

Mini Secretariat Safety Plan, Rohtak

2015-16



1. Introduction

1.1 General Information

Rohtak is a city and the administrative headquarters of the Rohtak district in the Indian state of Haryana. It lies 70 kilometres (43 mi) north west of New Delhi and 250 kilometres (160 mi) south of the state capital Chandigarh on NH 10. There is a mini Secretariat in main city near by Chotu Ram Chowk.

Need of Plan

The National Disaster Management Guidelines for management of various hazards direct the needs for the DM plans for critical infrastructures in a district.

At district level, Mini Secretariat is the most important infrastructures for good governance. It forms backbone of many crucial administrative activities related to public service and is an office to decision makers at district level. Therefore, it should be prepared with strategies and tactics to plan for and respond to incidents and disruption of activities to ensure quick recovery to continue regular and essential operations at an acceptable pre-defined level.

1.2 Aim

The aim of Mini Secretariat Safety Plan is to reduce, prevent and mitigate probable losses from disasters and initiate a culture of safety by installing a mechanism for organized and systematic response for any disaster situation.

1.3 Objectives

1. To prepare **emergency response teams** within Mini Secretariat so as to reduce the impact of the disaster.
2. To identify and suggest mitigation measures for various structural and non- structural hazards.
3. To formulate proper evacuation plan for emergency evacuation without causing panic.
4. To carry out safety audits for fire safety and structural safety.
5. To establish a mechanism for better coordination for disaster response.
6. To create awareness amongst the staff regarding disaster response through trainings.

1.4 Building Information

1. Building address: Mini Secretariat, Sector 1, Rohtak ; Pin Code: 124001
2. Person in-charge at building —

- a. Name:Shri. R.C.Verma (IAS, Deputy Commissioner, Rohtak
- b. Designation: Deputy Commissioner, Rohtak
- c. Phone No: 225368; 223232
- a. Address: DC, Residence, Rohtak

3. Contact Details

OFFICE NAME	DESIGNATION	NAME	Office PHONE	RESIDENCE PHONE	MOBILE NO
DC OFFICE	Dy. Commissioner	Sh. D.K. Behera, IAS	250252/268255	245533/245588/258884	-----
DC OFFICE	ADC	Sh. Amit Khatri, IAS	247589/250575		8901241678
DC Office	City Magistrate	Manoj Khatri, HCS	251336		
DC OFFICE	SDM Rohtak	Sh. Susheel Kumar, HCS	252101	252102	9416662800
DC OFFICE	SDM Meham	Sh.Dalbir Singh ,HCS	233148	233145	9671604603
DC OFFICE	RTA	Sh. Pardeep Kumar-II,HCS	245639	9992856709	
DC OFFICE	DRO	Sh. Brahm Prakash	230401	245342	9416337797
DC OFFICE	DDPO	Sh. J R Maan	230252	309965	9416077293
DC OFFICE	DPRO	Sh. Kamal Singh	230667		9315378469
DC OFFICE	DIO	Sh. Munish Gupta	246553/253198	233505	9416052924

4. Building

- a. Year of Construction:**2000**

5. Stairs

- a. Number: 3
- b. Type:**Right Turn**

6. Exits

- a. Number: 4

7. Lifts

- a. Number:**1**

8. Storage of flammable material

- a. Type of material stored: **Paper; files etc**
- b. Stored:**On all the floors**

9. Fire Alarm

- a. Fire alarm operational: **Yes**
- b. Smoke Detectors: **Yes**

10. Sprinklers System Installed: **No**
Sprinklers Functional: **No**

11. Communication System
- a. Telephones :**Yes**
 - b. Walkie Talkie: **No**
 - c. Wireless: **Yes**

12. Number of people employed: **350- 400 (Approximately)**

13. Average number of people in Mini Sect. on a working day:**3000-3500 (Approximately)**

14. Average number of people in Mini Sect. on a non- working day:**30 (Approximately)**

15. Average number of people in night:**5**

16. Service Equipment
- a. Electricity Generator:**2**
 - i. Floor 2: **25**

17. Places of Public Occupancies
- a. Assembly: Conference hall, other rooms in building.
 - b. Open spaces: Parking area

2. Hazards, Vulnerability, Capacity and Risk Analysis (HRVCA)

2.1 Hazards

Owing to the geographical location in Rohtak the Mini- Secretariat have probability of following hazards.

	Hazards	Causes
1.	Earth- quakes	Rohtak falls in Seismic Zone IV, High Damage Risk Zone
2.	Fires	Short circuit & presence of inflammable material like papers, files, etc.
3.	Floods	Heavy rains/ Sudden release of water (exp. in1995 Flood)
4.	Extreme Wheather	Natural cause
5.	Bomb Threat	Critical Infrastructure of district (Threat can cause stampede and panic)

2.1.1 Earthquakes

Rohtak falls in Earthquake Seismic Zone IV, i.e. High Damage Risk Zone. In this, zone earthquake of magnitude up to 8 are possible. In recent time Delhi which are in close proximity to Rohtak has been experiencing minor shake frequently.

2.1.2 Fires

Short circuit & presence of inflammable material like papers, files, etc in close proximity are basic causes of fire available in almost each room the mini- secretariat building. In addition during winters, heaters are used in many rooms. If proper care is not taken, these can cause fire. Therefore, fire is one of the probable hazards in the building.

2.1.3 Floods

Heavy rains/ sudden release of water from cause floods in Rohtak. It was experienced in 1995 and can cause flood in the adjacent area of mini Secretariat.

2.1.4 Extreme Weather

Owing to the geographical location and climatic conditions district faces extreme temperatures in months of December, January, May and June.

a) Cold Wave

During December and January, the average minimum temperature is recorded around 5-6^oC which, at times, reaches as low as 0^oC.

The cold wave is generally associated with Frost which is one of the reasons for huge crop losses in the District.

b) Heat Wave

Heat Wave is very complex phenomenon resulting from a certain combination of the temperature, humidity air movement and duration. Heat waves generally observed in month of April, May and June. In addition to this Rohtak also experience dust storms and wind storms frequently.

