenses".

We recommend that grantees see a tax adviser in the U.S. before coming to Nepal. USIA in Washington (E/AEN, 301 4th Street, SW, Washington, D.C. 20547) will also provide tax information upon request. The following IRS publications available at local IRS offices are useful:

- Tax Guide for U.S. Citizens Abroad
- Tax Information for U.S. Scholars
- Income Tax Benefits for U.S. Citizens Who Go Overseas

VIII. LIVING IN KATHMANDU

1. **Mail/shipments:** Nepal is a member of the International Postal Union and has regular mail service with other countries but it is not completely reliable. For this reason in February 1986, use of the State Department diplomatic pouch was granted to Fulbright grantees in Nepal. Mail being sent to you in Nepal should be addressed as follows:

American Embassy Kathmandu
Attn: Fulbright Commission – 'Name of the Grantee'
Department of State
6190 Kathmandu Place
Washington, D.C. 20521-6190

You must use the above address as the return address on any correspondence you mail through the pouch. U.S. domestic postage is used for diplomatic pouch mail.

PLEASE NOTE: This privilege is only for first class letter mail. **NO PACKAGES WHATSOEVER** can be sent to Fulbright grantees through the diplomatic pouch. **Violation of this regulation may mean that present and future Fulbrighters will be deprived of the pouch privilege.**

If you have friends who will be writing to you from countries other than the U.S., in the interest of speed they might want to write to you in care of the Commission's post office box (Post Box 380, Kathmandu). However, you should instruct your friends to send aerogrammes, as the risk of loss or theft with regular envelopes is much greater. **Checks should not be sent through the international mail.**

2. Telephone & Internet: Nepal is now connected to the international satellite system, so telephone calls to the U.S., though relatively expensive, can often be made from one's own telephone. The Nepal country code and Kathmandu city code is 977-1- followed by a seven digit phone number. The Fulbright Commission has its own fax machine (977-1-4410881). Grantees can receive faxes on this machine. However, grantees will be charged to send faxes from the Commission. There are many commercial fax outlets in Kathmandu, and in addition, Nepal now has several cheap and well-run e-mail services and Internet Service Providers.

The Commission also has e-mail facilities but these are in regular use by the Commission staff. Grantees are asked not to have personal e-mails sent to them through the Commission's e-mail address. Most grantees bring laptop computers and have e-mail installed soon after arrival, using one of the several Kathmandu-based Internet Service Providers.

3. Packages: The only way to receive packages is to have them sent through international mail (P. O. Box 380, Kathmandu). Grantees are entitled to customs-free entry of packages but the clearance procedure is an eleven-step process. Moreover, the loss rate is very high. Therefore, we advise grantees to tell their family and friends not to send them packages unless it is absolutely necessary.

4. Transport: Student researchers who do not need to go to the University daily have generally found bicycles adequate, though not everyone is comfortable riding bikes around the more and more crowded cityscape! Bikes can be purchased locally for about US\$100-400 depending on the quality. Bicycles, including mountain bikes, are also widely available for rent; bicycle helmets are very hard to find.

5. Commissary & Recreational Privileges: Fulbright grantees in Nepal are entitled to use of the American Commissary, which stocks a large selection of groceries, frozen foods, toiletries, over-the-counter medicines, liquor, tobacco, and incidentals, such as film and blank cassette tapes, but no clothes items or fresh vegetables. To use the Commissary you must join the "American Mission Association," which also entitles members to use the AMA's recreation compound, Phora Durbar, which has a swimming pool, tennis and squash courts, work-out room, and snack bar. To join the AMA requires a capital deposit (fully refundable) of \$200 for a single person and \$400 for a family. The capital deposit must be paid by a U.S. dollar check. In addition to the capital deposit, AMA members must pay monthly dues of \$40.00 for singles, \$60 for a couple, and \$70 for a family of three or more.

IX. WORKING IN KATHMANDU

1. Nepal's Education System: Tribhuvan University was founded in the mid-1960's, when Nepal's few colleges broke their affiliation with Patna University in India. The entire education system, which started virtually from scratch in the early 1950's, was based on the British Indian model. In 1973, His Majesty's Government implemented the New Education Plan, which emphasized the Nepali language and vocational education, and introduced a semester system similar to the American model. The University decided in 1981 to restore the old system with annual centralized examinations, a practice that continues today.

The Prime Minister is now the titular head of the University, and the Vice-Chancellor is responsible for its overall administration. Directly under the Vice-Chancellor are the Rector, who is in charge of academic affairs, and the Registrar, who is responsible for general administration and financial management, examinations, and records.

There are Faculties of Humanities, Social Sciences, Education, Management, and Science, which are headed by Faculty Deans. For the technical fields there are university institutes, such as in engineering, forestry, medicine, and agriculture. These are headed by Institute Deans, who are responsible for the administration of their institutes and refer to the Rector for all academic affairs.

The Kirtipur Campus has Central Departments, e.g., Central Department of Geography, Central Department of English, etc. These departments have chairpersons who refer to the Rector for academic matters and to the appropriate faculty Dean only for administrative issues. The other campuses have Instruction Committees, which are headed by a chairperson. The chairpersons are under the supervision of the campus chief.

