

Railway Station Safety Initiative

By



**Revenue and Disaster Management Department
Government of Haryana**

RAILWAY STATION DISASTER MANAGEMENT PLAN



**Railway Junction, Ambala Cantt
2015**



**CENTRE FOR DISASTER MANAGEMENT
HARYANA INSTITUTE OF PUBLIC ADMINISTRATION, GURGAON**

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1. Disaster Management in Indian Railways

“Railway Disaster is a serious train accident or an untoward event of grave nature, either on railway premises or arising out of railway activity, due to natural or man-made causes, that may lead to loss of many lives and/or grievous injuries to a large number of people, and/or severe disruption of traffic etc, necessitating large scale help from other Government/Non-government and Private Organizations.”

The Indian Railways is the world’s largest government railway. It is a single system which consists of 65,436 route km of track that criss cross the country, on which more than 20,238 number of trains ply, carrying about 23 million passengers and hauling nearly 2.77 million tonnes of freight every day. Therefore, the safety of operations on the Railways and the safety and security of the millions availing the services of the Railways are of paramount importance. India is vulnerable, in varying degrees, to a large number of natural as well as man-made disasters. Heightened vulnerabilities to disaster risks can be related to expanding population, urbanization and industrialization, development within high-risk zones, environmental degradation and climate change. It can also be related to increase in terrorism around the Globe.

DISASTER DEFINED IN RAILWAYS’ CONTEXT

The concept of a Disaster was not adequately and comprehensively defined on Indian Railways, till the year 2005. It was accepted that a Disaster situation implies, on the railways, to cover only cases of serious rail/train accidents. The definition of Disaster Management (DM) as given by the Government of India was legislated for the first time in the Disaster Management Act, 2005. The broad principles of disaster for any department of the Government changed to the concept of any incident which could not be handled with alone by that department i.e. if it was beyond the coping capacity of a particular department, the incident could be termed as a disaster. With this came the concept of the departments of Government of India as also the State Governments required to join hands to extend whatever facilities were available with them to provide relief/rescue and mitigation on the occurrence of a disaster.

Disaster in the Railway context was traditionally a serious train accident, caused by human/equipment failure, which may affect normal movement of train services with loss of human life or property or both. This is now extended to include natural and other manmade disasters. Different types of disasters are described along with a few examples, below:

- a) Natural Disaster includes Earthquakes, Floods, Cyclones, Land Slides, Snow Avalanches, Tsunami etc.
- b) Train Accident related Disaster includes Collisions (with a huge number of casualties), Train marooned (flash floods), derailments on a bridge over a river and coaches falling down, train washed away in cyclone, derailment of a train carrying explosives or highly inflammable material, tunnel collapse on a train, fire or explosion in trains, and other miscellaneous cases etc.
- c) Manmade Disasters covers Acts of Terrorism and Sabotage, i.e. causing deliberate loss of life and/or damage to property, which includes Setting a Train on fire, Railway installations etc., bomb blast at Railway Station/Train, Chemical (Terrorism) Disaster, Biological, Radiological and Nuclear Disaster.

Ambala Cantt Railway Station:-

Ambala cantt railway station is located at Grand Trunk Road, Ambala Cantonment ,Haryana .Latitudinal and longitudinal distance respectively 30°20'19"N 76°49'37"E.

Elevation	272.530 metres (894.13 ft)
Owned by	<u>Indian Railways</u>
Operated by	<u>Northern Railway</u>
Line(s)	<u>Delhi-Kalkaline</u> <u>Moradabad-Ambalaline</u> <u>Ambala-Attari line</u>
Platforms	7(1A,1,2,3,4,6,7)
Construction	
Structure type	Standard on ground
Other information	
Station code	UMB
<u>Division(s)</u>	Ambala
History	
Opened	1891
Electrified	1999-2000

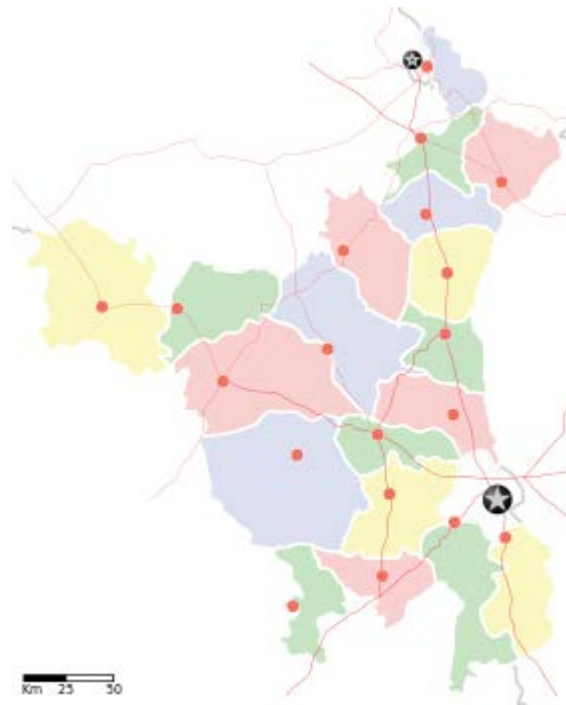


Figure 1 Map of Haryana showing location of Ambala Cantt Railway Station

Ambala railway station is located at an altitude of 272.530 metres (894.13 ft) above sea level. It was allotted the railway code of UMB under the jurisdiction of Ambala railway division. Ambala Cantt serves most number of Shatabdi Express trains after New Delhi.

1. Kalka New Delhi Shatabdi Express 12005/06
2. Kalka Shatabdi Express 12011/12
3. Chandigarh New Delhi Shatabdi Express 12045/46
4. Amritsar Shatabdi Express 12013/14
5. New Delhi Amritsar Swarna Shatabdi Express 12029/30(six days in week)
6. New Delhi Amritsar Shatabdi Express 12031/32(weekly)

History

The Sind, Punjab and Delhi railway completed the 483 km (300 mi) long Amritsar - Ambala - Saharanpur - Ghaziabad line in 1870 connecting Multan (now in Pakistan) with Delhi. The Delhi-Ambala-Kalka line was opened in 1891.

Electrification

Kurukshetra - Ambala and Ambala - Chandigarh sectors were electrified around 1996-99 and Ambala - Saharanpur sector in 1996-98

