

# Building Capacities For Disaster Resilient Haryana

Mini Secretariat Disaster Safety Plan  
2016

Haryana Institute Public Administration,  
Gurgoan

## **Preface**

In India, there is sheer negligence toward adherence of safety norms and safety practices. This makes many crucial institutions in our country vulnerable to disasters, as it is well acknowledged fact that disaster impact is terrible on unprepared institutions. Therefore it is necessary to make serious attempts to install a system of disaster preparedness, mitigation, response and recovery to make institutions capable of providing comprehensive response to the disaster situation. The booklet 'Mini- Secretariat Safety Plan' must be executed to reduce the impact of disasters on a very essential institution like Mini-Secretariat.

This document is helpful in understanding the significance of various disaster management activities needed to be performed for making Mini-Secretariat premises safer. It gives comprehensive information regarding hazards, their probability and methods to reduce its impact by planning, mitigating and building capacity of structural and non-structural components of the complex.

With the advent of DM Act 2005, various institutional mechanisms have been established like SDMA, DDMA's and funds which provide ideal platform for taking such crucial steps. Under this umbrella, Mini Secretariat Safety Plan is being made under the project of 'Building Capacities for Disaster Resilient Haryana' executed by Haryana Institute of Public Administration (HIPA) and funded by Haryana Government approved by FCR.

We are thankful to HSDMA and HIPA for providing this appropriate opportunity for making various institutions of district safer and resilient. We are also thankful for DDMA, Sonapat for admirable support they have provided throughout.

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# 1.

# Introduction

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## 1.1 General Information

Sonipat district is situated in the eastern part of the state Haryana bordering Delhi and Uttar Pradesh. It is spread over 2260 Sq. km area. Sonipat is located in 28.9800° N, 77.0200° E. It is a part of National Capital Region along with Delhi, Gurgaon, Faridabad, Noida, Ghaziabad. The district borders Delhi union territory in south, Panipat District in the north, Jind District in the north-west, Uttar Pradesh state in the east with the Yamuna River acting as a border and Rohtak District in the west. Mini-sec Sonipat is centre for administration as it hold various offices for public service.

## 1.2 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.

## 1.3 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 organised and systematic response for any disaster situation.

## 1.4 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.

## 1.5 Building Information

1. Building address: Mini Secretariat, Opposite Civil Lines, Gohana Road, Sonipat
2. Person in-charge at building —
  - a. Name: Shri. Rajiv Rattan (IAS)
  - b. Designation: Deputy Commissioner, Sonipat
  - c. Contact : 0130-2220500, dcsnp@hry.nic.in
  - d. Address: DC, Residence, Sonipat
3. Offices Details

Sr.No	Office
Ground Floor	
1.	SDM Room
2.	SDM Office
3.	eDisha
4.	CM Window
5.	Electrical Room
6.	Tehsildar Room
7.	Tehsildar Naib
8.	Sales Branch
9.	Kanugo Room
10.	Tehsildar Court
11.	Court Room
12.	Nayalya Up Mandal Magistrate
First Floor	
13.	DC Room
14.	CTM Room
15.	IAS Trainee Room
16.	DC Court
17.	Conference Hall
18.	Stano CTM + DC Reader Room
19.	DDPO Room
20.	DDPO Office
21.	DRO Room
22.	DRO Branch Office
23.	ASR
24.	CTM Court
25.	MA+EA+LFA Branch
26.	RKE + Complaint Branch
27.	LAC Branch
28.	Nazar Branch + PLA Branch
Second Floor	
29.	SP Room
30.	DSP City
31.	DSP Headquarter
32.	Establishment Branch
33.	OSI+ Complaint Branch
34.	DSP Sonipat
35.	Cyber Cell
36.	Reader + Stano (SP)
37.	ADA + DSP (Kharkhoda) + VRK+ DI+ WI+ RW
38.	Control Room
39.	Accounts Branch

Third Floor	
40.	Election Office
41.	Conference Hall
42.	NIC
43.	NIC Store
44.	DIPRO Room
45.	DIPRO Office
46.	LO DC Office
47.	Civil Defense Room
48.	Traffic Department + Vigilance Bureau

#### 4. Building

- a. Height: 53 feet
- b. Area: **27500 SFT**
- c. Class of Construction (NBC, 2005): **R.C.C. Framed Structure (III - Storied)**
- d. Year of Construction: **2013**

#### 5. Stairs

- a. Number:  $2+2+2=6$
- b. Type: **Right Turn**
- c. Location: **Near all Entry/Exits**
  - i. Floor (Ground): **6**
  - ii. Floor 1: **6**
  - iii. Floor 2: **5**
  - iv. Floor 3: **4**