2.1.5 Bomb Threat

With the advent of terrorist activities and anti-social elements, the incidents of bomb threats and bomb blast are increasing. As the mini secretariat building is critical Infrastructure of district administration, there is possibility of such events. It should be noted that the even a bomb threat can cause stampede in the building and cause panic.

2.2 Non-Structural Hazards

Rohtak falls in Zone IV i.e. High Damage Risk zone for earthquake. It is well observed phenomenon that during earthquake injuries are caused due to structural and non- structural components in the building.

Therefore, owing to the type of work in Mini- Secretariat, there is presence of lots of material which can act as non- structural hazards during earthquake or any other emergency situation. This material includes glass window panes, computers, cupboards, air conditioners, hanging photo frames, files stalks, plants pots etc. This material act as harmful non-structural hazard during an earthquake as it moves/ shakes freely and can hit a person causing severe injury.

It is estimated in research that about 50% of injuries that occur due to earthquake is because of non-structural hazards. The following are few examples:

- **Cupboards:**

Almost every room in the Mini Secretariat has cupboards placed at various locations in room. These cup-boards can act major source of non –structural hazard within each room and in corridors. It is potential for blocking exits; blocking corridor passages, it may also fall on employees and can cause damage and injuries. The following are some pictures that can be hazardous during earthquake and for evacuation.

Picture:

- **Glass panes:**

Windows in the mini-sec building are covered with the glass panes. This glass can be hazardous during and act like sharp nail creating huge potential of causing injuries.

Various other materials like files or other heavy boxes stored on the cupboards, air –conditioners, false ceilings etc form probable hazards for the earthquake and fire.

2.3 Vulnerability

Vulnerability can be understood as the degree at which functions, human lives, property is susceptible to the hazards. Therefore, vulnerability in the mini-sec is degree to which people (officer/ staff/common public); infrastructure/ property and functions are at risk for disasters. There are number of visitors that are expected everyday in the Mini- Secretariat. The average 3500-4000 no. of people visiting each day in offices.

There are approximately 350-400 employed personnel in who would be present during office hours. The staffs also have physically challenged employees and pregnant and old age’s people. The huge piles of files in various offices and stacks over cupboards also add to vulnerability by acting as probable non-structural hazard and more so in case of fire by acting a possible flammable material.

2.4 Capacity Analysis

Capacity for disaster can be understood as any man or material resource that can reduce the impact of the disaster. This can be in the form of equipments, trainings, awareness, systems, plans, etc. The following are the capacities installed in the building:

1. Fire Alarm System
2. Fire extinguishers
3. Communication System
4. Trained Human Resource System, etc

Apart from these, there are various external infrastructures, facilities and capacities which could be requisite from nearby localities, districts etc during the disaster situation. Accordingly the details of Hazards, Risk, Vulnerability and Capacity analysis is given below:

2.5 Risk Analysis

Risk	Hazard	Vulnerable Area	Capacity
High Risk	Fires	Record Room; Offices, staff and Officers	a) Fire Extinguishers- YES b) Fire Alarm- YES c) Fire Hydrant-Non Functional d) Trained HR-YES
	Electric Shock Circuit	Record Room; Offices, Staff	e) Sprinklers-NO f) Smoke Detectors- YES g) Staff trained: YES
	Earthquake	Offices with high amount of non	a) Earthquake resistant: New Construction

		structural hazards; Public meeting; staff in offices	b) Safer Locations: Identified c) Trained staff: YES d) Open Spaces: Available and identified e) Evacuation Routes: Marked f) Staff Trained: YES
Medium Risk	Floods	Staff , Record room & data on ground floor, computers	a) Building storey: II (41M height)
	Extreme whether	Building; Staff	a) Lighting Conductor Installed: NO b) Proper earthing: YES
Low Risk	Storm	Building and Staff	a) Strong rooms: YES
	Cold Wave	Staff	a) Well constructed Building: YES
	Terrorist Attack	Staff, Records other property	a) Building evacuation mechanism: YES

Sr. No.	Hazard	Frequency	Severity
1.	Fire	H	H
2.	Earthquake	M	H
3.	Heavy rainfall and wind	M	M
4.	Extreme heat/Cold wave	L	M
5.	Bomb Treat/ Blast	L	H
HIGH (H), Moderate (M), Low (L)			

3. Institutional Mechanism

3.1 District Disaster Management Authority

District Disaster Management Authority, Rohtak plans, coordinates and implements all measures for the purposes of Disaster Management in accordance with the Guidelines laid down by NDMA and HSDMA. It gives direction to departments at district level and local authorities to take measures for prevention or mitigation of disasters and also monitors that they implement disaster management plans at their respective level. The members of DDMA are as under:

S. No.	Members	Designation in DDMA
1	Deputy Commissioner, Rohtak	Chairperson ex-officio
2	Chairman of Zila Parishad, Rohtak	Co-Chairperson
3	Additional Deputy Commissioner, Rohtak	Chief Executive Officer ex-officio
4	Superintendent of Police (Headquarters), Rohtak	Member ex-officio
5	Chief Medical Officer, Rohtak	Member ex-officio
6	Superintending Engineer, PWD(B&R), Rohtak	Member
7	District Revenue and Disaster Management Officer, Rohtak	Member

3.2 Mini- Secretariat Safety Committee

For addressing the issues pertaining to disaster management, a mini secretariat safety committee is formed. The committee for Mini Secretariat is constituted of 10 members and headed by Deputy Commissioner, Rohtak. The Committee will be overall responsible for taking steps necessary for prevention, mitigation and preparedness. It will also be responsible setting up necessary mechanism for disaster response and recovery. The Mini-Secretariat Safety Committee comprises of following members:

S. No	Designation	
1.	Deputy Commissioner, Rohtak	Chairperson
2.	Additional Deputy Commissioner, Rohtak	Member
3.	City Magistrate, Rohtak	Member
4.	DSP (HQ), Rohtak	Member
5.	District Revenue Officer, Rohtak	Member
6.	District Development and Panchayat Officer, Rohtak	Member
7.	XEN PWD, Rohtak (Concerned)	Member
8.	District Informatics Officer, Rohtak	Member
9.	XEN UHBVN (Concerned)	Member
10.	Superintendent (Deputy Commissioners Office)	Member