Loco sheds

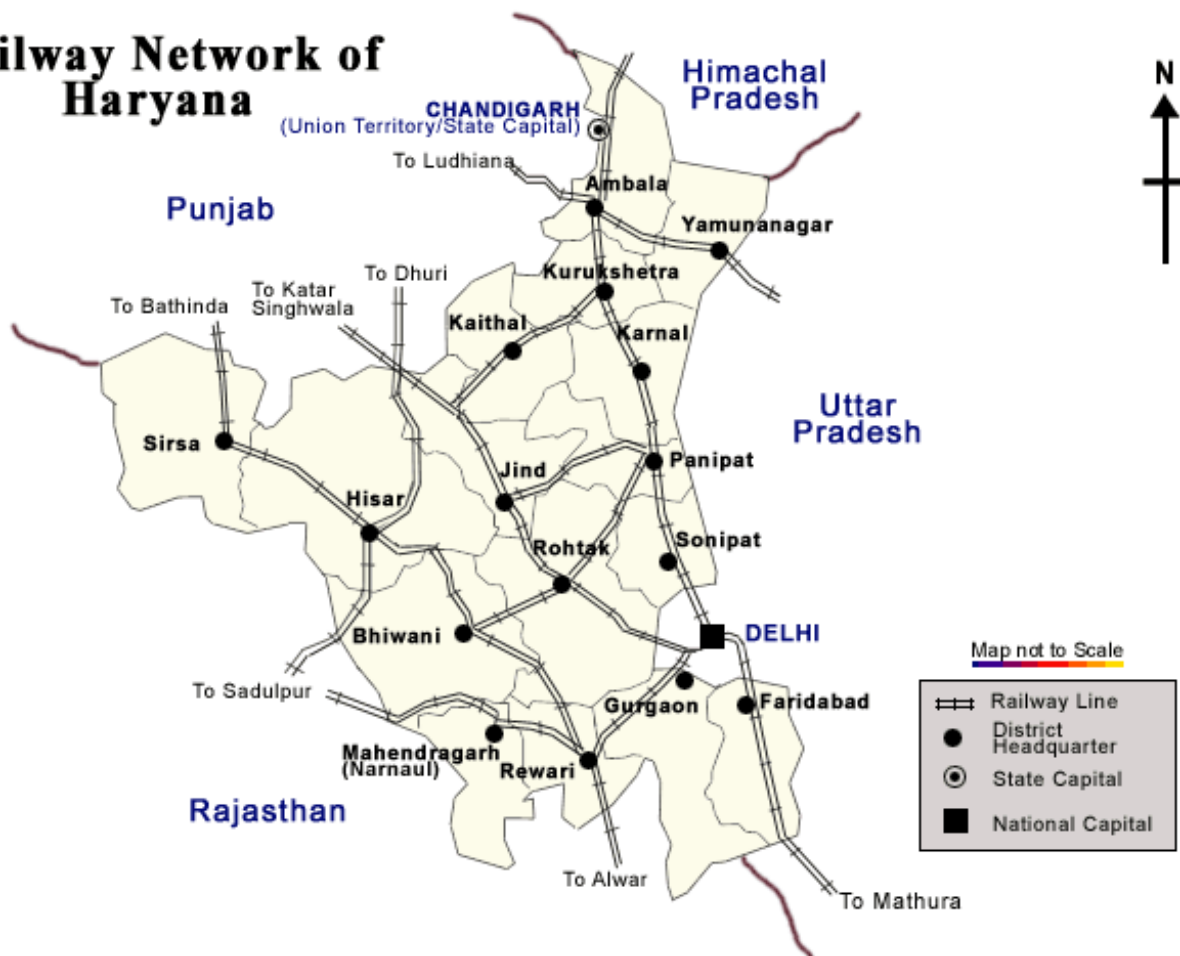
Ambala has a diesel loco shed for minor maintenance of WDS-4 shunters. The locos are sent to Shakurbasti for major maintenance or repairs.

Passenger movement

Ambala Cantonment is amongst the top hundred booking stations of Indian Railway.

Preceding station	<u>Indian Railways</u>	Following station
<u>Mohri</u>	<u>Northern Railway zone</u> <u>Delhi-Kalka line</u>	<u>Dhulkot</u>
<u>Dukheri</u>	<u>Northern Railway zone</u> <u>Moradabad-Ambala line / Ambala-Attari line</u>	<u>Ambala City</u>

Railway Network of Haryana



2. Chapter : Railway Station Profile

2.1 Railway Station Details

1.	Name	Railway Station, Ambala Cantt	
2.	Name of Railway Station Incharge	Sh. Hansraj Station Superintendent	
		Mobile	9729532858
3.	<u>Railway Station Timings :</u> Railway Station Enquiry Cash Branch Overtime Branch Booking Branch Ticket Verification Branch	24 hr. 24 hr. 24 hr. 24 hr. 24 hr.	
4.	<u>Major Branches</u>	1. Traffic Dept. 2. P. Bay 3. Inspector of Works 4. Electric Dept 5. Carriage & Baggage 6. RPF 7. GRP 8. Medical	

2.2 Possible Hazards:

Hazards (in and around the Railway Station)	Hazard Probability (High / Med / Low)
Rail Accidents	H
Flood	H
Earthquake	H
Building collapse	H
Epidemic / Contagious disease	M
Fire	H
Heat Wave	L
Cold Wave	L
Industrial / Chemical hazard	M
Stampede	H

Animal Bite	L
Snake Bite	L
Food Poisoning	M
Terrorist Attack	H

2.3 Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
Inside Railway Station		
1.	Gas cylinders	Canteens
2.	Other fuel (petrol/diesel/kerosene etc.)	Generator area
3.	Chemical bottles	-
4.	Main Electrical Boards	Electrical division
5.	Hanging Electrical Wires	-
6.	Suspended Ceilings	Offices
7.	Unfixed Almirah/cabinets	Offices
8.	Unfixed wall Frames	Offices
9.	Doors/ Windows	Offices
10.	Open drains/ gutter	Back gate of offices
11.	Trees	On platforms
12.	Defected staircases	-
13.	Severely cracked walls	-
14.	Bomb detectors	No
Outside Railway Station		
1	Trees	Yes
2	Power Lines	Yes
3	Towers	-
4	Others (specify)	-

2.4 Resource Inventory

Sr. No.	List of Items	Details of the item
1.	First Aid Kits	8
2.	Fire Extinguishers	25
3.	Sprinkler System	-
4.	Ladder (Nos. and Length)	-
5.	Rope (Nos. and Length)	-
6.	Stretchers	Available
7.	Torches	Available

8.	Hammers	Available
9.	Generators / UPS	Available
10.	Speakers	72
11.	Bullet proof jackets	10
12.	Cctv camera	45
13.	Telephone	40
14.	Walkie talkie	6