In addition to the campuses of Tribhuvan, many private campuses operate with government approval. They follow the university syllabus and examination schedule.

A new private, national university opened in 1991. It is called Kathmandu University and its campus is being built in Dhulikhel. It has established strict admission procedures with entrance examinations and is striving to provide an international standard of education. The Fulbright Commission is working with KU in the development of its Institute of Management.

2. Tribhuvan University Departmental Affiliation: Fulbright researchers are often affiliated with an appropriate department or research center at Tribhuvan University. This is done by submitting an application to the Research Division; approval of a research proposal usually takes 3-6 months. This process is basically a formality for Fulbright grantees since they do not require research visas. Official visas for Fulbrighters are arranged by the American Embassy through the Foreign Ministry.

Researchers must submit a final report to their funding agency, the appropriate Tribhuvan University department and the Research Division. They may also be asked to contribute short articles or seminar papers for Tribhuvan University journals or teach a class. Although the researcher's primary assignment is to complete his or her project, the Commission expects a Fulbright researcher to be committed to the ideal of an exchange of scholarly knowledge with Nepali colleagues. Since there are limited institutionalized channels for this type of colloquy, part of the researcher's task is to explore new ways in which this ideal might be put into practice.

3. Research Assistants & Translators: Those grantees whose work requires research assistants and or translators, unless they have prior contacts, should wait until they arrive in Nepal to locate such assistance. There is no formalized process for doing so, but often the Fulbright office may know of persons who have assisted Fulbrighters in the past. Your Nepali colleagues and Fulbrighters already in country can also assist you with networking to find RAs and translators. Be sure to carefully discuss any past experience with those you are considering hiring and to be as clear as possible about your expectations of them. Rates will obviously depend on qualifications, the nature of the work, expected time commitments, etc. Finally, please remember to give credit where credit is due if your research work results in publication.

Fulbright Commission/Nepal
April 2008

APPENDIX I

Vaccine Schedule for Adults

(This is the list of vaccinations recommended by the US Embassy Medical Unit in Kathmandu. It may be more comprehensive than what is recommended by the US Government's Centers for Disease Control in Atlanta, but the US Embassy Medical Unit feels that anyone spending a substantial period in Nepal should receive them. The dollar amounts listed in parentheses after each type of shot represent the approximate cost per injection for these shots at the CIWEC Clinic in Kathmandu, should you decide to wait until your arrival in Nepal to get these inoculations. Note that some vaccines require multiple injections to function correctly.)

Td (tetanus) (\$20.00)	Every 5 - 10 years; For adults never vaccinated: day 0, 30 and 180; (TIG 2 ml if injured)
Hepatitis B (Adult - \$35.00) (Children - \$22.00)	> 20 years; series of 3 (day 0, 30 and 180) 1cc IM; (up to 19 y/o 0.5cc); no booster
Havrix (1440 EI.U) * Hepatitis A (Full - \$85.00) (Half - \$50.00)	> 18 y/o: 1cc IM; series of two 6 months apart. Booster every 5 years.
JBE (Japanese Encephalitis) (\$35.00)	Series of 3 (day 0, 7 and 14 - 30); booster every 3 years.
Measles/MMR (\$35.00)	If born in or after 1957 (a secibd dose of measles vaccine is needed for those who don't have proof of immunity)
Meningitis A + C (\$30.00)	3 yearly 0.5 – 1 SC or IM
OPV/IVP (oral/inject polio) (\$20.00/\$35.00)	Booster as adult x 1; IPV series; day 0, 30 and 180. Given SQ
Rabies (Pre-immunization) (\$35.00)	Series of 3 (day 0, 7 and 21 - 28) Titer not needed
Rabies (Post exposure) (Depend on body weight)	Day 0 and 3 if received Pre-immunization series. If not, day 0, 3, 7, 14 and 28 along with RIG.
Typhim Vi (injectable typhoid) (\$30.00)	0.5 ml IM every 3 years; > 2 years old
TB skin test (\$15.00)	Every year; 0.1 cc ID
Varivax (Varicella - "chicken pox") (\$50.00)	0.5 ml SQ; > 13 y/o; series of 2 (day 0 and 30 - 60)

Updated March 2006

For more information on vaccinations, medical facilities, etc., available at CIWEC clinic in Kathmandu, please see www.ciwec-clinic.com