#### 6. Exits

- a. Number:  $3+2+2=6$
- b. Type: **Covered Passages**
- c. Location: **All sides of Building**
  - i. Floor (Ground): **6**
  - ii. Floor 1: **6**
  - iii. Floor 2: **6**
  - iv. Floor 3: **6**

#### 7. Lifts

- a. Number:  $2+2=4$  (**2 for Officers + 2 for General Public**)
- b. Type: **Left with Well**
- c. Location: **Main Entrance**
  - i. Floor Ground: 4
  - ii. Floor 1: 4
  - iii. Floor 2: 4
  - iv. Floor 3: 4
- d. Operational: 3

#### 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. Mobiles: **Yes**
- 12. Number of people employed: **500 Permanent & Contractual (Approximately)**
- 13. Average number of people in Mini Sect. on a working day: **3000 (Approximately)**
- 14. Average number of people in Mini Sect. on a non- working day: **50 (Approximately)**
- 15. Average number of people in night: **5 (Chowkidars)**
- 16. Service Equipment
  - a. Electricity Generator: **2**
  - b. Fire Extinguishers: **103**
    - i. Floor (Ground): **21**
    - ii. Floor 1: **45**
    - iii. Floor 2: **19**
    - iv. Floor 3: **18**
  - c. Sand Bucket: **No**
- 17. Fire Hydrant: **Yes (15)**
- 18. Places of Public Occupancies
  - a. Assembly: Parking area, NIC hall (Top Floor), Meeting Hall (Top Floor), Meeting Hall (1<sup>st</sup> Floor), other rooms in building.
  - b. Open spaces: Parking area
- 19. Floor Plans
  - a. Floor Maps to be attached: Maps of all floor attached
  - b. Command Post on the floor (preferably in the main lobby): As per the situation (Preferably parking area)

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

## 2.1 Hazards

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

	Hazards	Causes
1.	Earth- quakes	Sonipat falls in Seismic Zone IV, High Damage Risk Zone
2.	Fires	Short circuit & presence of inflammable material like papers, files, etc.
3.	Floods	Flooding in eastern Villages of district due to River Yamuna runs along the eastern boundary of the district
4.	Bomb Threat	Critical Infrastructure of district (Threat can cause stampede and panic)

### 2.1.1 Earthquakes

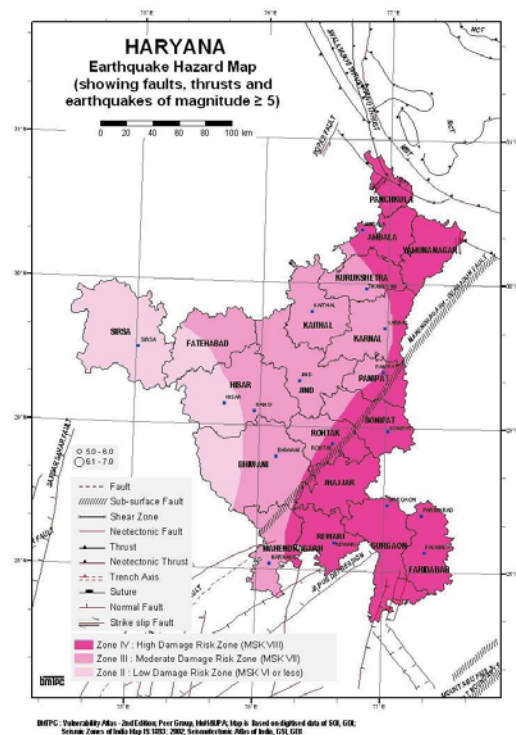
Sonipat falls in Earthquake Seismic Zone IV, i.e. High Damage Risk Zone. In this, zone earthquake of magnitude up to 8 are possible. In recent time Delhi, which is in close proximity to the district has been experiencing earthquake shakes frequently. The following map shows Earthquake Zonation of Haryana State. (Map 2.1)

### 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. Even the number of fire extinguishers is in

abundant but very less no of employees knows how to operate them. In training of these employees were taught how to operate fire extinguishers and fire hydrant.

Map 2.1: Earthquake Zonation of Haryana State.



### 2.1.3 Floods

Due to the presence of Yamuna River in eastern part of the district, the villages falling in the vicinity of the river suffers from minor flooding in monsoon season.

### 2.1.4 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

Sonipat 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.