3.3 Roles and Responsibilities of the Officers

Official	Designation	Responsibility
Deputy Commissioner	Safety Director	i. Over all supervision. ii. Monitoring and implementation of safety practices.
Additional Deputy Commissioner	Planning Section	i. Prepare for Plans for Mini Sec Safety

		ii. Training of Human resources in the building
CTM	Deputy Director Safety	i. Identifying monitoring and measuring risk ii. Preparing list of staff iii. Ensure head count after evacuation iv. Ensuring of safety measures being followed v. Regulatory compliance. vi. Ensure staff participation in all safety activities vii. Transportation facilities
DSP (HQ)	Chief Security Officer	i. Ensure safety of people at mini secretariat ii. Intimate about any protest in mini secretariat complex iii. Provide sufficient amount of personnel for security iv. Monitor and implement any violent situation in and around area. v. Intimate about possible attack or bomb treat.
DRO	Resource Manager	i. Provide an updated district resource inventory ii. Provide with equipments life jacket, boats etc if needed. iii. Provide list of trained human resources iv. Coordinate for: a. Human resource b. Food c. Water supply d. Other essential supplies if needed.
XEN PWD	Premise Manager	i. Identifying monitoring and measuring risk to infrastructure ii. Mitigation of identified risk iii. Ensure Mitigation measures in the building iv. Conduct building safety audit as per regulations
DIO	IT and documentation Manager	i. Disruptions due to ignoring safe computing guidelines caused by virus attack or denial-of-service or attack in the computer network shall immediately be reported by all offices to the DIO, which, in turn shall activate the laid-down response mechanism ii. Resolving of computer hardware related issue iii. Resolving of video conferencing issues iv. Resolving issues related to UPS related back up. v. Reporting of all incidents with help of Documentation team.
XEN UHBVN ;XEN PWD(B&R)	Electricity	i. Ensure proper supply of electricity ii. Ensure proper functioning of generators iii. Intimate any power cut iv. If in case of immediate power failure intimate recovery time v. Ensure safety mechanism in place for electrical safety vi. Mitigate for identified electricity related risk vii. Ensure proper mitigation measures for electrical safety. viii. Conduct electrical safety audit keeping regulations in consideration
All HODs in Mini Sec Complex.		i. Ensure participation from all staff ii. Allocation of volunteers for team iii. Ensure proper mitigation measures being taken. iv. Ensure knowledge of plan and its activities should reach every employee.

4.Resource Mapping

4.1 On Site Resource Mapping

S. No	Name of resources	Location
1.	Fire fighting equipments	All the floors
2.	Water storage Capacity	On the roof
3.	Doctor (Medical assistance)	Ground Floor near the lift
4.	No of Entries and exits	3
5.	Police Control Room	1 st floor
6.	Specialized fire fighting teams	All the floors
7.	Specialized Search and Rescue teams	All the floors
8.	Specialized first Aid teams	All the floors

4.2 Fire Hazard Resources

a) Details of Fire Extinguishers

Sr. No.	Type of Fire Extinguisher	Ground Floor	First Floor	Second Floor	Total
1.	CO ₂ (9Kg)	5	5	5	15
2.	ABC (5Kg)	5	5	9	19
3.	DCP	5	3	3	11
4.	Water CO ₂	1	1	2	4
5.	CO ₂ (5Kg)	3	5	3	11
6.	Total	19	19	22	60

b) Fire Alarm System

Fire alarm system installed in the buildings is conventional fire alarm. It functions on the smoke detectors that are installed in the building and indicates the zone in which smoke is detected. Each floor in the Mini Sec is divided into zones that are shown in the panel of the fire alarm on each floor as well as on the in the main panel installed on the ground floor. The fire is indicated by red signal light in particular zone. A Mic system necessary for communication is also installed in the fire Alarm.

4.3 Off Site Resource Mapping

Sr. No	Institution	Distance/ Location	Contact No
1.	civil Hospital, Rohtak	1 KM	01262-251534
2.	Burn Ward, GH Rohtak	1 KM	01262-251534
3.	Police Control Room	50 M	(100)
4.	Police Station, Rohtak	50 M	01262-276275
5.	Fire station, Rohtak	1KM	(101)
6.	NDRF, 8 th Battalion	Ghaziabad	01202-766618
7.	Ambulance Services	1 KM	(102)
8.	Armed Forces	54th Battalion HISAR	08571029737

4.4 District Level Emergency Response Teams

a) District Red- Cross Society: **01262-254588 , 9416142042**

Sr. No.	Name	Designation	Contact No.
1.	Sh. Yogeshwar Rakesh Dahiya	Assit. Red Cross	9812200300

b) Fire Brigade: 101

Sr. No.	Name	Designation	Contact No.
1.	Sh.Rajbeer	(Fire Officer)	98295900953

c) List of Equipments with Revenue Department

Sr. no	Name of Equipment	Quantity	Location and Contact
1.	Life Jackets	20	Location : Disaster Management Stores Mini Secretariat Contact: Name: Sh. Bijender singh Mob: 8059976044
2.	Stretchers	6	
3.	Life Bouy	17	
4.	Portable genset	1	
5.	Gas Cutter	1	
6.	Portable Electric Drill	1	
7.	Light Tower	1	
8.	Winch	1	
9.	Portable Mega Phone	8	
10.	Ropes	5	
11.	Reflective jacket	20	
12.	touch	5	
13.	Reflective Jackets	20	

5.