Vaccine Schedule for Children

Newborn	# 1 Hepatitis B (0.5cc IM)
1 month	# 2 Hepatitis B (0.5cc IM)
2 months	# 1 DTaP (or DPT) (0.5cc IM) # 1 IPV (0.5cc IM or SQ) # 1 Hib (0.5cc IM) # 1 Prevnar IM
4 months	# 2 DTaP (or DPT) (0.5cc IM) # 2 IPV (0.5cc IM or SQ) # 2 Hib (0.5cc IM) # 2 Prevnar IM
6 months	# 3 DTaP (or DPT) (0.5cc IM) # 3 Hib (0.5cc IM) # 3 Hepatitis B (0.5cc IM) # 3 Prevnar IM
9 months	Measles Vaccine
12 months	IPPD (0.1 ID) Same day or 30 days before or after measles. Varicella (Varivax) 0.5cc SQ # 3 IPV (0.5cc IM or SQ) <u>6 - 18 months</u> JBE 0.5 cc age 1-3 and >3, 1.0 cc
15 months	# 1 MMR (0.5cc SQ) # 4 Prevnar IM
15 - 18 months	# 4 DTaP (or DPT) (0.5 cc IM). # 4 Hib (0.5cc IM)
2 years	<ul style="list-style-type: none"> • Hepatitis A (Havrix 720 EL. U) series of 2 (day 0 and 6 months); • Meningitis A + C • Rabies (Rabipur) series of 3 (day 0 , 7 and 21 - 28) 1 cc IM • Typhoid (Typhim Vi) 0.5cc IM. Booster every 3 years.
3 years	Booster every 3 years. Meningitis Booster
4 - 6 years	# 2 MMR (0.5cc SQ) # 4 IPV (0.5cc IM or SQ) # 5 DtaP (0.5 cc IM)

Prevnar: 12-23 mos - if unvaccinated with Prevnar - 2 vaccines, 2 mos apart

- 7 mos if unvaccinated with Prevnar 2 vaccines 2 mos apart plus booster @ 12 -15 mos
- Age 24 -59 mos. Should receive 1 dose.

9/18/03 - vaccine schedule - med/doc

Appendix II

Emergency Action Plan

The following information is intended to provide guidance to Fulbright grantees in Nepal as they consider various options and contingencies during possible crisis situations.

I. Status of Fulbrighters

As private American citizens, Fulbright grantees do not fall under Chief of Mission (i.e. the US Ambassador in Nepal) authority and cannot be ordered to depart. However, the State Department and the US Embassy in Kathmandu can urge grantees to depart if they believe conditions are severe enough, and in such cases may withdraw Fulbright grant monies and privileges (see “ordered departure”, item b., below). The US State Department does recognize that Fulbright grantees are a distinct group of individuals because they are under the US government sponsorship when overseas, and also provides a level of support to Fulbright grantees in the event of a crisis.

II. General Preparedness and Emergency Procedures

- Fulbright grantees should, upon arrival in Nepal, register their names with the US consular section. The Fulbright program is addressed in the Emergency Action Plan of the US Embassy, and the grantees are included in annex b of its warden system.
 - Shortly after arrival in country, all Fulbright grantees will be scheduled for and should attend the Security Briefing given by the US Embassy Regional Security Officer (RSO) at the US Embassy in Kathmandu.
 - The Commission maintains detailed contact information for current Fulbright grantees in Nepal. This information includes telephone numbers (home, work, and cell phone), physical addresses (home and work), and email, as available. If any part of the contact information changes, grantees should inform such changes to the Commission’s Program Administrator Mily Pradhan (or the Executive Director Peter Moran, or Program Officer Yamal Chandra Rajbhandary). If the grantees are planning on working in non-urban areas, they should also inform the Commission of their detailed itineraries and how they can be reached in case of emergency.
 - Grantees should contact the RSO and the Commission if they wish to travel outside the Kathmandu area. They should also inform the Commission of travel outside the parameter of their assignment, including weekend trips and travel outside the country. (See also 'Restricted Areas' below.)
 - From time to time, the RSO distributes informational notices that are generally distributed to grantees. Grantees should check their email and mailbox at the Commission regularly to see if any new security-related informational notices have been issued. If they are unable to check their emails or come to the Commission, they can also phone the RSO at the US Embassy to seek information.

- Grantees are advised that the standard means of communication may be cut off during crisis situations.
- During crisis situations, as long as the means of communication are open, grantees should maintain contact with the Commission and provide updates on at least a daily basis (probably more if the situation dictates).
- Grantees will receive briefing on the US citizen warden system upon arriving in Nepal. It is vital that grantees keep in touch with the warden of the neighborhood in Kathmandu or Patan where they live in case of an emergency that curtails mobility. Grantees will learn the particular “rallying points” for Americans nearest to their home, so that if communications with the Commission or the Embassy are not functioning, grantees will know where to go to receive more information. For most neighborhoods, the rallying point will be the nearest large hotel or other area with open ground space.
- Before leaving their site for the rallying point, grantees should have with them: passport; US mission I.D. card; all currency; and important personal papers. They should also leave a written message stating that they have left for the safe haven at their site.
- Grantees should also be familiar with the transportation options, the likely routes they will travel, and the length of time it will take to reach the rallying point.