### ▪ 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.

### • Falling hazards:

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 3000 no. of people visiting each day in offices

There are approximately 500 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:

and vulnerability and inverse to capacity. It can be expressed as:

### 2.5 Risk Analysis:

Risk is a function of Hazard, Vulnerability and capacity with direct relation to hazards

$$\text{RISK} = \frac{\text{HAZARD} * \text{VULNERABILITY}}{\text{CAPACITY}}$$

### 2.6 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-YES 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 structural hazards;  Public meeting;  staff in offices	a) Earthquake resistant: New Construction b) Safer Locations: Identified c) Trained staff: YES d) Open Spaces: Available and identified e) Evacuation Routes: Marked f) Staff Trained: 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, Sonipat 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, Sonipat	Chairperson ex-officio
2	Chairman of ZilaParishad, Sonipat	Co-Chairperson
3	Additional Deputy Commissioner, Sonipat	Chief Executive Officer ex-officio
4	Superintendent of Police (Headquarters), Sonipat	Member ex-officio
5	Chief Medical Officer, Sonipat	Member ex-officio
6	Superintending Engineer, PWD( B&R), Sonipat	Member
7	District Revenue and Disaster Management Officer, Sonipat	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, Sonipat.

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, Sonipat	Chairperson
2.	Additional Deputy Commissioner, Sonipat	Member
3.	City Magistrate, Sonipat	Member
4.	District Revenue Officer, Sonipat	Member
5.	District Development and Panchayat Officer, Sonipat	Member
6.	DIPRO, Sonipat	Member
7.	DSP (HQ), Sonipat	Member
8.	XEN PWD	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

		<ul style="list-style-type: none"> <li>iii. Ensure head count after evacuation</li> <li>iv. Ensuring of safety measures being followed</li> <li>v. Regulatory compliance.</li> <li>vi. Ensure staff participation in all safety activities</li> <li>vii. Transportation facilities</li> </ul>
DSP (HQ)	Chief Security Officer	<ul style="list-style-type: none"> <li>i. Ensure safety of people at mini secretariat</li> <li>ii. Intimate about any protest in mini secretariat complex</li> <li>iii. Provide sufficient amount of personnel for security</li> <li>iv. Monitor and implement any violent situation in and around area.</li> <li>v. Intimate about possible attack or bomb treat.</li> </ul>
DRO	Resource Manager	<ul style="list-style-type: none"> <li>i. Provide an updated district resource inventory</li> <li>ii. Provide with equipments life jacket, boats etc if needed.</li> <li>iii. Provide list of trained human resources</li> <li>iv. Coordinate for: <ul style="list-style-type: none"> <li>a. Human resource</li> <li>b. Food</li> <li>c. Water supply</li> <li>d. Other essential supplies if needed.</li> </ul> </li> </ul>
XEN PWD	Premise Manager	<ul style="list-style-type: none"> <li>i. Identifying monitoring and measuring risk to infrastructure</li> <li>ii. Mitigation of identified risk</li> <li>iii. Ensure Mitigation measures in the building</li> <li>iv. Conduct building safety audit as per regulations</li> </ul>
DIPRO	IT and documentation Manager	<ul style="list-style-type: none"> <li>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</li> <li>ii. Resolving of computer hardware related issue</li> <li>iii. Resolving of video conferencing issues</li> <li>iv. Resolving issues related to UPS related back up.</li> <li>v. Reporting of all incidents with help of Documentation team.</li> </ul>
XEN UHBVN ;XEN PWD(B&R)	Electricity	<ul style="list-style-type: none"> <li>i. Ensure proper supply of electricity</li> <li>ii. Ensure proper functioning of generators</li> <li>iii. Intimate any power cut</li> <li>iv. If in case of immediate power failure intimate recovery time</li> <li>v. Ensure safety mechanism in place for electrical safety</li> <li>vi. Mitigate for identified electricity related risk</li> <li>vii. Ensure proper mitigation measures for electrical safety.</li> <li>viii. Conduct electrical safety audit keeping regulations in consideration</li> </ul>
All HODs in Mini Sec Complex.		<ul style="list-style-type: none"> <li>i. Ensure participation from all staff</li> <li>ii. Allocation of volunteers for team</li> <li>iii. Ensure proper mitigation measures being taken.</li> <li>iv. Ensure knowledge of plan and its activities should reach every employee.</li> </ul>

# 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)	No
4.	No of Entries and exits	6 at ground floor; 6 at 1 <sup>st</sup> , 5 at 2 <sup>nd</sup> and 4 at 3 <sup>rd</sup> floors
5.	Police Control Room	2 <sup>nd</sup> floor
6.	Specialised fire fighting teams	All the floors
7.	Specialised Search and Rescue teams	All the floors
8.	Specialised 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	Third
1.	CO <sub>2</sub>			1	
2.	ABC	8	14	6	3
3.	A	5	14	6	2
4.	BC	8	11	6	13
5.	B		4		
6.	C		2		
7.	<b>Total</b>	<b>21</b>	<b>45</b>	<b>19</b>	<b>18</b>