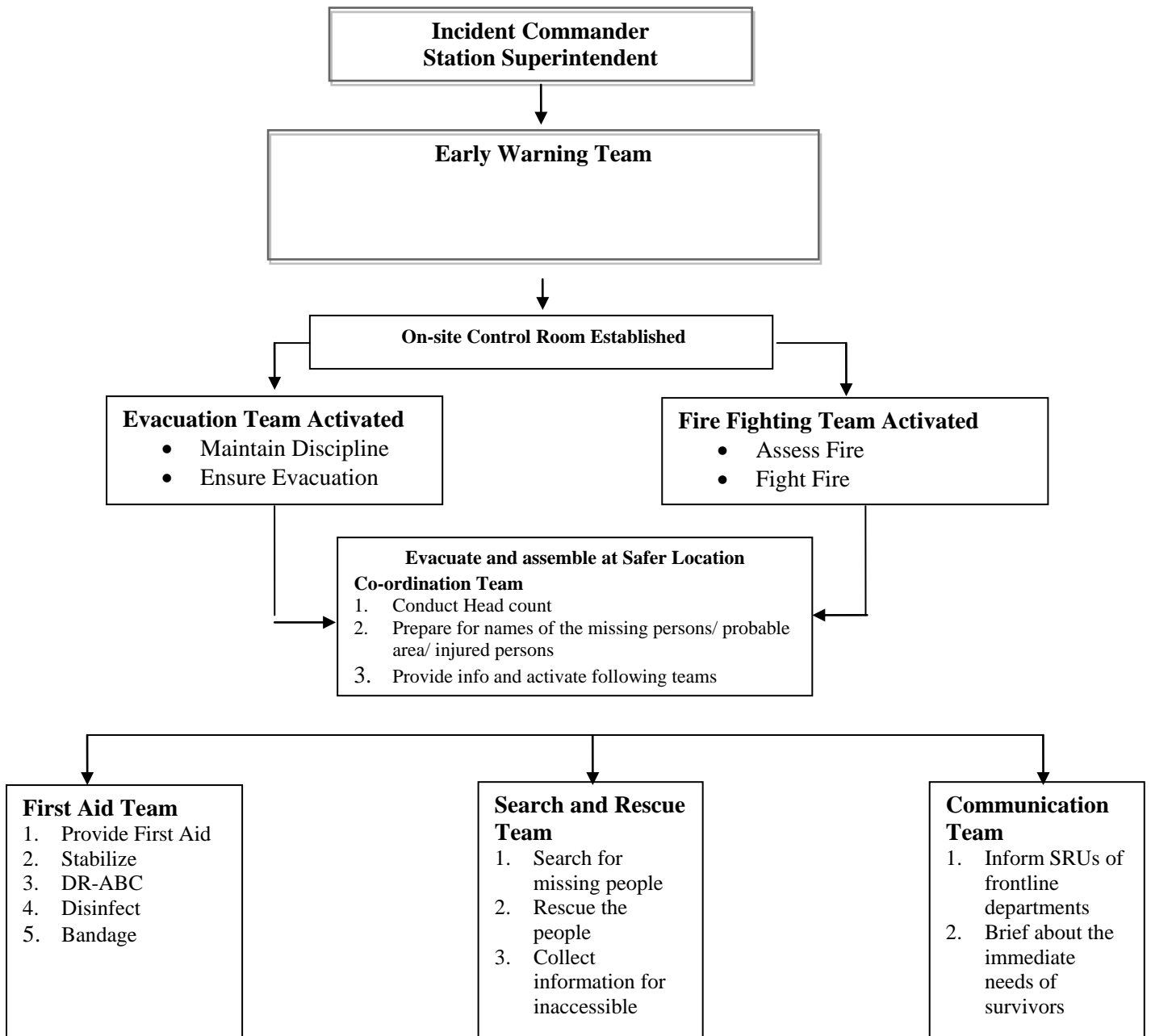
2.5 Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no
1	Police Control Room, Ambala	1	100 ,01712553445
2	Fire Station, Ambala Cantt	2	101
5	Railway Hospital ,Ambala Cantt	1.5	-
7	Ambulance Services	1.5	102

2.6 List of Hospitals for Emergency Management

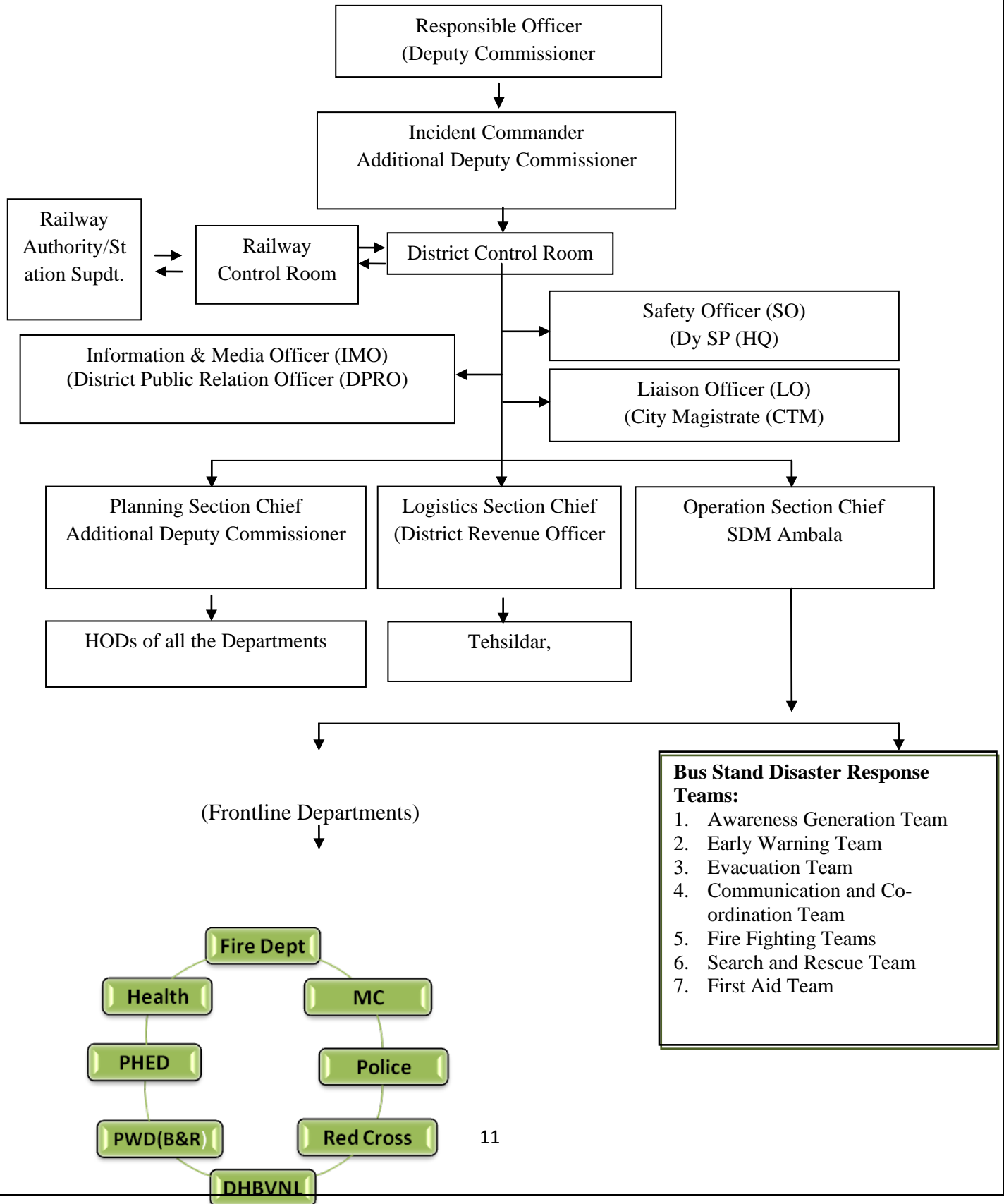
Sr. No.	Doctor's Name	Station	Contact number
		Ambala cantt	
1	Dr M.M.Dutta	„	0171-26422745
2	Dr A.k Nandra	„	0171-2634799
3	Dr D.S Goel	„	0171-2644999
4	Dr O P Singla	„	0171-2643323

3. Response Mechanism



Off- Site Response:-

For any off site response Incident Response System, (IRS) as per District Disaster Management Plan, Ambala shall be followed. The IRS flowchart of Command Staff is given below:



Sr. No.	Department	Responsibility
1.	Police Department	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Co-ordinate overall response 2. Provide/ procure response equipments
3.	Health Department	<ol style="list-style-type: none"> 1. Provide ambulances 2. Conduct Triage 3. Provide emergency medicle response
4.	Fire Department	<ol style="list-style-type: none"> 1. Assess Fire; Fight fire 2. Search and Rescue person
5.	DVHBN	<ol style="list-style-type: none"> 1. Provide electricity as and when required 2. Cut off power supply when needed 3. Provide generators during response
6.	PWD (B&R)	<ol style="list-style-type: none"> 1. Provide heavy duty equipment for response
7.	MC	<ol style="list-style-type: none"> 1. Provide JCBs, Cranes or other heavy duty equipment
8.	PHED	<ol style="list-style-type: none"> 1. Provide water through water tankers
9.	Any other Department	Resources from any department can be procured during emergency as per the direction of the RO.