III. Restricted Areas

At the beginning of their grant periods, all grantees will receive a briefing from the RSO. Part of the information imparted at these briefings consists of the current list of districts and other areas within Nepal where, due to security concerns, travel is either restricted or prohibited by Americans who are subject to the authority of the Chief of Mission. Although Fulbright grantees are not subject to the direct authority of the Chief of Mission, the Commission, in consultation with the RSO and as provided by the US State Department policy, has currently suspended the Fulbright program in such districts and areas of Nepal. If a grantee knowingly elects to travel to a region under Fulbright program suspension, they would be considered out of status and the Commission may recommend to the J. William Fulbright Foreign Scholarship Board that their grant be revoked or terminated. Anytime a grantee intends to go to a field site, he/she must check with the RSO to ensure that the area of intended visit is not on the embassy's list of "no go" districts and update himself/herself on any security issues in that area. If security concerns make it impossible for the grantee to carry out the research that the original proposal envisioned, reasonable modifications to the research proposal, in consultation with the Commission, may be made.

IV. Emergence of a crisis

- If the situation is uncertain, the Commission, in conjunction with the Bureau of Educational and Cultural Affairs of the US State Department (ECA/A/E), will evaluate the threat potential to a grantee and his/her dependents, and may offer grantees elective or temporary relocation to another in-country site.
- If the situation is so serious that it poses a threat to a grantee's and his/her dependents' lives, especially when violence is anticipated or already

occurring, the Commission may temporarily suspend the Fulbright program for a specific region/locale or the entire country. The Commission will facilitate relocation of the grantee together with his/her dependents to either an in-country safe haven, a third country location, or the U.S.

V. Authorized/ordered departure

In the event of a serious crisis, the American Embassy may consider imposing either an "Authorized Departure," or "Ordered Departure." Each of these situations and its effect on Fulbright grantees is described below.

1. Authorized departure

A State Department announcement authorizing voluntary departure from affected posts of American personnel and dependents does not automatically require departure of U.S. Fulbright grantees, and the announcement of an *authorized departure* does not necessarily lead to a suspension of the Fulbright program. The Commission will stay in contact with grantees and work out with the ECA/A/E the best solution on a case by case basis. Grantees should not feel constrained to stay in a situation that they feel is risky; nor, however, should they feel that they must leave due to an advisory authorizing departure. The Commission will facilitate the departure of any grantees and/or dependents who wish to leave the country. ECA/A/E will assist with arrangements for temporary assignment to another country and other issues related to the grant.

Grantees will be advised by the Fulbright Commission if an *authorized departure* is announced and they should then contact the Commission for all available information that may affect their own decision to leave Nepal or stay in the country. It is the sole responsibility of the individual grantee to decide whether he or she leaves or stays in the country. The Fulbright Commission bears no part in the decision and assumes no responsibility for the safety of its grantees. All grantees are requested to notify the Commission's Executive Director of their decision to leave Nepal or stay in the country.

The following scenarios may occur after the announcement of an *authorized departure*:

- a. *Grantee decides to leave Nepal and resign the grant.* (See Section V.2.a.)
- b. *Grantee decides to remain in Nepal and continue with the grant.* The grantee will continue receiving his/her grant benefits.
- c. *Grantee decides to leave Nepal without resigning grant.* (See Section V.2.c.)
- d. *Grantee is reassigned without curtailment of grant.* (See Section V.2.d.)

2. Ordered departure

In the event of a more serious situation, the American Embassy, in consultation with the State Department in Washington, may declare an *ordered departure* of USG dependents and/or non-emergency personnel. In such a situation, the continued viability of the Fulbright program would also be evaluated. ECA/A/E, in consultation with the Commission, determines whether the Fulbright program can sustain operation under current circumstances and, if not, may suspend the program. If the program is suspended, all Fulbright grantees will be asked to leave the country.

The following scenarios may occur after the announcement of an *ordered departure*:

a. *Grantee decides to leave Nepal and resign the grant.*

In the event grantee elects to return to the U.S. and resign his/her grant, the exact timing of departure should be coordinated with the Commission and host institution, if any. The grant would be amended to shorten it to the length of time in the country of assignment. If the grantee has received payment of benefits beyond the amount authorized in the amended grant, s/he would be required to return any overpayment to the cooperating agency/commission. Fulbright grants already include an allowance for return travel to the U.S. ECA/A/E would authorize a financial payment (stipend and/or maintenance allowance) for 30 days from the date of departure to assist with resettlement in the U.S. If a grant is terminated, all applicable reports will become due within 30 days.

b. *Grantee elects to remain in Nepal:*

If a grantee elects to remain, even after the announcement of an *ordered departure*, ECA/A/E may withdraw the grant and discontinue the stipend/maintenance allowance. If the grantee has received payment of benefits beyond the withdrawal, s/he would be required to return any overpayment to the Commission. The grantee is asked to sign a statement of release acknowledging s/he is no longer considered a Fulbright fellow and must not continue to represent him/herself as such. The grantee does not forfeit the return travel entitlement, but must meet any increase in travel costs him/herself. The grantee's State Department ASPE insurance coverage ends at the date of resignation as well.

c. *Grantee decides to leave Nepal without resigning the grant:*

The Commission may determine that it is in the best interests of the program that grantees depart without curtailing the Fulbright grant. Factors governing such a decision include security concerns at the place of assignment and potential to resume the assignment in the near future. Where it is determined that departure without curtailment of grant is advisable, ECA/A/E authorizes payment of up to one month's stipend for a grantee who is out of country of assignment with the expectation that circumstances may permit an early return to host country. If a return is not feasible (i.e., no change, or worsening of the situation), ECA/A/E authorizes a further one month's stipend to assist with resettlement in the U.S.