Prevention and Mitigation Measures

5.1 Prevention

Disaster impact can be prevented for by strict adherence to the safety norms and practices given below:

1. **Building Codes:** The Bureau of Indian Standards (BIS) has been publishing seismic hazard maps of India since 1962. The fifth revision of IS 1893 (1): 2002, which took place immediately after the devastating 2001 Bhuj earthquake, has four zones
2. Construction of earthquake resistance structure
3. Fire Safety Norms
4. Electrical Safety Norms

5.2 Mitigation

a. Structural Mitigation

Structural hazards mitigation relates to the take necessary steps to avoid.

b. Non Structural Mitigation

As certified by XEN, PWD (B&R) the Mini Sec building is structurally safe but with the vulnerability towards disasters like earthquake and fire, non- structural hazards are of more concern. It is an acknowledge fact that 50% of the injuries after any earthquake are caused by non- structural hazards. The following are the non- structural hazards that are present in the building along with the possible mitigation measures:

The following actions that should be taken to mitigate risk from cup boards or like objects:

- **Relocation:** All the cupboards that pose a risk should be relocated to such a place where it poses minimum chances of falling on individual or blocking any kind of exits.
- **Immobilization:** All such cupboards should be fixed to the wall or attach with each other so as to avoid free fall at the time of earthquake.

6.Capacity Building Measures

6.1 Human Resource Capacity Building

With the objective of providing overall response to the disaster situation, the office of the Additional Deputy Commissioner, Rohtak will organize specialised trainings for the human resources in the building. It will be in association of Centre for Disaster Management, HIPA. For this purpose for the financial year 2015-2016 a Research Officer, HIPA is placed in the District.

The following capacity building trainings should be arranged from time to time for the staff of Mini Secretariat, Rohtak:

1) Techniques for Disaster Planning and Response

As the infrastructure and human resources in the Mini Secretariat keep on changing, there is necessity for establishing the institutions for planning and response. These training should be given to the enable decision makers to tackle the disasters situation and take appropriate decision for management of the disasters.

2) HRVC (Structural and Non-Structural Identification)

Assessment of hazards and vulnerability is one of the tools for response, prevention, mitigation and planning for disaster. Therefore, the staff should be sensitized for identification of structural and non-structural hazards and its behavior during disasters so that they can be made aware and trained for various do-s and don't-s during emergency situation.

3) Search and Rescue Techniques: (SAR)

During emergency there is need of rescuing persons trapped in hazards zone. As disaster situation are associated with resource crunch and destruction of physical infrastructure, there is a need of learning and practicing the search and rescue techniques by selected members of the staff. Therefore, regular sessions of SAR trainings should be organized for the staff.

4) Fire Fighting Techniques

It is observed that although Mini-sec building has fire extinguishers installed still there is very low awareness regarding its usage in case of fire. Therefore, to make the staff aware of the techniques of using fire extinguishers regular trainings for fire fighting should be conducted.

5) First Aid and Basic Life Saving Skills

Disaster requires prompt response to save life. Therefore there is a need of first aid providers in complex so that they could respond within golden hour. Therefore, there is need of training staff for first aid and basic lifesaving skills regularly.

6.2 Equipment

For appropriate disaster response, along with trained human resources there is need of disaster response equipment. The equipment can be categorized for use by different responding teams. For, example, Search and Rescue team shall have ropes, stretchers, blankets, ladders, etc for conducting activities in SAR. Similarly, fire fighting teams should have fire extinguishers, fire hydrants, sand buckets, etc. First Aid teams should have bandages, first aid kits etc. Therefore, the equipment should be made available under capacity building fund.

Due care for maintenance and safety of these equipment should also be taken.

6.3 Mini Secretariat Safety Plan

To deliver proper response to the disaster situation there is need for comprehensive disaster management plan for the Mini Secretariat This plan contains the detail HRVC, prevention, mitigation and response plan. It should also have updated resource inventory and updated list of trained staff. This plan should be annually updated and discussed with all the stakeholders regularly. The Deputy Commissioner, Rohtak shall depute appropriate officers for updation of the plan.

7. Preparedness Measures

7.1 General Preparedness

- a. Prepare floor wise evacuation plans for the building.
- b. Floor shall be numbered at stairways and exits.
- c. The floor maps should be direct proper information of safer routes, safer locations.
(Details of the floor-maps are attached in annexure)

7.2 Fire Hazards Preparedness

- a. A fire extinguisher is required to be within every 75 feet of area
- b. Fire extinguishers must be checked annually by a licensed service contractor.
- c. Fire extinguishers should not be hung higher than 5 feet from the floor to the top of the extinguisher
- d. Extinguishers are classified as "A", "B", or "C". Type "A" is required for ordinary (*wood, paper, some plastics, etc.*) hazards. Type "B" is required for liquid (*grease, paint, some plastics, etc.*) hazards. Type "C" is required for electrical hazards.
- e. Multi-purpose ("ABC") extinguishers are available for combined hazards and are the type **recommended**.
- f. CO₂ type fire extinguisher is required to be installed in areas where computer or other technical appliances are kept.
- g. Other extinguishers like (Water-CO₂) and AFFF shall also be kept ready at strategic location with consultation of Fire Officer.

7.3 Exits

- a. There must be at least two exits from every area.
- b. Exits must be accessible without the use of any key.
- c. Exits must be marked with illuminated exit signs that are working.
- d. A horizontal exit shall be equipped with at least one fire/smoke door with fire resistance, of self-closing type. Further, it is required to have direct connectivity to the fire escape staircase for evacuation.
- e. Doors in horizontal exits shall be open at all times from both sides
- f. Storage, furniture, trash, etc. are not allowed in corridors or stairways.
- g. Fire doors to stairways and storage rooms must close and latch automatically.
- h. Fire doors may not be blocked open (*fire doors can only stay open normally if smoke detectors connected to automatically releasing door holders are installed*).
- i. The walls and ceilings of corridors and stairs must be solid. Any holes or other damage must be repaired.
- j. Exits may not be hidden by draperies, furniture, etc.
- k. Exit doors must open outwardly.
- l. Exit doors shall not hinder the exit passage.
- m. Overhead or sliding doors shall not be installed.
- n. Exits must lead to refuge area or street or roof.
- o. Exit door shall not open immediately upon a flight of stairs; a landing equal to at least the width of the door shall be provided in the stairway at each doorway; the level of landing shall be the same as that of the floor which it serves.
- p. Mirrors shall not be placed in exit ways or exit doors to avoid confusion regarding the direction of exit.
- q. Exits path or corridors ways are to be kept clear

7.4 Fire Alarms

- a. Every building must have a fire alarm system that is always working.
- b. Each bell or horn, manual alarm station, and smoke or heat detector must work.
- c. The alarm stations must be red, and may not be covered or blocked by furniture, posters, drapes, etc.
- d. Smoke detectors are required in every room used for sleeping and are recommended in the corridors and stairs.
- e. When it is sounding, the fire alarm must be heard in every area of the building.