### 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.

## 4.3 Off Site Resource Mapping

Sr. No	Institution	Distance/ Location	Contact No
1.	Government Hospital, Sonipat	10 KM	0130-2218407
2	Police Control Room	Within	(100)
3	Police Station, Sadar	8 KM	0130-2220522
4	Fire station, Sonipat	8 KM	(101)
5	NDRF, 8 <sup>th</sup> Battalion	Ghaziabad	01202-766618
6	Ambulance Services	10 KM	01274- 251473 (102)
7	Armed Forces	54th Battalion HISAR	08571029737
8	SDE (Electrical) PWD-B&R	Mr. Sushil	09813481155
9	JE (Electrical) PWD-B&R	Mr. Vikas Arya	09812045449

#### 4.4 District Level Emergency Response Teams

##### a) District Red- Cross Society: 0130-2221400

Sr. No.	Name	Designation	Contact No.
1.	Sh. Ajay Wasan	Secy. Red Cross	<b>9896064900</b>
2.	Sh. Dharamveer Dhayia	DTO, Red Cross	<b>9416538967</b>
3	Sh. Ram Sewak	Trainer	<b>9896973570</b>
4	Sh.Sanjay	Diver	<b>9416077579</b>

##### b) Fire Brigade: 101

Sr. No.	Name	Designation	Contact No.
1.	Sh.Narwal	FSO	9416564224
2.	Sh.Jagwinder Singh	Fireman	9215975888

##### c) Health Dept.CMO

1.	CMO	Sh. JS Punia	<b>7027814941</b>
2.	Dy. CMO	Sh. Mahinder Singh	9466846060
3.	Medical Superintendent	Sh. KC Arora	9215601546
4.	<b>Ambulance</b>	<b>Sh. Parvin</b>	<b>102/ 9996059998</b>

##### d) Fire Alarm Maintenance

1.	Sh. Vikas Arya	JE Electrical (Electrical)	9812045449
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##### e) Disaster Stores (Revenue Department)

Sr. no	Name of Equipment	Quantity	Location and Contact
1.	Life Jackets	32	Mini Secretariat FRA Store Contact: Name: Sh. Vijay FRA Mob: 09896165099
2.	Aluminium Boats	7	
3.	Oars	14	
4.	OBM	6	
5.	Trailor	2	
6.	Torches	4	
7.	Portable Inflatable Lightening System	1	
8.	Equipments of Gotakhores	3	Name: Bhagat Singh Mob. 9671701486

# 5. Prevention and Mitigation Measures

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## 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

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.

## 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:

# 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, Sonipat organised specialised training on 08 March, 2016 for the human resources in the building. It was conducted by Centre for Disaster Management, HIPA.

The following capacity building trainings was arranged for the staff of Mini Secretariat:

### 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. The 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, HRVC of the building was done and the staff was taught about those structural and non- structural hazards which can occur in the premises and its behaviour during disasters so that they can help themselves and others during the time of disaster. They were trained about the 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 practising the

search and rescue techniques by selected members of the staff. Therefore, the civil defense personnel trained the young staff and make their search and rescue team for any emergency.

### 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, the staff was trained about the techniques of using fire extinguishers and fire hydrants for fire fighting in the training.

### 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, District Training Officer provide training to the staff regarding first aid techniques which included dressing, artificial respiration and basic lifesaving skills also.

## 6.2 Equipment

For appropriate disaster response, along with trained human resources there is need of disaster response equipment. The equipment can be categorised 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 trained staff was informed where those equipments are placed in mini secretariat so that they can use them when needed.



### **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 plan has updated resource inventory of Mini Secretariat and updated list of trained staff. This plan should be annually updated and discussed with all the stakeholders regularly..

# 7.

# Preparedness Measures

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## 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. CO<sub>2</sub> type fire extinguisher is required to be installed in areas where computer or other technical appliances are kept.
- g. Other extinguishers like (Water-CO<sub>2</sub>) 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 refugee 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.