Depending on the local situation, grantees may choose to leave the country temporarily during a crisis. While costs of emergency air tickets, diversionary travel and other exceptional expenses may be covered from grant funds, grant funds may not be used for grantees' cost-of-living expenses outside of Nepal and the cost of any emergency travel would be deducted from the grant total.

d. *Grantee is reassigned without curtailment of grant:*

Grantees may select reassignment in another country; however, it is not possible for ECA/A/E to guarantee reassignment. Factors affecting reassignment include the length of time remaining in the grant, the scholar's

field of study, the need for expertise in another country, and ability to obtain timely approvals from the potential new host institution and PAO/Commission. Reassignments are usually within the same geographic region.

Telephone List

<p>Emergency Numbers <u>US Embassy Post One</u> (24 hours): - 4007266 (direct) - 4007269 (direct) - Through US Embassy switchboard: ext. 4100</p> <p>(See below for US Embassy switchboard numbers.)</p> <p><u>US Embassy Post One Mobile:</u> 98510-67461</p> <p><u>Nepal Police:</u> 100/101/102, 4226998, 4226999</p> <p><u>Nepal Fire Brigade:</u> 101, 4221177, 4223897</p> <p>Other Numbers <u>US Embassy</u> <i>Switchboard numbers (office hours):</i> 4007200</p> <p>Consular Section Chief: ext. 4126</p> <p>Regional Security Officer (RSO): ext. 4262</p> <p><u>Phora Durbar</u> <i>Switchboard number:</i> 4257449 Compound: ext. 4712</p> <p><u>Norvic Hospital:</u> 4258554 <u>B&B Hospital:</u> 5531930, 5531933</p>	<p>The Commission for Educational Exchange between the US and Nepal (USEF/Nepal)</p> <p>4444779, 4444780, 4437330, 4437332</p> <p>4414598 (EAC)</p> <p><u>Fax:</u> 4410881</p> <p><u>Residence</u></p> <p>Peter K. Moran 4415932 (peter@fulbrightnepal.org.np)</p> <p>Yamal C. Rajbhandary 5534657 (yamal@fulbrightnepal.org.np)</p> <p>Basu Manandhar 4419828 (basu@fulbrightnepal.org.np)</p> <p>Mily Pradhan 4375829 (mpradhan@fulbrightnepal.org.np)</p>
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Please remember that any time you shift your location, whether it be a move from Kathmandu to a field site or a move within Kathmandu, to let the Fulbright Commission's Mily Pradhan (or the Executive Director, or Program Officer Yamal Chandra Rajbhandary) know where you are and how we can get in touch with you. Mily's email address is mpradhan@fulbrightnepal.org.np. Her phone number is 4444780. The ED's email is peter@fulbrightnepal.org.np and his phone number is 4410344. Yamal Chandra Rajbhandary's email is yamal@fulbrightnepal.org.np and his phone number is 4437334.

Fulbright Commission/Nepal
 April 2008

APPENDIX III

(Earthquake Preparedness in Kathmandu)

Kathmandu Valley and Earthquakes

Situated along the junction of two of the earth's most active tectonic plates, marked by the Himalayan Mountains, Nepal has experienced many destructive earthquakes. The seismic record of the region, dating back to 1255 CE, suggests that major earthquakes occur approximately every 75 years. The last major quake in the valley came in 1934 and statistics indicate that another devastating earthquake is not only inevitable in the long-term, but also highly likely in the near future.

Regardless of how strong or weak that earthquake will be, or where in the Himalayan region lies its epicenter, Kathmandu Valley will almost certainly be badly affected. This is because the valley floor is composed of mainly of the mud from an ancient lakebed. This mud will liquefy, acting like water, as the seismic wave bounce back and forth against the hard edges of the valley's hills.

When this happens, experts predict, there will be: huge loss of life; 60% damage to buildings; breaks in the electricity supply; holes in the roads and bridges down. For weeks, months, possibly years, life in Kathmandu will be hard and dangerous as the government's emergency services and aid agencies struggle to bring water, food, medicine, shelter and care to the thousands left homeless and injured.

Though earthquakes are natural phenomena that cannot be avoided, or even accurately predicted, the degree of consequent devastation can be. And while the problems facing Kathmandu are vast, if work begins now, with effort from every organization and individual in the community, the extent of the anticipated damage and loss to people and structures can be minimized.

What is an Earthquake?

An earthquake is the vibration and breaking-up of the earth's surface following violent movements in our planet's crust. To be "earthquaked" is to be "shaken, destroyed or visited by an earthquake". The first question to be asked, is:

Why?

Answer: As the dozen or so tectonic plates making-up the outer surface of the Earth move over its molten inner layers, stress is built up along fault-lines in the crust until the rock can take no more and breaks apart suddenly. As it does so, it generates seismic shock waves, which then travel outward from a point deep in the crust to the surface at speeds of several miles per second. It is violently, buildings to collapse, animals to run in fear and the earth to open up and swallow people.