7.5 Fire Hydrant

- a) Fire hydrants must be installed and strategically located.
- b) Fire hydrants must be checked every six months and proper functioning must be ensured.

7.6 Earthquake Hazard Preparedness

- a) Safe location for evacuation must be identified
- b) First Aid box must be prepared and placed strategically
- c) Any material potential of blocking exits must be replaced.

7.7 Human Resources Data Updation

- a) Data regarding the human resources in the building must be regularly updated.
- b) Their newly appointed staff members must be trained and made aware for the plans
- c) Regular trainings of safety teams must be carried out.

7.8 Safety and Security of Documents

- a) The following steps should be taken well in advance for prevention of loss of any essential document in Mini Secretariat record room.
- b) The record room should be earmarked in the building for storage of old files, records and documents.
- c) All the important documents should be scanned and digitized and a copy of it can be kept at some alternate safe place.
- d) There should be regular disposal of files as per the existing government guidelines.
- e) All the departments/ courts and offices should have back-up of their respective data in PCs/Laptops.
- f) Security of files/ documents/ PCs/ lap tops and use of pen drives and CDs should be elaborate.
- g) Regular check by department / section heads is recommended.
- h) Training regarding Dos and Don'ts is recommended.

8. Response Plan

Disaster Response

Emergency response for any disaster incident will be of two kinds: 1) On-site Response and 2) Off-site Response.

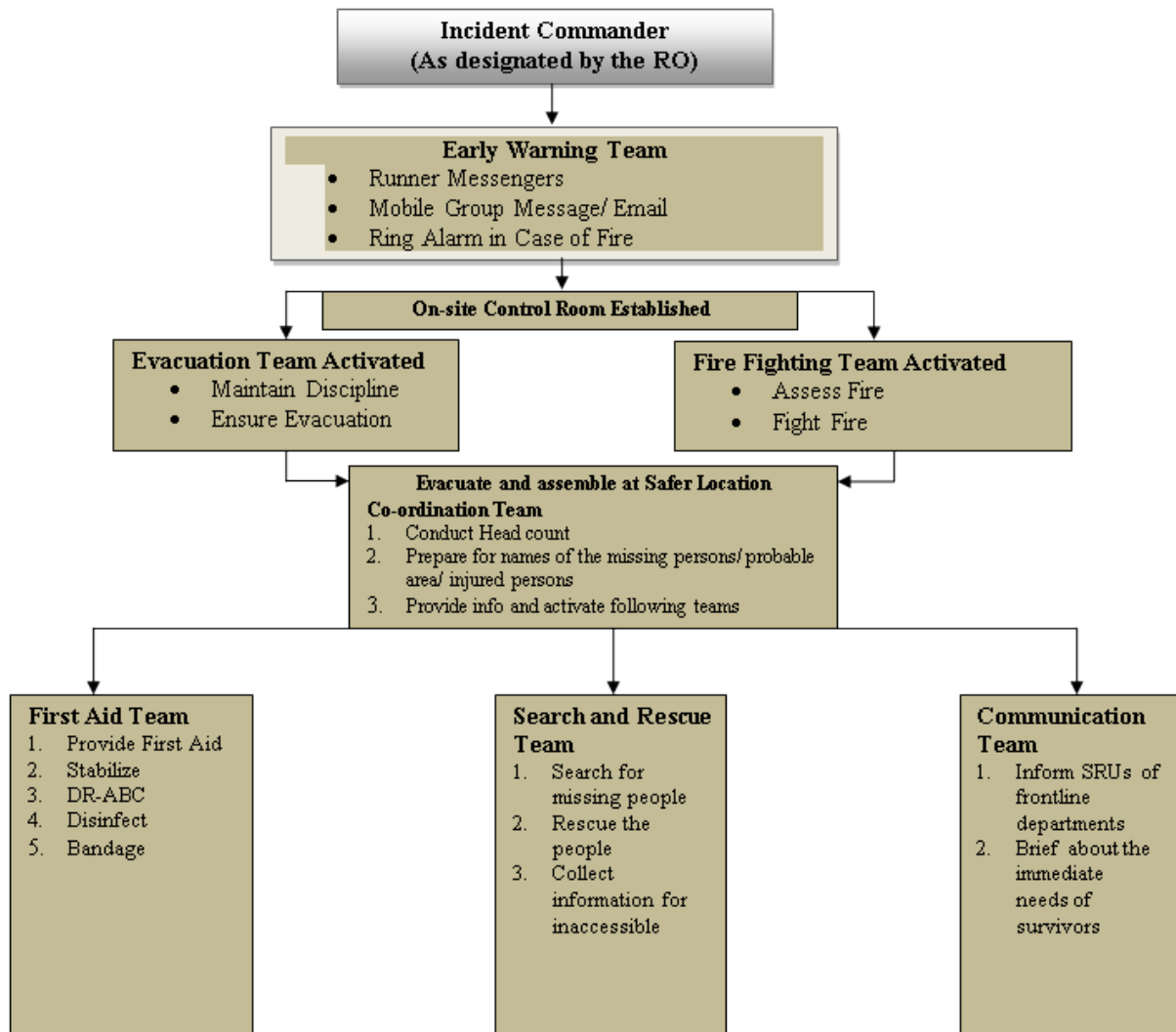
8.1 On-Site Response

The Immediate response given by the on-site responders is said to be on-site response. The responders shall be the members of the staff of Mini Secretariat which are trained for emergency response. The following is the on-site response mechanism for Mini Secretariat.