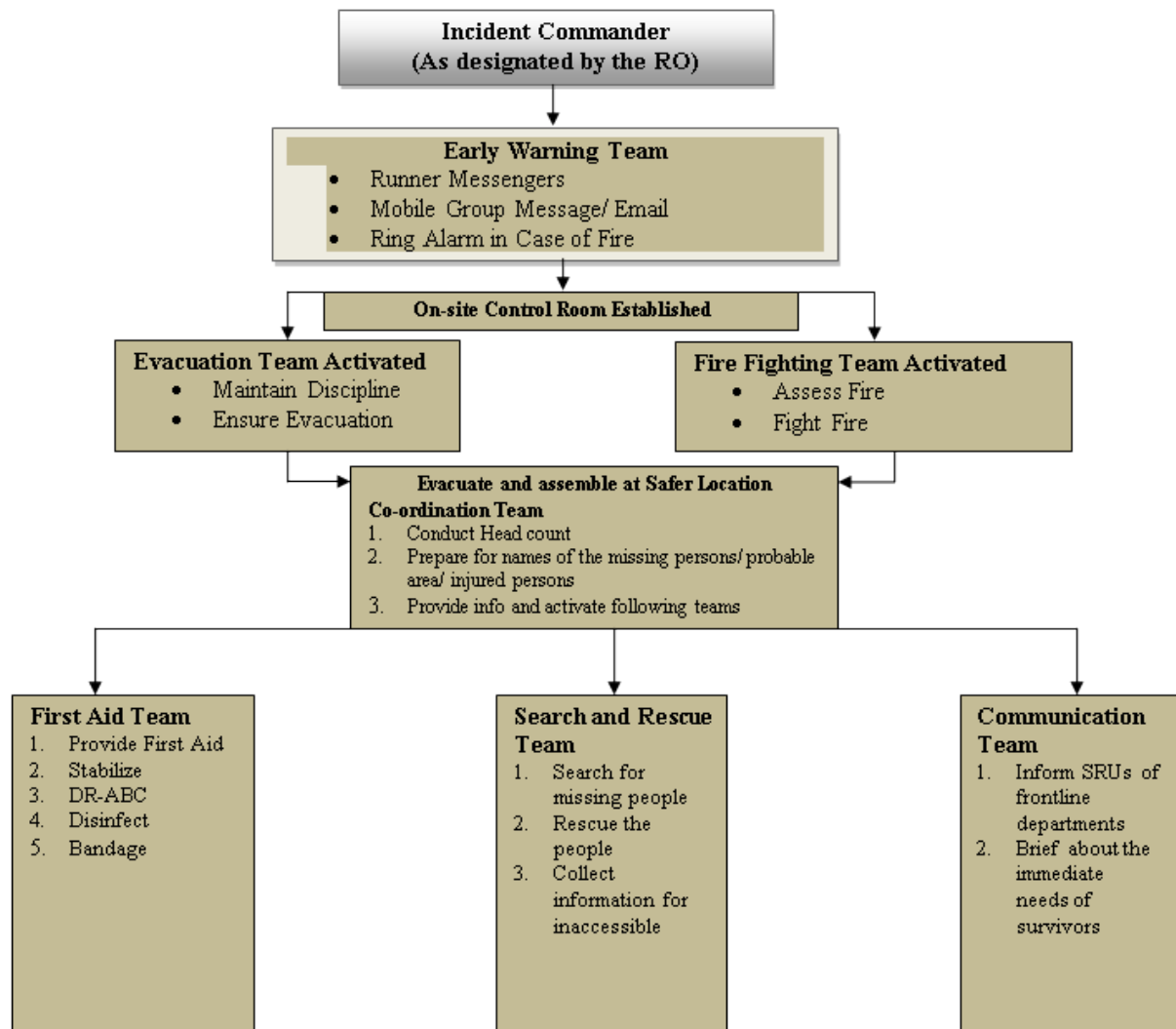
#### 8.1.1 On-Site Response Mechanism

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"><li>1. Conduct timely awareness generation activities for Mini-Sec Staff</li><li>2. Discuss and highlight Mini- Sec Safety Plan with the staff time to time.</li></ol>
2.	Early Warning Team	<ol style="list-style-type: none"><li>1. Run and issue warning to each room</li><li>2. Ring alarm or use mic system</li><li>3. Use any other communication to issue warnings</li></ol>
3.	Evacuation Team	<ol style="list-style-type: none"><li>1. Identify safe evacuation routes and safe exits</li><li>2. Ensure disciplined evacuation to safer location</li></ol>
4.	Co-ordination Team	<ol style="list-style-type: none"><li>1. Maintain Departmental data of the staff</li><li>2. Assess evacuated and missing staff details and report to IC</li><li>3. Seek any necessary help for the staff from IC and other response teams</li></ol>
5.	Communication Team	<ol style="list-style-type: none"><li>1. Inform the responder for any emergency situation</li><li>2. Inform Ambulance, Fire Brigade, Police and other emergency responder about the situation and needs</li></ol>
6.	Fire Fighting Teams	<ol style="list-style-type: none"><li>1. Assess Fire</li><li>2. Fight Fire as early as possible</li><li>3. Inform IC is the fire goes beyond their capacity of extinguishment</li></ol>
7.	Search and Rescue Team	<ol style="list-style-type: none"><li>1. Search for missing persons</li><li>2. Rescue missing persons in appropriate manner</li></ol>
8.	First Aid Team	<ol style="list-style-type: none"><li>1. Identify resources for first aid</li><li>2. Setup first aid delivery point- onsite</li><li>3. Provide necessary first aid to the injured</li></ol>
9.	Road Safety and Traffic Management Teams	<ol style="list-style-type: none"><li>1. Manage traffic on site</li><li>2. Manage crowd on site</li></ol>
10.	Food and Water supplying Teams	<ol style="list-style-type: none"><li>1. Ensure availability of drinking water on site</li><li>2. Ensure availability of food items if required.</li></ol>
11.	Non- Structural Hazards Mitigation Team.	<ol style="list-style-type: none"><li>1. Identify non-structural hazards in the building</li><li>2. Make necessary measures for its mitigation</li><li>3. Ensure all the non-structural hazards are mitigated properly</li></ol>