Earthquakes originate in the crust at a point below the "epicenter", as the focus of the earthquakes' power on the surface is called. The epicenter is usually the place that receives the full force of a quake. But the impact of an earthquake at any place on the surface depends on a range of factors, particularly: the initial strength of the quake (measured on the Richter Scale from 1 – 8), the underlying ground material (whether rock, mud, sand etc.) and distance from the quake's origin.

What to do BEFORE an earthquake

Have a Plan for Emergencies:

Ensure everyone know how to:
DROP, COVER, and HOLD ON!

Know where your rallying point is and devise an emergency communication plan for re-uniting family members after an earthquake. Make sure that everyone knows to meet at the rallying point. Everyone should understand that it might take days for everyone to come together as moving around will be difficult and dangerous. If everyone knows to meet at the rallying point, less time and energy will be wasted searching for people. Telephones will be out-of-order. Inform close friends, babysitters and careers of your plans.

Be aware of your school's emergency plans. Ensure the children understand the seriousness of the situation. Find out what your own organization has planned.

Make special provisions for care of the elderly or disabled.

Identify resources in your neighborhood – are there doctors or engineers among your neighbors? Where will you find a temporary home? Where might you find water? Where is the nearest doctor or clinic?

Identify one person outside of Kathmandu who will co-ordinate family contacts. Give their name, address, email and phone number to the Embassy and your Warden. Telephone lines will be busy.

Get training in first aid!

Plan, plan and plan!

Have Your Home Ready:

Identify the following:

The safest places in each room of the house
The most dangerous places
All exits
Utility shutoff valves
Emergency and first-aid kits
Know where they are and how to use them!

Check for Hazards:

Fasten shelves securely to walls
Place large or heavy objects on lower shelves
Store breakable items in low, latched cabinets
Hang pictures and mirrors away from beds and couches
Brace overhead light fixtures
Repair defective electrical wiring and gas connections

Secure water heaters, fridges, etc. to the wall or floor
Have structural defects repaired
Store pesticides and flammable materials outside
Close curtains to prevent glass shattering into the room
Move beds away from windows
Rope ladders on verandahs for emergency escapes

Store under the Bed:

A pair of slip-on shoes in a plastic bag, in case glass covers the floor
A crowbar to help open jammed doors
A flashlight
A whistle
A couple of liters of drinking water.

Have your Kits Packed:

Go-bag at hand
Emergency kit in good order in a safe place
Wits about you!

What to do DURING an earthquake

DROP COVER AND HOLD ON!

If indoors, stay inside:

If you find yourselves indoors, the most dangerous thing to do during the actual earthquake is to try to leave the building because objects – bricks, flower pots, wires – may fall on top of you. Instead, move just a few steps to a safe place in the room. Stay indoor until the shaking stops and you are sure it is safe to go outside.

- Drop under sturdy furniture such as a heavy table, or stand against an inside wall away from shattering glass or falling furniture
- Cover your head with your arms to protect face and eyes
- Hold on!
- Stay away from windows
- If in bed, stay there and protect your head with a pillow
- If in the kitchen, turn off the stove and electric items
- DO NOT use elevators.

If outdoors:

- Move into the open, away from buildings, streetlights and utility wires
- Drop to the ground
- Stay there until the shaking stops

If in a moving vehicle:

- If the roadsides are clear, stop quickly

- If in a built-up area, slow down until you are away from buildings, trees, overpasses or utility wires
- In both cases, stay in the car until the shaking stops
- Once the shaking has stopped, proceed with caution, avoiding bridges and roads damaged by the quake

What to do AFTER an earthquake

- Beware of strong aftershocks. Stay out of already weakened and damaged homes and offices
- Check for injuries and, if you know how, give first aid. Cover those who are seriously injured with blankets to prevent shock but do not attempt to move them unless they are in immediate danger from falling masonry etc.
- Look FOR help among people nearby
- Look TO help others as best you can
- Turn on the radio for information on what to do
- Do not drive. Roads, damaged or blocked by debris, may be dangerous. If not, they should be kept clear for emergency services. Walk, or use a bike, and proceed to your rallying point. Before you leave your house, place a note in a prominent place telling people that you have gone to your rallying point. This will help prevent a rescue team from wasting valuable time and resources looking for you.
- Wear shoes to protect your feet from broken glass and debris
- Turn off gas, water and electricity supplies
- Do not touch downed power lines or objects in contact with them
- Do not telephone families and friends. It is likely that phones won't work after an earthquake, but if they do, leave the lines free for the emergency services
- Be wary of strange dogs
- Be cautious when opening all doors
- Check for sewage and water lines damage and, if found, avoid using water from the tap

If your home is unsafe, get everyone out! Do not take unnecessary risks

Building Your Emergency Kits

The following pages list items that we suggest you keep in a safe place, easily accessible in a time of emergency. Supply as many items as you can and add any and all items you think your family will need. These are suggestions and a starting point, you have to decide what is best for you and your family.