8.1.1 On-Site Response Mechanism

For the purpose of executing a comprehensive response to any emergency situation the following teams are trained for response of any emergency situation. All the activity will be commanded by the Incident Commander and teams shall follow his/ her directions.

Sr. No	Name of the Team	Roles and Responsibility
1.	Awareness Generation Team	<ol style="list-style-type: none"> 1. Conduct timely awareness generation activities for Mini-Sec Staff 2. Discuss and highlight Mini- Sec Safety Plan with the staff time to time.
2.	Early Warning Team	<ol style="list-style-type: none"> 1. Run and issue warning to each room 2. Ring alarm or use mic system 3. Use any other communication to issue warnings
3.	Evacuation Team	<ol style="list-style-type: none"> 1. Identify safe evacuation routes and safe exits 2. Ensure disciplined evacuation to safer location
4.	Co-ordination Team	<ol style="list-style-type: none"> 1. Maintain Departmental data of the staff 2. Assess evacuated and missing staff details and report to IC 3. Seek any necessary help for the staff from IC and other response teams
5.	Communication Team	<ol style="list-style-type: none"> 1. Inform the responder for any emergency situation 2. Inform Ambulance, Fire Brigade, Police and other emergency responder about the situation and needs
6.	Fire Fighting Teams	<ol style="list-style-type: none"> 1. Assess Fire 2. Fight Fire as early as possible 3. Inform IC is the fire goes beyond their capacity of extinguishment
7.	Search and Rescue Team	<ol style="list-style-type: none"> 1. Search for missing persons 2. Rescue missing persons in appropriate manner
8.	First Aid Team	<ol style="list-style-type: none"> 1. Identify resources for first aid 2. Setup first aid delivery point- onsite 3. Provide necessary first aid to the injured
9.	Road Safety and Traffic Management Teams	<ol style="list-style-type: none"> 1. Manage traffic on site 2. Manage crowd on site
10.	Food and Water supplying Teams	<ol style="list-style-type: none"> 1. Ensure availability of drinking water on site 2. Ensure availability of food items if required.
11.	Non- Structural Hazards Mitigation Team.	<ol style="list-style-type: none"> 1. Identify non-structural hazards in the building 2. Make necessary measures for its mitigation 3. Ensure all the non-structural hazards are mitigated properly