### 8.1.2 Flowchart of command and control of on-site response

At the onset of the Hazards, the mechanism for Response is as follows:



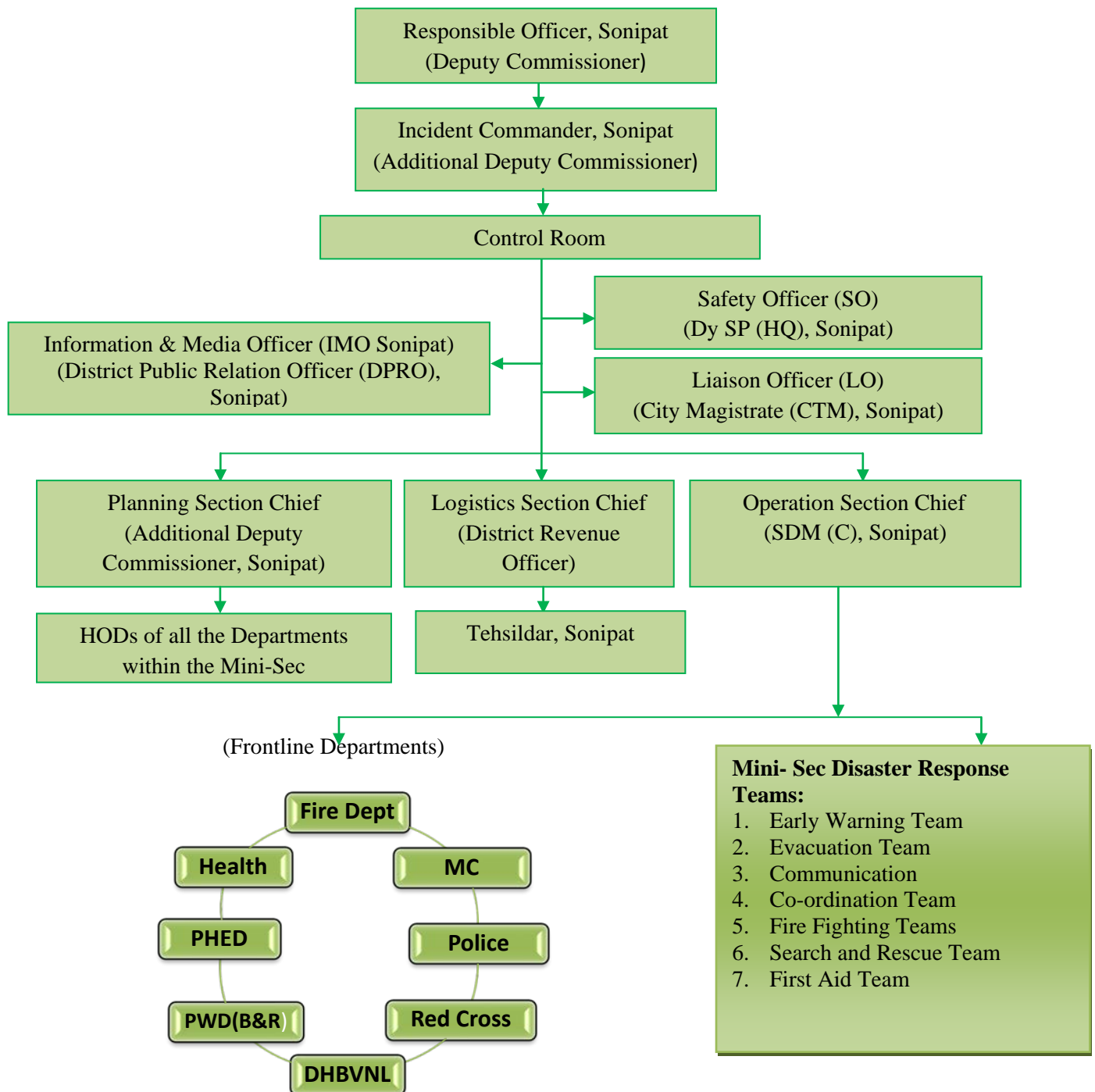
### 8.1.3 Response Teams Details

Sr. No	Name	Designation/ Office
<b>Early Warning Team</b>		
1.	Sh. Sunil Kumar	Statistical Assistant (Agriculture)
2.	Sh. Sanjay Kumar	Stano (Agriculture)
3.	Sh. Surender Kumar	Stano (DWO)
4.	Sh. Surinder Kumar	Clerk (DWO SNP)
5.	Sh. Rajinder Kumar	Clerk (D.C. Office)
<b>Evacuation Teams</b>		
1.	Sh. Ravinder Dhayiya	Clerk (DIPRO Office)
2.	Sh.Sudesh Rana	Assistant (DRO Office)
3.	Sh. Amrender Singh	DC Office
4.	Sh. Rajender Singh	DC Office
5.	Sh. Narender Singh	DC Office
<b>Communication Team</b>		
1.	Smt. Santro Devi	Assistant DC Office

2.	Sh. Satyavir Singh	Clerk Civil Defence
3.	Sh. Krishan	Clerk DC office
4.	Sh. Umed Singh	Clerk DC office
5.	Sh. Raj Kumar	TRA DC Office
Co-ordination Team		
1.	Smt. Bala Rani	DRA Branch
2.	Smt. Lakshmi Rani	Assistant DC Office
3.	Smt. Seema Rani	Computer Operator
4.	Sh. Amit Kumar	Clerk PLA Branch
5.	Sh. Rajesh Kumar	ADA
Fire Fighting Teams		
1.	Sh. Subash Ranga	ADC Office
2.	Sh. R.K Sharma	Accounts Officer (ADC Office)
3.	Sh. Balraj Singh	DN DC Office
4.	Sh. D.S. Rathi	P.O. (ADC Office)
5.	Sh. Raj Singh	DN DC Office
6.	Sh. Subash Chander	DC Office
7.	Sh. Jai Kishan	PLA DC Office
8.	Sh. Dinesh	MA Branch
Search and Rescue Team		
1.	Sh.Satpal	SP Office
2.	Sh.Lal Singh	SP Office
3.	Sh.Sandeep	SP Office
4.	Sh.Surender Hooda	Civil Defence