1. Railway Station Disaster Management Committee (RSDMP)

Sr.	Name	Designation	Contact No.
1.	Railway Manager	Chairperson	09729539922
2.	Station Superintendent	Member	09729532858
3.	Deputy Station Superintendent	Member	09416778802
4.	RPF Inspector	Member	09729539731
5.	SSE Telecom	Member	09729539431
6.	SSE C & W	Member	-

Institutional Mechanism

(a) Role and Responsibility

Sr no.	Name & Designation	Responsibility
1.	Station Manager	Overall responsible officer
2.	Station Superintendent	Incident Commander
3.	RPF	Security head
4.	SSE Telecom	Communication head
5.	GRP	Operation Head
6.	CMS	Medical Head
7.	SSE C&W	Mechanical
8.	SSE Telecom	S&T
9.	SSE Works	Engineering Head
10.	SSE Power	Electrical Head
11.	C T Inspector	Media Head
12.	Station Superintendent	Overall railway co-ordination

(b) Early warning Team

- 1.Cabin Master
- 2.Announcer
- 3.CCTV Room in-charge

(c) Fire Fighting Team

- 1.RPF Staff
- 2.GRP Staff

- (d) Evacuation Team**
 - 1.RPF Staff**
 - 2.GRP Staff**
- (e) Restoration Team**
 - 1.SSE Works**
 - 2.SSE Engineering**
- (f) Search and Rescue**
 - 1.Station superintendent**
 - 2.CTI station**
 - 3.RPF**
 - 4.GRP**
- (g) Communication and Co-ordination**
 - 1. RPF**
 - 2. GRP**
 - 3. Station Manager**
- (h) First Aid**
 - 1.CHI**
 - 2.CTI LINE**

First Aid Response to Accident victims

Many deaths and impact of injuries can be prevented with First Aid if casualties are treated immediately. First aid is the initial care given to an injured person. Mostly, this timely care prior to the arrival of the medical help means the difference between life and death. It must start immediately when the injury or illness occurs and continue until medical help arrives or the casualty recovers. The basic aims of first aid are:

- To save life.
- To protect the casualty from getting more harm.
- To reduce pain and Priorities of Casualty Treatment.



R: RESPONSE

Check the status of the casualties. Assess if the person is conscious or unconscious. Shake them lightly and shout to them. If you do not get a reply the victim is unconscious. Treat the quietest person first; those screaming can at least breathe. Always suspect spinal injuries. Our priorities are to keep airways open, provide resuscitation if needed and to treat serious bleeding. Other casualties should be kept still and warm. Encourage people to stay where they are – people should stay in their vehicles unless it is too dangerous for them to be there. After checking for danger, you must check for a response from the casualty.

The casualty will be either conscious or unconscious.

CONSCIOUS

STEP 1 - Shout out - if casualty replies it proves the casualty is breathing.

STEP 2 - Approach carefully

STEP 3 - Confirm if casualty can hear by asking his name and what happened.

STEP 4 - Examine softly

STEP 5 - Check for bleeding, shock and poisoning. Stop any bleeding by applying direct



pressure with bandages or clothing.

STEP 6 - Keep the casualty lying down

STEP 7 - Keep casualty warm and relaxed.

Note: Do not give anything by mouth. If the scene is safe, do not move an injured casualty.

Make possible life saving First Aid.

UNCONSCIOUS

STEP 1 - Shout out - If casualty does not reply, approach carefully

STEP 2 - Shout loudly and shake the casualty, check if he/she responds

STEP 3 - If unconscious, turn the casualty on side to clear and open airway

STEP 4 - Place casualty's far arm at right angle to the body

STEP 5 - Place the arm on your side across the chest

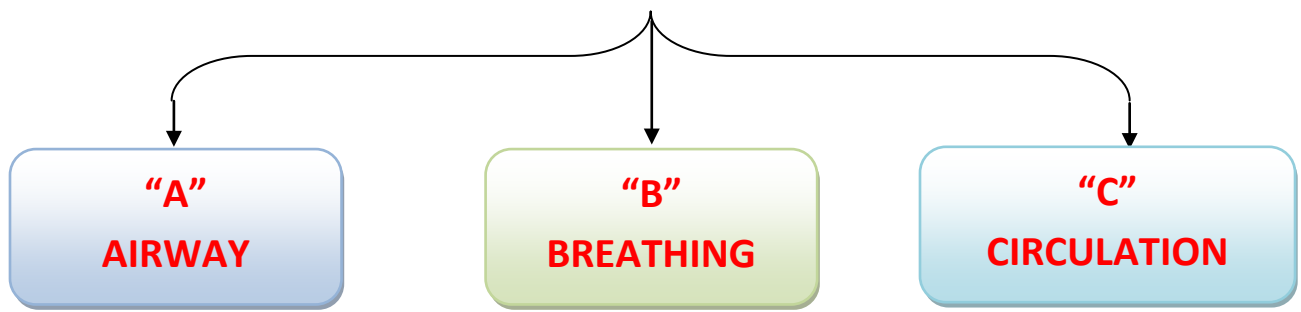
STEP 6 - Bend the knee on your side up

STEP 7 - Support the head and neck and roll the casualty away from you.

STEP 8 - Keep the casualty in this position and check their airway and breathing.



First Aid Response



A: AIRWAY (Open and clear)

Check to see if the casualty's airway is clear. If not, examine and clear airway.

STEP 1 Support the casualty in the side position and tilt the head back and a little downward.

STEP 2 Open the mouth and clear foreign objects (e.g. broken teeth, food or vomit)

STEP 3 Place one hand high on the casualty's forehead to provide support.

STEP 4 Support the chin with the other hand

STEP 5 Tilt the head backwards slightly

STEP 6 Lift the jaw and open the casualty's mouth slightly



NOTE: Remember, there may be spinal injuries. Never roll an unconscious patient onto their back as their tongue may fall to the back of their throat and obstruct their airway.

B: BREATHING

Once the airway has been cleared, check if the casualty is breathing.

STEP 1-Check for breathing. Look, feel and listen.

STEP 2- If the casualty is breathing, leave them in the Lateral (sideward) position.

STEP 3- Monitor and manage shock, bleeding and any other injuries

STEP 4- If the casualty is not breathing, support the head and neck, then roll onto their back and give 5 full breaths in 10 seconds.

EXPIRED AIR RESUSCITATION (EAR)

Start EAR if the casualty is not breathing. EAR is also called mouth-to-mouth. There are three methods of EAR:

✚ Mouth-to-mouth

✚ Mouth-to-nose

Turn the casualty to his side to clear the airway before starting EAR:

Mouth to Mouth

STEP 1- Turn the casualty onto his back

STEP 2- Tilt the head back slightly and lift the jaw forward.

STEP 3- Pinch the casualty's nostrils with thumb and finger to seal the nose.

STEP 4- Take a deep breath and breathe into the casualty's mouth.

STEP 5- Remove lips. Allow chest to fall. Turn your head to the side to check if the chest is rising and falling after each inflation

STEP 6- If chest does not rise, check the angle of the head then check the airway. If the stomach rises, decrease the amount of breath.