Experts recommend that you have three emergency kits: at home, at your workplace and in your car. That way, your chances of having access to at least one kit after an earthquake are much improved. Please organize at least one according to you and your family's needs, income and housing situation.

Store your main household kit in a convenient place known to all family members. For the second kit, find out if your office can put a tin trunk in their garage or premises. You might consider keeping a smaller version in your car. Finally, you should always have your Go-Bag handy; perhaps you could leave it hidden near the main door of your house or in the trunk of your car.

Safe storage for earthquake-prone regions such as Kathmandu Valley is generally considered to be somewhere outside the house, such as a detached garage.

Tin trunks make the best containers, but they should not be locked because the probability of having the key next to the trunk after an earthquake is very low. Instead, use strong ropes or luggage locking straps for pre-emergency security.

Tin trunks are easily stored, and can hold many types of goods quite easily. Before putting supplies into the tin trunks, however, smaller items (particularly the clothing, food and medicines) should be packed into separate, small backpacks.

The backpacks themselves become useful for carrying supplies, especially if you have to shift homes after the earthquake. Keep different kinds of goods together (a bag for clothes, a backpack for medicines etc.) and label them clearly so that it will be easier to find what you are looking for among the debris that was once your home or office.

Everything in the kits should be wrapped in secure, waterproof containers (strong plastic bags, boxes or sheeting) prior to storing. For bulky items, we suggest you use large plastic buckets, with lids to keep out the rain and insects.

Once you have set-up your kit, you will only need to re-think your family's needs on a yearly basis. However, food, water, medicines, batteries will need to be replenished more often.

In your emergency kit

1. Water and food
2. First Aid and Medical Supplies
3. Hygiene and Sanitation Materials
4. Shelter, Clothing and Bedding
5. Radio and extra batteries
6. Tools
7. Your Go-Bag

Water for Survival

Water is the most important requirement for human survival; without food or shelter, you can survive for a time; without water, dehydration will quickly set in and death occur soon after.

For post-earthquake situations, therefore, you need to ensure you have clean, safe water for your family to drink and cook with for at least a week. Having water for washing of people and clothes is less necessary. Residents in Kathmandu are usually attuned to the need for careful use of limited water supplies, and you will probably need to reuse cooking water for hygienic and sanitation purposes.

Experts suggest that households should store, outside the house in a secure place, a week's supply of water allowing:

One gallon/or four liters, per person per day

More if you can; your neighbors will need some, too.

These supplies can be kept in individual bottles of mineral water (keep them in their boxes) or in one of the large, black tanks seen on rooftops all over Kathmandu (but put on hard ground away from the house). Regardless of how it is stored, ensure the water is kept fresh and usable by replenishing at three-month intervals.

If the water is stored in tanks, or has been left too long, or if you take it from wells or public supply outlets after the earthquake, there are a number of methods to use to improve quality and reduce the chances of falling sick from such water-borne diseases as diarrhea and cholera.

Ways to disinfect water:

Boiling: Bring the water to the boil

Lugols Iodine Liquid: Add 4-5 drops per quart/liter of water

Iodine tablets: add 1 tablet per quart/liter and wait 20 minutes before drinking

Bleach: Add 4 drops per quart/liter. Wait 30 minutes before drinking

Solar Disinfecting Process: Fill a clean plastic bottle (quart/liter size) with clear water and place it in the sun for 4-5 hours before drinking

Portable water purification pump

Whichever method you use, have small plastic bottles or containers handy for holding the water once it has been treated.

We also suggest you have this page copied and laminated and kept with the water and iodine for easy reference.

Food Supplies

As with water, food for surviving the first few days after an earthquake should be stored in a safe, clean place in water and insect-proof containers. Every household should store sufficient food for a minimum of one week's meals. Select foods that require no refrigeration and little water, preparation or cooking. Also, put in foods you know your family will eat.

The stock should be checked regularly and changed approximately every 3 to 6 months (more frequently for perishables; longer for tinned goods).

Your Emergency Food Supplies should contain items for each of the following types of foodstuffs in order to ensure balanced, nutritious and tasty meals:

Grains and Cereals: The mainstays here can be muesli, puffed rice and other instant breakfast cereals (not forgetting the children's favorites!). Other items, such as porridge, rice and pasta, may be stocked in limited quantities, but because they require cooking in water, are best avoided. Also include crackers, muesli bars and other cookies – but don't stock chocolate biscuits!

High energy foods: Peanut butter, granola and other trekking foods

Stapes: Salt, sugar, pepper, spices etc.

Dry and packet foods: Instant soups, noodles and puddings

Canned foods: Even if they are not normally part of your Kathmandu diet, canned foods will prove invaluable in times of emergency. Tinned vegetables, fruit, meat and fish, baked beans and even rice desserts, will provide nourishment and can be eaten hot or cold.

Dairy products: You can store both powdered and evaporated milk for adding to teas and coffees or desserts, but most dairy products will be impossible to store for long

Beverages: Instant powdered coffee, and tea (black, green or herb) in bags, kept in sealed storage jars will provide comfort (and caffeine, for adults).