5.	Sh. Baikunth Mishra	ADC Office
First Aid Team		
1.	Sh. L.B. Verma	ADC Office
2.	Smt. Sangeeta	PO ADC Office
3.	Sh. Vijay	FRA, DC Office
4.	Sh. Bhagat Singh	Peon, FRA, DC Office
5.	Sh.Sunehri	Peon, FRA, DC Office

## 8.2 Off- Site Response

For off-site response, incident response system as per District Disaster Management Plan, Sonipat 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/ onset 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
1.	<b>Police Department</b>	DSP, Sonipat	8053245301
2.	<b>Health Department</b>	CMO, Sonipat	7027814941
3.	<b>Fire Department</b>	FSO, Sonipat	9416564224
4.	<b>DVHBN</b>	XEN, DVHBN, Sonipat	9416730043
5.	<b>PWD (B&amp;R)</b>	XEN	9416896043
6.	<b>PWD (B&amp;R) Electrical</b>	XEN, Sonipat	9356067500
7.	<b>PHED</b>	XEN	9992220609
8.	<b>Home Guards</b>	District Commandent	9416487802
9.	<b>District Red Cross</b>	Secy Red Cross	9896064900
10.	<b>Civil Defense</b>	Sports and Youth	9416360479

### 8.2.4 Department wise Roles and Responsibility

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



# 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 safely
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/scenarios for which emergency evacuation is necessarily implemented:

1. Fire
2. Explosion
3. Bomb threats
4. Building air contamination
5. 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**

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

## **9.8 Evacuation Map**

The floor- wise evacuation maps are been given below:

# 10.

# Mock Drill

MOCK DRILL REPORTING FORMAT		
<b>Person in-charge of completing the format/ designation</b>		<b>Date of the drill</b>
ADC. Sh. SHIV PRASAD SHARMA		08/03/2016
<b>Time Alarm Sounded</b>	<b>Time drill Concluded</b>	<b>Time to evaluate</b>
2.30 pm	15 MINS	5 MINS
<b>Type of Drill</b>	<b>Notification/Alert Method</b>	<b>Weather Condition</b>
<input type="checkbox"/> <b>Fire / Evacuation</b> <input type="checkbox"/> Bomb Blast <input type="checkbox"/> Earthquake <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"/> <b>Hand Siren</b>	<input type="checkbox"/> <b>Clear</b> <input type="checkbox"/> Cloudy <input type="checkbox"/> Rain and wind <input type="checkbox"/> Hot/Cold
<b>Participants</b>		<b>Situation at the Start of Drill</b>
<input type="checkbox"/> Authorities <input type="checkbox"/> Safety Personnel <input type="checkbox"/> <b>Employees/Staff</b> <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"/> <b>After Lunch Hours</b> <input type="checkbox"/> Peak working Hour
<b>Are Participants previously trained on emergency procedures</b>		<b>Employees previously trained on emergency procedures this year?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> <b>No</b>		<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> No
<b>Incident Command System as per IRS used?</b>		<b>Incident Commander / Designation</b>
<input type="checkbox"/> Yes <input type="checkbox"/> <b>No</b>		
<b>Problems Encountered</b>		
<input type="checkbox"/> Congestion in hallways <input type="checkbox"/> Alarm not heard <input type="checkbox"/> Employees unsure of does/don't <input type="checkbox"/> Staff unsure of responsibilities / response <input type="checkbox"/> Unable to lock doors <input type="checkbox"/> Windows left open <input type="checkbox"/> Doors left open <input type="checkbox"/> <b>Lights left on</b> <input type="checkbox"/> Personnel not accounted <input type="checkbox"/> <b>Personnel run towards lifts</b> <input type="checkbox"/> <b>Lifts are not shut down.</b> <input type="checkbox"/> Difficulties with evacuation of disabled personnel.		<input type="checkbox"/> Communication problems <input type="checkbox"/> Phone problems <input type="checkbox"/> Chaos <input type="checkbox"/> <b>Long time to evacuate building</b> <input type="checkbox"/> <b>Personnel not serious about drill</b> <input type="checkbox"/> Improper or unavailable supplies <input type="checkbox"/> <b>Confusion</b> <input type="checkbox"/> Doors or Exits blocked <input type="checkbox"/> Delay in Medical response <input type="checkbox"/> Delay in Fire service response <input type="checkbox"/> Delay in Security response <input type="checkbox"/> Interagency miscommunications <input type="checkbox"/> Command, Control & Coordination problem <input type="checkbox"/> Other:
<b>Plan for Improvement</b>		

- Additional training for emergency response team JC members.**
- Additional staff training**
- Address need for additional equipment/resources**

- Improved emergency supplies
- Cooperative planning with responders
- Revised emergency response procedures
- Other

**Annexure I: List of trained staff in Mini Secretariat, Sonipat**

Sr. No	Name	Designation/ Office
1.	Sh. Sunil Kumar	Statistical Assistant (Agriculture)
2.	Sh. Sanjay Kumar	Stano (Agriculture)
3.	Sh. Surender Kumar	Stano (DWO)
4.	Sh. Surinder Kumar	Clerk (DWO SNP)
5.	Sh. Rajinder Kumar	Clerk (D.C. Office)
6.	Sh. Ravinder Dhayiya	Clerk (DIPRO Office)
7.	Sh.Sudesh Rana	Assistant (DRO Office)
8.	Sh. Amrender Singh	DC Office
9.	Sh. Rajender Singh	DC Office
10.	Sh. Narender Singh	DC Office
11.	Smt. Santro Devi	Assistant DC Office
12.	Sh. Satyavir Singh	Clerk Civil Defence
13.	Sh. Krishan	Clerk DC office
14.	Sh. Umed Singh	Clerk DC office
15.	Sh. Raj Kumar	TRA DC Office
16.	Smt. Bala Rani	DRA Branch
17.	Smt. Lakshmi Rani	Assistant DC Office
18.	Smt. Seema Rani	Computer Operator
19.	Sh. Amit Kumar	Clerk PLA Branch
20.	Sh. Rajesh Kumar	ADA
21.	Sh. Subash Ranga	ADC Office
22.	Sh. R.K Sharma	Accounts Officer (ADC Office)
23.	Sh. Balraj Singh	DN DC Office
24.	Sh. D.S. Rathi	P.O. (ADC Office)
25.	Sh. Raj Singh	DN DC Office
26.	Sh. Subash Chander	DC Office
27.	Sh. Jai Kishan	PLA DC Office
28.	Sh. Dinesh	MA Branch
29.	Sh.Satpal	SP Office
30.	Sh.Lal Singh	SP Office
31.	Sh.Sandeep	SP Office
32.	Sh.Surender Hooda	Civil Defence
33.	Sh. Baikunth Mishra	ADC Office
34.	Sh. L.B. Verma	ADC Office
35.	Smt. Sangeeta	PO ADC Office
36.	Sh. Vijay	FRA, DC Office
37.	Sh. Bhagat Singh	Peon, FRA, DC Office
38.	Sh.Sunehri	Peon, FRA, DC Office