STEP 7- Give 5 full breaths in 10 seconds, then check the carotid (neck) pulse

STEP 8- if pulse is present; commence EAR at the rate of 15 breaths per minute.

Mouth to Nose

This is done if there is an injury in the mouth.

STEP 1- Tilt the casualty's head back

STEP 2- Close the casualty's mouth.

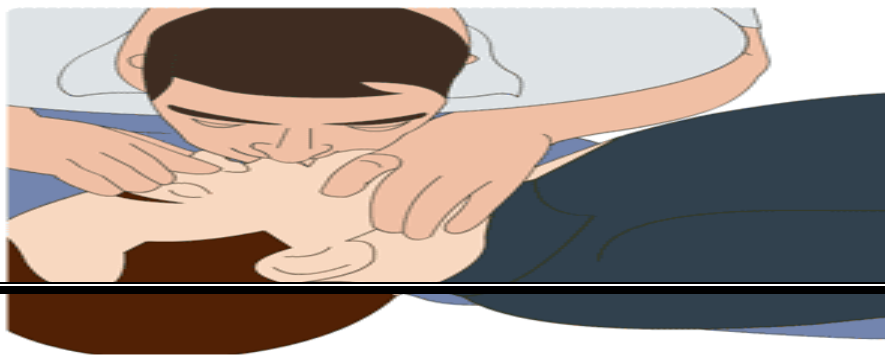
STEP 3- Take a deep breath and breathe into the casualty's nose.

STEP 4- Take your mouth away and open the casualty's mouth.

STEP 5- Give 5 full breaths in 10 seconds

STEP 6- Check the carotid (neck) pulse.

If pulse is present, commence EAR at the rate of 15 breaths per minute.





C: CIRCULATION

Check if the casualty has a pulse. If casualty has a pulse but is not breathing, start EAR at 15 breaths per minute. If no pulse is present immediately start CPR.

(How to check pulse?)

- ✚ Feel for a carotid (neck) pulse by placing the pads of fingers in the groove beside the Adam's apple or the middle of the neck.
- ✚ One can check on either side of the neck.
- ✚ Must check the pulse for 10 seconds.
- ✚ Note: When the body is in shock, it often shuts down the peripheral circulation, including the radial (wrist) pulse.
- ✚ Therefore it is not advised to check radial pulse.
- ✚ **CARDIOPULMONARY RESUSCITATION (CPR)** Cardiopulmonary resuscitation (CPR) is a combination of the Chest Compression procedure and Expired Air Resuscitation (EAR).
- ✚ Whichever method is used, the pulse must be checked after one minute and then at two minute intervals.
- ✚ Failure to do so may result in brain damage and lead to death.

Note: CPR must only be practiced on a revival dummy.

STEP 1- After 5 full breaths, check pulse. If no pulse is present commence CPR immediately.

STEP 2- Position the hands on the Compression point

STEP 3- Exert pressure using the heel of the lower hand

STEP 4- Depress the Sternum about 45 centimeters

STEP 5- Give equal times from compression and relaxation

STEP 6- Give 15 compressions in 1012 seconds. 2 breaths in 34 seconds. 4 cycles per minute.

CPR for Infants A child's bones are not properly formed and more delicate. There is a critical difference between giving CPR to adults and children which are as follows:

For children under the age of 1 year:

Only use two fingers over the lower half of the breastbone

- ✚ Do not tilt head backwards
- ✚ Just give small puffs, not full breaths as for adults
- ✚ EAR rate 20 breaths per minute
- ✚ 1 breath in 5 seconds

- ✚ Compression depth is one third depth of the chest

For children aged between 1 and 8 years:

Use the heel of one hand only

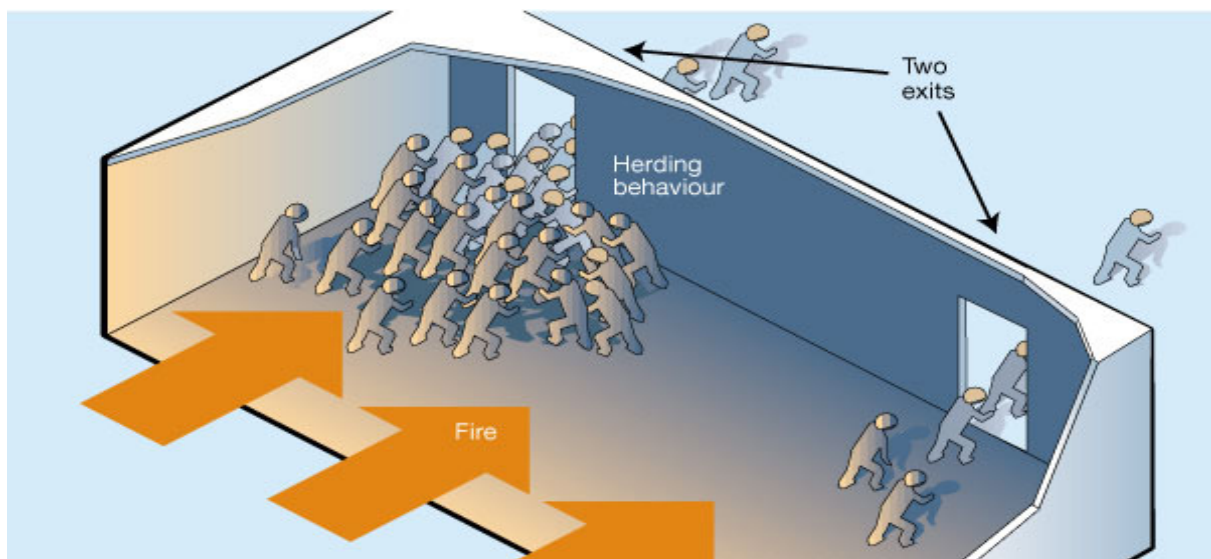
- ✚ Give only half a breath
- ✚ Ratios & Rates are the same as for a 1 year old child
- ✚ Compression depth is one third depth of the chest



Standard Operating Procedures (SOP)

Evacuation: - As more and more people are becoming affected by the impact of emergencies and disasters, it is increasingly imperative to focus on preparedness for a wide range of situations. Evacuation is a significant element of this focus. In the event of a hazard impact or threat, the evacuation process is vital to saving lives, preventing injury & important items. As part of a risk management strategy, evacuation planning is used to mitigate the effects of any emergency or disaster.

Evacuation is a complex process. It involves the movement of people to a safer location during any emergency occurs. However, to be effective it must be correctly planned and execute



in emergency situations, evacuation from the incident site may be necessary.

Following may be considered as the general evacuation procedures.

1. Area occupants will be notified of the evacuation by the sound of the fire alarm &/or by verbal instruction from building emergency responder staff, or by self-evident hazardous conditions.
2. All staff & visitors must have to leave the area immediately if the fire alarm is activated, or if directed to do so.
3. Emergency response team members will guide and assist the evacuation to the extent possible.
4. All occupants should exit the building through the nearest safe exit.
5. Once outdoors all occupants should move to the evacuation assembly area, located in parking lots adjacent to the building.

6. Once assembled, emergency response teams will report to the Incident commander in order to inform need of emergency services & if anyone is missing or possibly still inside the affected area.
7. Emergency response team member will also inform emergency personnel about the situation on the site, including location of hazards and any problems known.
8. Occupants should not re-enter the area until cleared by emergency personnel or mention by the Incident Commander.