Children's corner: Dried fruit, nuts and hard candies will provide comfort to children in times of stress. Powdered juice and cans of soft drinks will give energy and appease frightened children.

For babies: Ensure sufficient powdered milk and canned baby foods for very young children and babies – and make sure the water is clean when preparing.

Eating equipment: As well as food, store enough cooking and eating utensils for the whole family. You will find a manual can opener and sharp knife indispensable. Store a simple stove and fuel for cooking.

First Aid Medical, Hygiene, and Sanitation materials

R.I.C.E.*

Your medical/Hygiene supplies should consist of four parts:

First Aid Kit

Medical Supplies

Hygiene Materials

Sanitation Materials

The First Aid Kit:

Red Cross First Aid Manual or Where There is No Doctor

Adhesive bandages in assorted sizes

2 and 4 inch sterile gauze pads

2 and 3 inch roller bandages

crepe, elasticized (Ace) bandage

triangular bandage (for a sling)

cotton wool

tubular grips (for knees, ankles etc)

antiseptic wipes

thermometer

medicine dropper

assorted sizes of safety pins

scissors, tweezers and needles

disposable gloves

notebook and pencil/pen

blanket, polythene survival bag

If possible, learn basic First Aid, or brush up your skills

*R.I.C.E. = one thing you can do for the injured: Rest, Ice (or at least cold water), Compression and Elevation. Whatever else you do. DONOT PANIC.

Medical Supplies:

antiseptic cream or powder
petroleum jelly or other lubricant
prescription medicines required by family members (one month's supply, at least)
cold relief tablets etc
aspirin or other pain relievers
anti-diarrhea medication
antacids and indigestion tablets etc
syrup of Ipecac (used to induce vomiting)
laxatives
spare glasses, contact lenses, dentures
lavender, tea tree, eucalyptus oils etc

Hygiene Materials:

sunscreen and cold creams
insect repellants
soap and face cloths
shampoos and hairbrushes
toothbrushes and toothpaste
toilet paper and moistened towelettes
babies' diapers feminine supplies
towels

Sanitation Materials:

basin and liquid detergent
dish towels and wiping up rags
rubber gloves
plastic bucket with tight lid
brush and dust pan
disinfectant/chlorine bleach
plastic garbage bags (for disposing of waste)

Shelter, Clothing and Bedding

The earthquake could strike at any time of the year, day or night – there is no way to predict when. You have to be prepared for all eventualities, which means packing away a shelter to protect your family from the monsoons, and clothes to keep them warm in winter and cool in summer

For Shelter:

One or more tents, sufficient for the whole family
Strong tarpaulin sheets

For bedding:
camping pads
sleeping bags
blankets

For clothing:
at least one complete change of clothing per person, from the inside to the outermost layers
raingear, sturdy shoes, rubber slippers
wool hats and gloves
thermal underwear
sunglasses and sunhats
umbrella

Don't forget to put in the Entertainment Equipment

games and cards
music tapes and players for teenagers (extra batteries)
balls, skipping rope
books, paper, pens, coloring pencils
portable radio with batteries

Tools

Kathmandu is in an earthquake-prone zone. No matter the wealth or poverty of a country, or the number of rules and regulations governing building work, materials, work standards and housing designs NOT suitable for earthquake-prone areas are still being widely used. This has been shown in the most recent earthquakes of California, Japan, Iran, Turkey, Taiwan, and of course, Gujarat, India. Sadly, after an earthquake, we have to be prepared to dig our own way out. If you know of organizations with heavy lifting equipment, find out where these are kept, and who knows how to use them. Offer to learn if you can.

Large items:
fire extinguisher, a-b-c type
shovel, pick and crowbar
nylon rope – 2x50 foot rolls of _ inch and _ inch
protective clothing (strong jeans and thick sweaters)
heavy duty work gloves and boots
good goggles and dust masks
hydraulic jack

Small items:
a lockable metal box and plastic storage containers
strong and sturdy torch and extra batteries
radio and extra batteries
whistle
map of the area (for locating shelters) and compass
wrench, pliers, strong tape etc
candles and matches in waterproof containers
signal flare

paper, pencils, pens
strong thread and needles

All these supplies are no help if you can't get to them. Make sure every household member knows where and how to use them!

Your "Go-Bag"

When the earthquake comes, you will have to be ready. As the ground around you starts shaking; the houses start falling; the electricity lines send out dangerous sparks before the current disappears; there is no dial tone on the phone; water on the stove is boiling over onto the floor; the kids are yelling; and the neighbor's gas canister blows up – well, that's when you grab your Go-Bag.

This important item should be kept close to you, in the bedroom, in the trunk of the car, or near to the front door of your house where you can find it easily after the shaking has stopped and it seems safe to leave the building.

In your Go-Bag you should have photocopies of important documents, including:

- passport and visas
- birth and marriage certificates
- wills and insurance policies
- bank and credit card information
- an inventory of household goods
- recent passport-style photos of all household members (to aid in identification)
- some cash (Nepali rupees and dollars)
- a map of the city

Remember to include this Emergency Preparedness Manual

Fulbright Commission/Nepal
April 2008