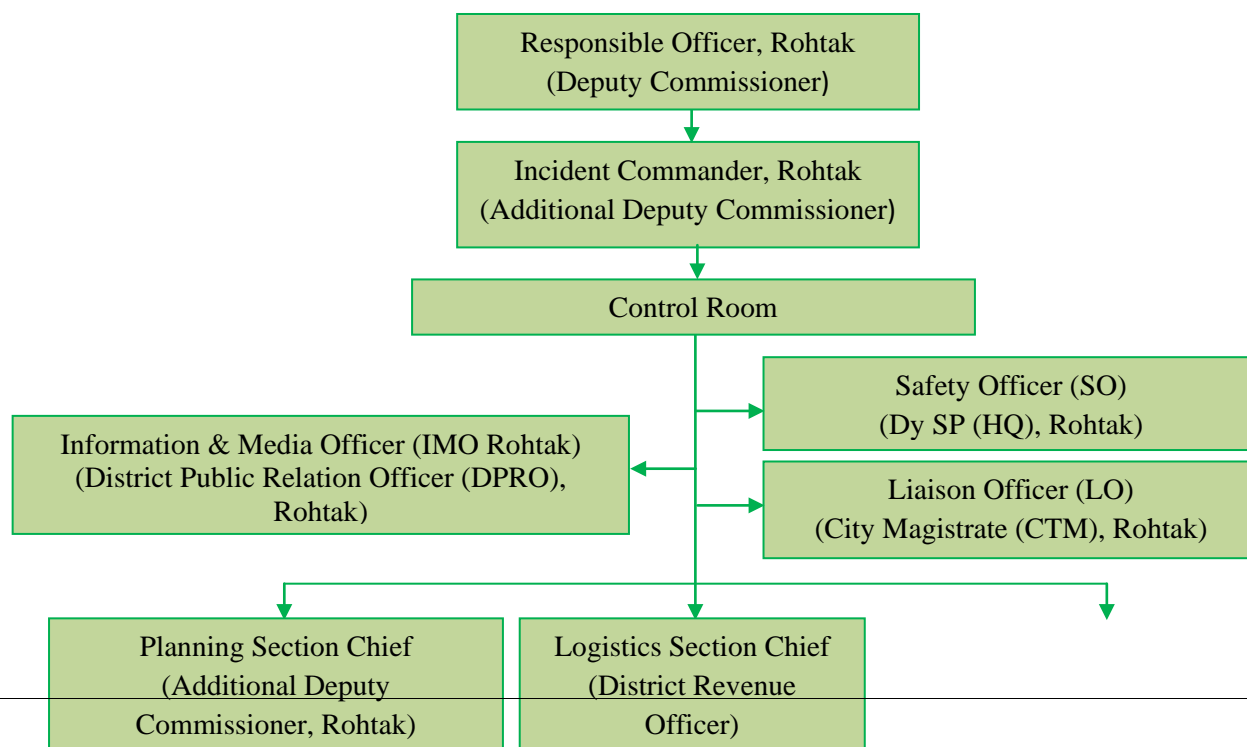
8.1.2 Response Teams Details

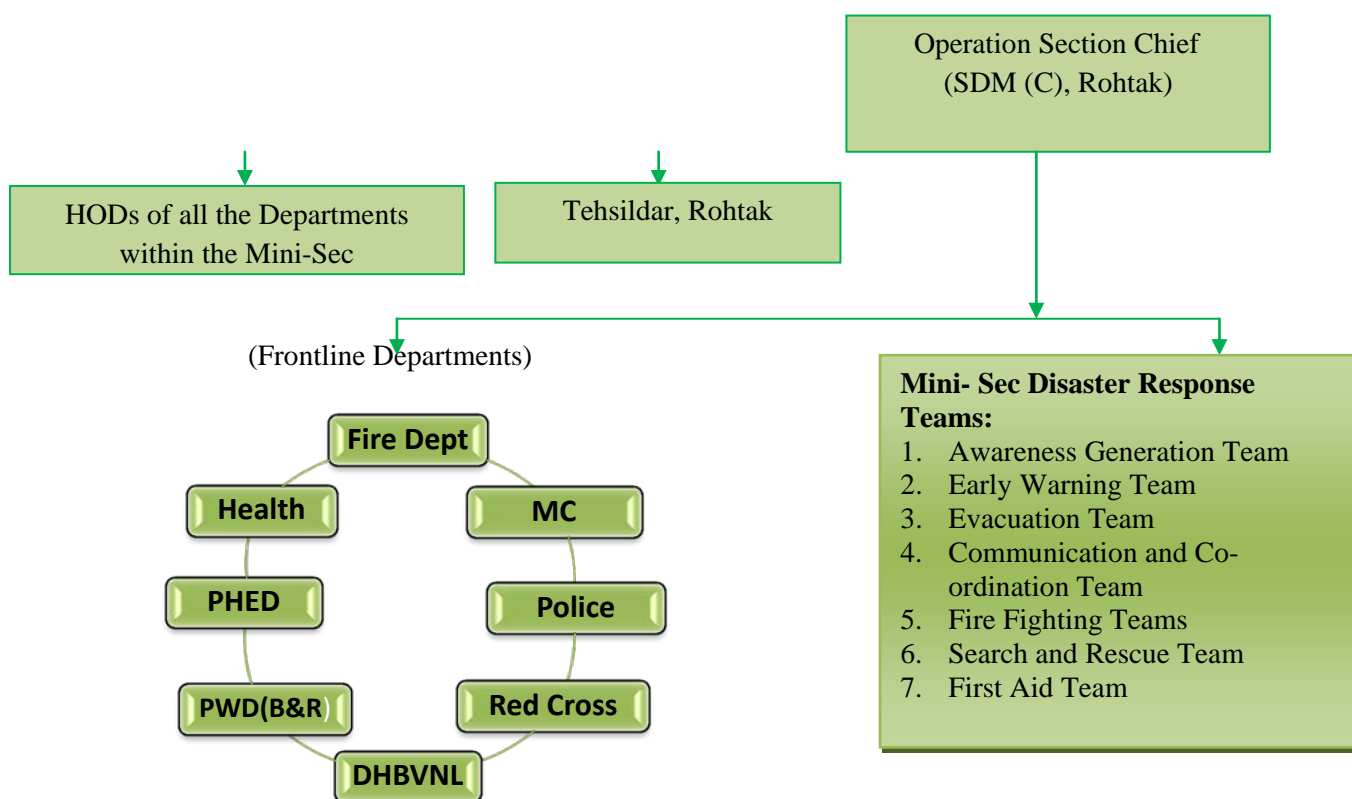
Sr. No	Name	Designation/ Office	Contact no.
Awareness Generation Team (Before Disaster)			
1.	Jai Bhgwan	Dc office Rohtak	98133770890
2.	Bijender Singh	Dc office Rohtak	8059976044
3.	Aksay Kumar	Dc office Rohtak	9671978776
4.	Krishan Kumar	Dc office Rohtak	7876731101
5.	Rampal	Dc office Rohtak	9416436697
Early Warning Team and Evacuation Teams			
1.	Suresh Jawa	District Manager	9354224115
2.	Raj Karni	S.O.(A/cs.)	9315192951
3.	Bijender Singh	Sr. Acctt.	9416576745
4.	Bhalle Ram	Sr. Acctt.	9354224053
5.	Sandeep Kumar	Sr. Acctt.	9813337939

Communication Team			
1.	Ram Mehar	DC Office	9416529113
2.	Vijay Deswal	DC Office	9992360000
3.	Vichittar Pal	DC Office	9354224052
4.	Ravinder Sharma	DC Office	9315330155
Fire Fighting Teams			
1.	Aksay Kumar	Dc office Rohtak	9671978776
2.	Krishan Kumar	Dc office Rohtak	7876731101
Search and Rescue Team			
1.	Ranbir Kataria, Asstt.		9355101922
2.	Ranbir Kataria, Asstt.		9355101922
3.	Paramveer, FI(S)		
4.	Rajesh Kumar, FI(S)		9812489850
5.	Rajesh Kumar		9812489850
6.	Ranbir Kataria, Asstt.		9355101922
7.	Ranbir Kataria, Asstt.		9355101922
First Aid Team			
1.	Sobhan Singh		9896551727
2.	Dinesh Kumar		9050407403
3.	Shakuntla		946690285
4.	Ram Kumar		9812989636
5.	Ram Niwas		9466011920
6.	Indrawati		8901275604
7.	Amit Dua		9354224051

8.2 Off- Site Response

For off-site response, incident response system as per District Disaster Management Plan, Rohtak shall be followed:





8.2.1 Control Room

1. Police Control room would be used
2. Deputy Commissioners Camp Office
3. Superintendent of Police camp office can be used as control room.

8.2.2 Activation of Response Team

With the warning/ emergency alarm/ on-set of any hazard the response teams in the mini-sec shall be activated and assemble at identified safe- location. Further, all the team members will fall into respective teams and report to the IC/ OSC for the orders. The following are the disaster response teams in the mini- sec.

8.2.3 Response Branch: Details of Task Force

Sr. No	Department	Frontline Depts	Contact Details	
			Office	Mobile
1.	Police Department	SHO, Model Town	01262-228135	
2.	Health Department	CMO, Rohtak	212430	7027816599
3.	Fire Department	FSO, Rohtak	101	8295900953
4.	Home Guards	District Commandant		9416357765
5.	District Red Cross	Secy Red Cross		9416210562

8.2.4 Department wise Roles and Responsibility

Sr. No.	Department	Responsibility
1.	Police Department	1. Corden of the area 2. Provide Security to the property/ records/ documents 3. Crowd Management 4. Communication (Wireless) 5. Maintain law and order
2.	Revenue Department	1. Co-ordinate overall response 2. Provide/ procure response equipments
3.	Health Department	1. Provide ambulances 2. Conduct Triage 3. Provide emeregency medicle response
4.	Fire Department	1. Assess Fire; Fight fire 2. Search and Rescue person
5.	DVHBN	1. Provide electricity as and when required 2. Cut off power supply when needed 3. Provide generators during response
6.	PWD (B&R)	1. Provide heavy duty equipment for response
7.	MC	1. Provide JCBs, Cranes or other heavy duty equipment
8.	PHED	1. Provide water through water tankers
9.	Any other Department	1. Resources from any department can be procured during emergency as per the direction of the RO.