Emergency Site Classification



4. Evacuation Plan

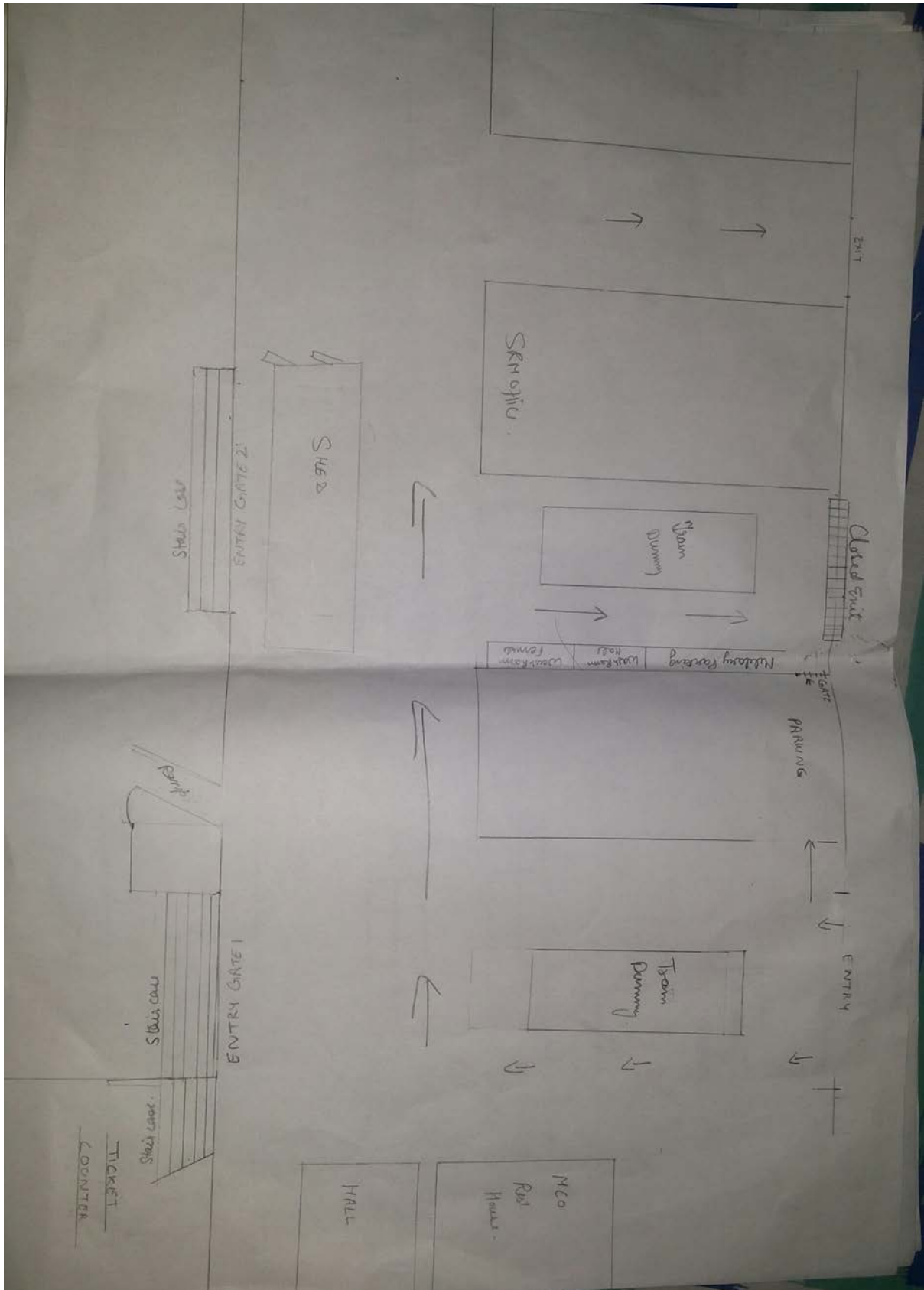
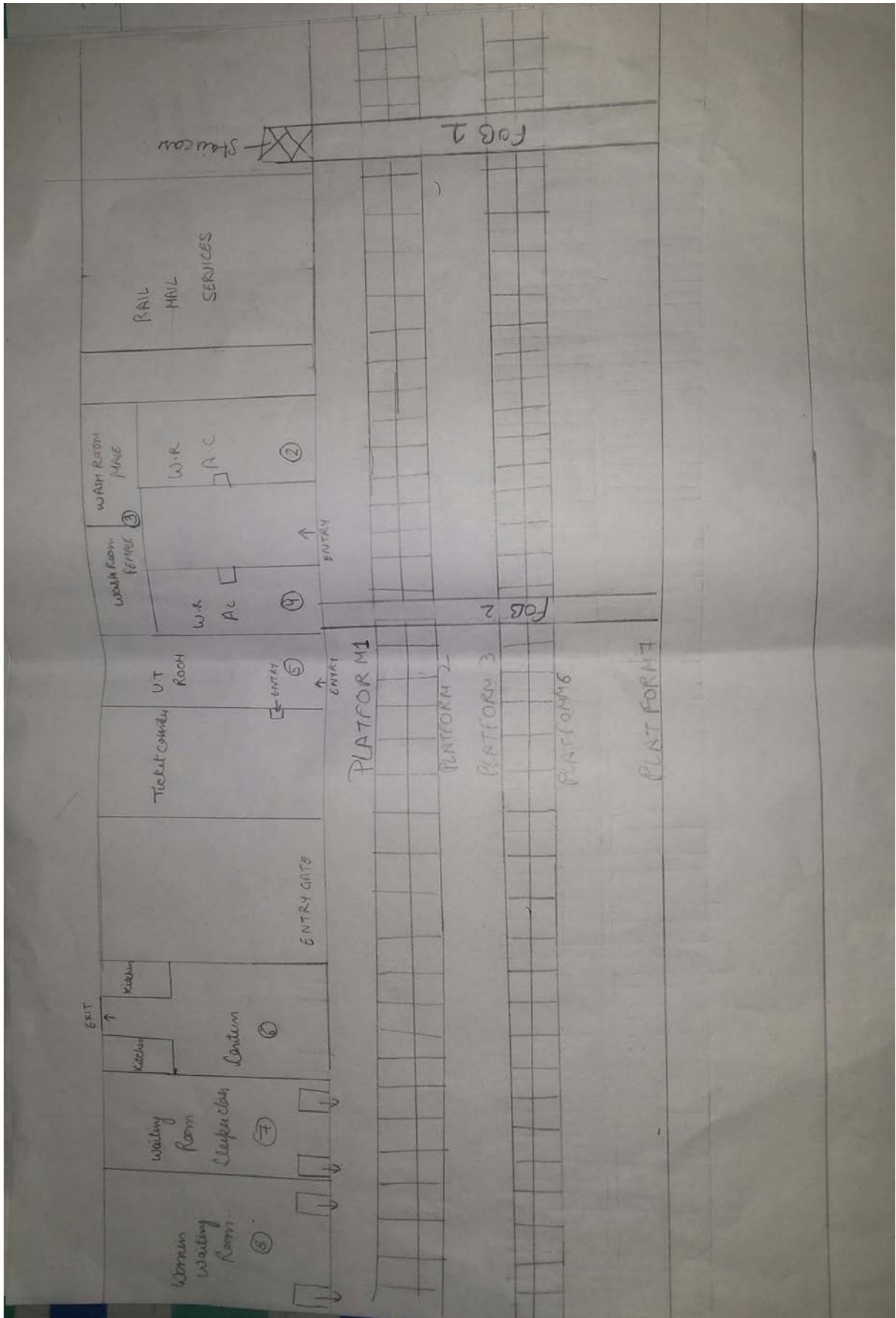
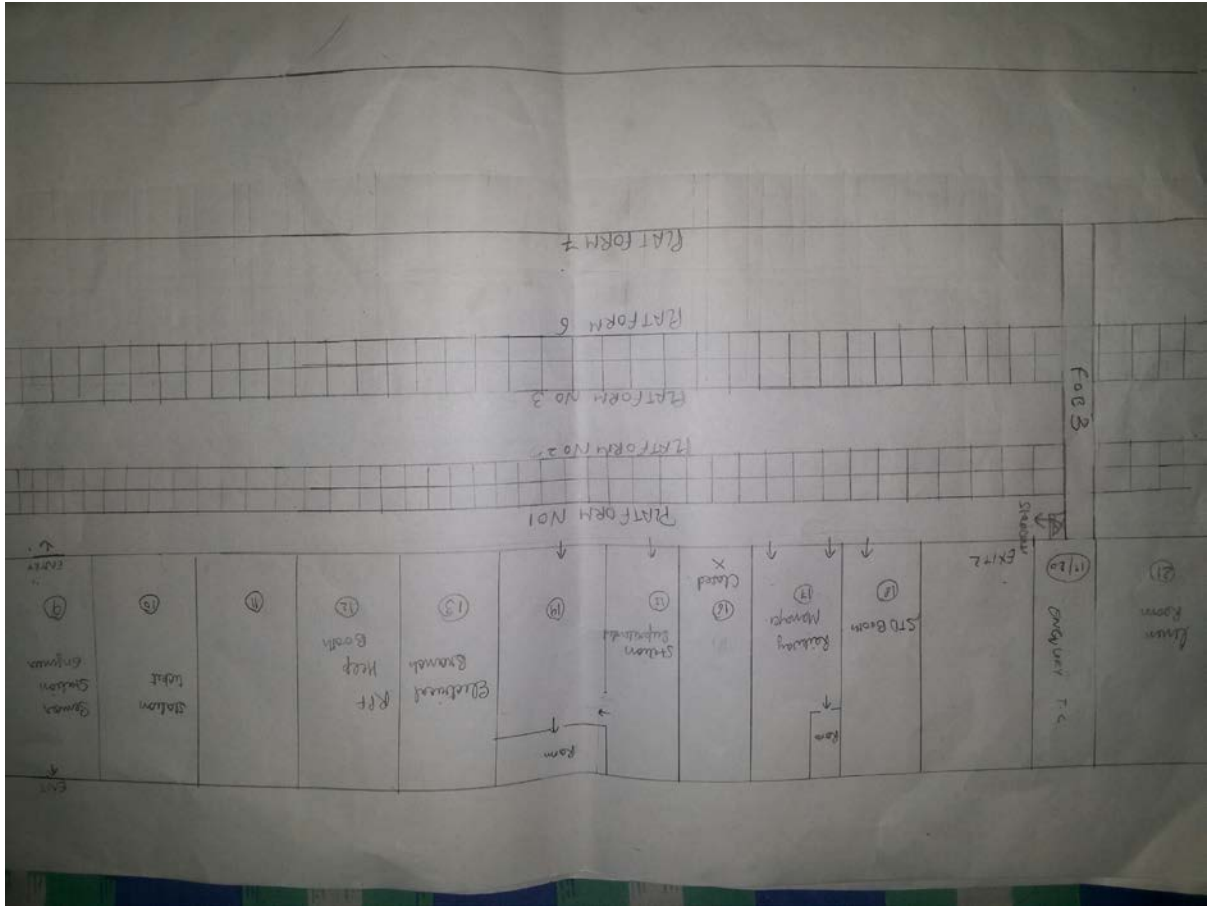
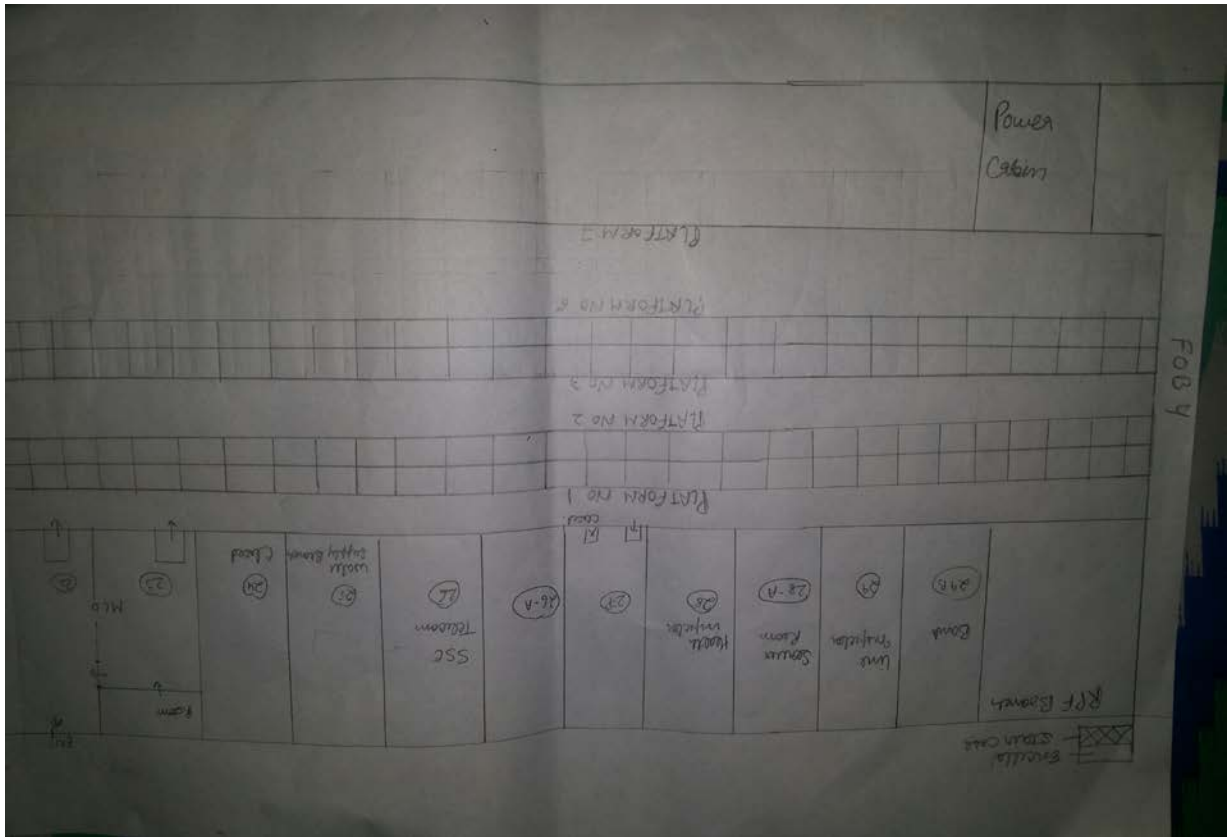


Figure 2 Map showing main entrance of the station







5.Mock-Drill

Mock drills are the way of testing the Railway Station Disaster Management Plan. The mock drill on earthquake, fire, etc. should be conducted once in every six months, and the deficiencies should be assessed for the purpose of updation of the plan. This section of the plan should clearly indicate the steps to be followed to conduct the mock drills and the responsibilities of the teachers, non-teaching staff and students should be delineated. If required, the Railway Station authorities should invite the Fire Service Officers, doctors from Health Department, trainers from Red-Cross Society trained Civil Defence volunteers and volunteers from NGOs for support in conducting the mock drills.

Earthquake drill:

1. Practice drop, cover and hold.
2. Once evacuation starts, evacuate people in less than 10 minute without pushing and falling.
3. Evacuate Railway Station in less than 4 minutes using different exits.
4. Look out for nears and dears
5. Stay away from weak areas / structures.
6. Perform head counts when reach at assembly area.
7. Help those who need assistance

Fire Drill:

1. Evacuate from the site.
2. Practice Stop, Drop and Roll in case your clothes catch fire.
3. Cut off electricity from main switch and remove or close down gas connections.
4. Evacuate people in less than 1 minute without pushing and falling.
5. In case of heavy smoke, crawl out safely from the affected area.
6. Evacuate Railway Station in less than 4 minutes using different exits/fire exits.
7. Help those who need assistance.

6.Assessment check list

A. Fire Safety Assessment

1. Are fire extinguishers installed in the Railway Station ?
2. Are they in working condition?
3. Are staff members trained to use fire extinguishers?
4. Are they located at appropriate positions (hazardous locations)?
5. Are they placed at appropriate height (accessible height)?
6. Are instructions indicated on extinguishers?
7. Is the language of instructions understood by all?
8. Is hydrant point in the Railway Station ?
9. Are there Sand Buckets in the Railway Station ? (specify in Numbers)
10. Are there Water Buckets in the Railway Station ? (specify in Number)
11. Is emergency fire fighting training and SOP disseminated to the staff?
12. Are do's and don'ts displayed at appropriate locations?
13. Are emergency contact numbers displayed at appropriate locations?
14. Are Railway Station maps and escape routes displayed at appropriate locations in the Railway Station ?
15. Is the emergency exit door present in the Railway Station ?
16. Do you dispose flammable scrap at proper sight regularly?
17. Are the Fire Safety Norms followed in the Railway Station ?
18. Is fire safety audit conducted annually?
(Attach fire safety audit report)

B. Electrical Safety Assessment

1. Is the central shutdown system in place?
2. Has the MCB system been installed?
3. Are the wires coated with insulating material?
4. Are receptacles installed to cover live wires?

5. Are electrical equipments and wires checked and replaced (if required) at every six months?
6. Are those equipments which get heated, installed at least 1 meter away from any kind of combustible material?
7. Is the earthing properly done in the Railway Station ?
8. Is any defective electrical equipment in use in the Railway Station ?

Specify:

9. Are there any lives wires lying or tangled in open?
10. Is any plug point used for multiple loads?

Specify at how many points:

(Attach electric safety audit report)

C. Non Structural Safety assessment

1. Are the cabinets/*almirahs* placed away from exit doors?
2. Are cabinets/*almirahs* properly fixed to the wall?
3. Are these cabinets/*almirahs* empty on the top?
4. Are desk placed with proper distance between them for easy movement?
5. Are evacuation routes, passages and stairways clear from obstacles (like flower pots, cupboards, bookshelves, big dustbins etc.) for evacuation?
6. Are fans and lights secured with ceiling?
7. Are bottles used for storing the chemicals in laboratories secured and protected against shattering?

D. Structural Safety assessment

1. How old is Railway Station building?
2. Is building structure earthquake resistant?
3. Is there any portion in the building which shows sign of cracks?
If yes, specify the locations
4. Are the Building Safety Norms followed in the Railway Station?
5. Has the building safety audit conducted by the structural engineer?
(Attach building safety audit report)

Emergency Mock Drill Reporting Format

Person Completing the Format/ Designation		Date
Time Alarm Sounded:	Time Drill Concluded:	Time to Evacuate
Type of Drill	Notification / Alert Method	Weather Conditions
<input type="checkbox"/> Fire / Evacuation <input type="checkbox"/> Bomb Blast <input type="checkbox"/> Shelter-in-Place <input type="checkbox"/> Earthquake <input type="checkbox"/> Medical Emergency <input type="checkbox"/> Other:	<input type="checkbox"/> Bell or Buzzer <input type="checkbox"/> Enhanced Alert System <input type="checkbox"/> Phone <input type="checkbox"/> Voice Notification <input type="checkbox"/> Siren	<input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Rain and wind <input type="checkbox"/> Hot/Cold
Participants		Situation at Start of Drill:
<input type="checkbox"/> Authorities <input type="checkbox"/> Safety Personnel <input type="checkbox"/> Employees/Staff <input type="checkbox"/> HOD <input type="checkbox"/> Fire Department <input type="checkbox"/> Emergency Medical Services <input type="checkbox"/> Police <input type="checkbox"/> Red Cross <input type="checkbox"/> Other		<input type="checkbox"/> Before Lunch Hours <input type="checkbox"/> During Lunch Hours <input type="checkbox"/> After Lunch Hours <input type="checkbox"/> Peak working Hours
Participants have previously trained on emergency procedures.		Employees previously trained on emergency procedures this year?
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Incident Command System as per IRS used?	Incident Commander/Designation	
<input type="checkbox"/> Yes <input type="checkbox"/> No		

Problems Encountered

- | | |
|--|---|
| <input type="checkbox"/> Congestion in hallways | <input type="checkbox"/> Communication problems |
| <input type="checkbox"/> Alarm not heard | <input type="checkbox"/> Phone problems |
| <input type="checkbox"/> Employees unsure of what to does/don't | <input type="checkbox"/> Chaos |
| <input type="checkbox"/> Staff unsure of responsibilities / response | <input type="checkbox"/> Long time to evacuate building |
| <input type="checkbox"/> Unable to lock doors | <input type="checkbox"/> Personnel not serious about drill |
| <input type="checkbox"/> Windows left open | <input type="checkbox"/> Improper or unavailable supplies |
| <input type="checkbox"/> Doors left open | <input type="checkbox"/> Confusion |
| <input type="checkbox"/> Lights left on | <input type="checkbox"/> Doors or Exits blocked |
| <input type="checkbox"/> Personnel not accounted | <input type="checkbox"/> Delay in Medical response |
| <input type="checkbox"/> Personnel run towards lifts | <input type="checkbox"/> Delay in Fire service response |
| <input type="checkbox"/> Lifts are shut down. | <input type="checkbox"/> Delay in Security response |
| <input type="checkbox"/> Difficulties with evacuation of disabled personnel. | <input type="checkbox"/> Interagency miscommunications |
| | <input type="checkbox"/> Command, Control & Coordination problems |
| | <input type="checkbox"/> Other: |

Mitigation / Plans for Improvement

- | | |
|--|--|
| <input type="checkbox"/> Additional training for emergency response teams members. | <input type="checkbox"/> Cooperative planning with responders |
| <input type="checkbox"/> Additional staff training | <input type="checkbox"/> Revised emergency response procedures |
| <input type="checkbox"/> Address need for additional equipment/resources | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Improved emergency supplies | |