9. Evacuation Plan

9.1 Scope

The aim of evacuation plan for any building is to facilitate complete evacuation of Mini Secretariat in orderly manner.

9.2 Objective

The primary objective of the evacuation plan is to ensure that:

1. Everyone leaves the building safety
2. To create clarity regarding safe routes, safe location, assembly area and various safety resources in the premises of the building.
3. To create proper system of evacuation that enables building occupants accountable for an emergency evacuation of all present in the building.

9.3 Need of Evacuation

The following are cases/scenario for which emergency evacuation is necessarily implemented:

1. Fire
2. Explosion
3. Bomb threats
4. Release of hazardous chemical substances, in quantities or toxicity, which is threaten human health.
5. Building air contamination

6. Severe weather
7. Earthquake

9.4 Early Warning/ Emergency Notification

The building occupants are notified of emergency through the use of the following:

1. Word of mouth
2. Fire or other alarms
3. Mass messaging service
4. Loud speakers

9.5 Evacuation procedure

1. The person who detects hazard, rings the emergency alarm, activates evacuation teams for word of mouth.
2. At the sound of the emergency alarm/ word of mouth, it is the responsibility of all building occupants to evacuate immediately and proceed to predetermined assembly points, away from the building i.e. parking area.
3. Building occupants are also responsible for ensuring that their visitors/customers follow the evacuation procedure described herein, and leave the building along with all other occupants.
4. In case of meetings, courts hearing or procedure the HODs/ Officers Concerned are responsible for adjourning their courts, and directing staff to leave the building by the nearest building exit upon hearing the building alarm or being notified of an emergency.
5. Designated essential personnel needed to continue or shut down critical operations, while an evacuation is underway, are responsible for recognizing and/or determining when to abandon the operation and evacuate themselves.
6. New workers/Contract workers/ general public will be made familiar with the procedures outlined herein, and are expected to leave the building when the alarm sounds.
7. The evacuation team will be responsible for creating buddy-system for ensuring evacuation of vulnerable.
8. Any person unable to use stairs, or need assistance to evacuate, should proceed to the nearest designated "safe room" or remain in his/her office if safe. Emergency evacuation personnel will check "safe rooms", and ensure emergency response and rescue personnel are notified if someone has taken refuge there. They will also report any person taking refuge in offices in their areas.

9.6 Dos and Don'ts for Evacuation

Whenever you hear the building alarm or are informed of a general building emergency,

1. Do not panic
2. Do not ignore alarm.
3. Leave the building immediately, in an orderly fashion.
4. Do not use elevators.

5. Meetings; trainings must be dismissed and all are directed to leave and assemble outside.
6. Follow quickest evacuation route from where you are (see pasted floor evacuation diagram/map by elevator).
7. Do not go back to your office area for any reason.
8. Proceed to the designated emergency assembly point for your area. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point.
9. Report to your Work Area Rep. at the assembly point to be checked off as having evacuated safely; also report any knowledge you may have of missing persons.
10. Return to the building only after emergency officials or building monitors give the all-clear signal. Silencing the Alarm doesn't mean the emergency is over.

9.7 Responsibility of Evacuation Teams

For the purpose of this Plan, Emergency Evacuation Personnel, and their alternates are regular employees who have been selected to help ensure that:

1. Building evacuation is carried out as planned,
2. Evacuated occupants are directed to assigned assembly points where they will be accounted for, and
3. Persons needing assistance to evacuate are attended to.

Building emergency evacuation personnel and their alternates shall be selected among building occupants, and on a voluntary basis.

The following is a list of building emergency evacuation personnel, and their corresponding duties:

PLEASE NOTE: ASSIGNED DUTIES ARE TO BE CARRIED OUT ONLY IF YOU ARE NOT PUTTING YOURSELF IN DANGER OR RISKING YOUR PERSONAL SAFETY

Personnel	Duties
Communication and Coordination teams	<ul style="list-style-type: none"> • Maintain a current list of all occupants, including part time and all other employees in immediate work area. • Ensure area occupants leave the building in cases where there is word of an emergency but building alarm didn't sound. • Inform occupants of their duty to report to your assembly point. • Assist and/or direct occupants with limited mobility either to safe rooms, or down stairs if they are able to negotiate stairway. • Leave the building as soon as possible and go to your assembly area. • Check off co-workers who safely reported to assembly point from occupant list. • Collect information on missing personnel known or suspected to still be in the building and report to the floor monitor or emergency personnel.
Evacuation team	<ul style="list-style-type: none"> • While leaving, monitor corridors on assigned floor and ensure personnel are moving toward exits. • Check restrooms on assigned floor to ensure they have been evacuated. • Make sure fire doors on enclosed stairways and exits are closed and not blocked open. • Assist and/or direct occupants with limited mobility either to safe rooms, or down stairs if able to negotiate stairway. • Leave the building as soon as possible and ensure assigned entryways are being monitored. Report presence of anyone still on your floor to Emergency Coordinator, or directly to Fire Dept. • Prevent re-entry into the building until emergency responders or the emergency coordinator announces the all-clear signal. • Fill out the building evacuation observation report form.
Coordinators	<ul style="list-style-type: none"> • Collect information on building occupants known or suspected to still be in building from Floor-wise members. • Meet emergency responders at building entrance. • Report information on occupants needing assistance to evacuate and other personnel suspected to still be in building to emergency responders or on site Incident Commander. • Transmit the All-Clear signal to floor monitors or other building emergency evacuation personnel. • Conduct post emergency meeting if necessary.

9.8 Evacuation Map