

Disaster Management Plan



JOINT DIRECTOR INDUSTRIAL SAFETY AND HEALTH,

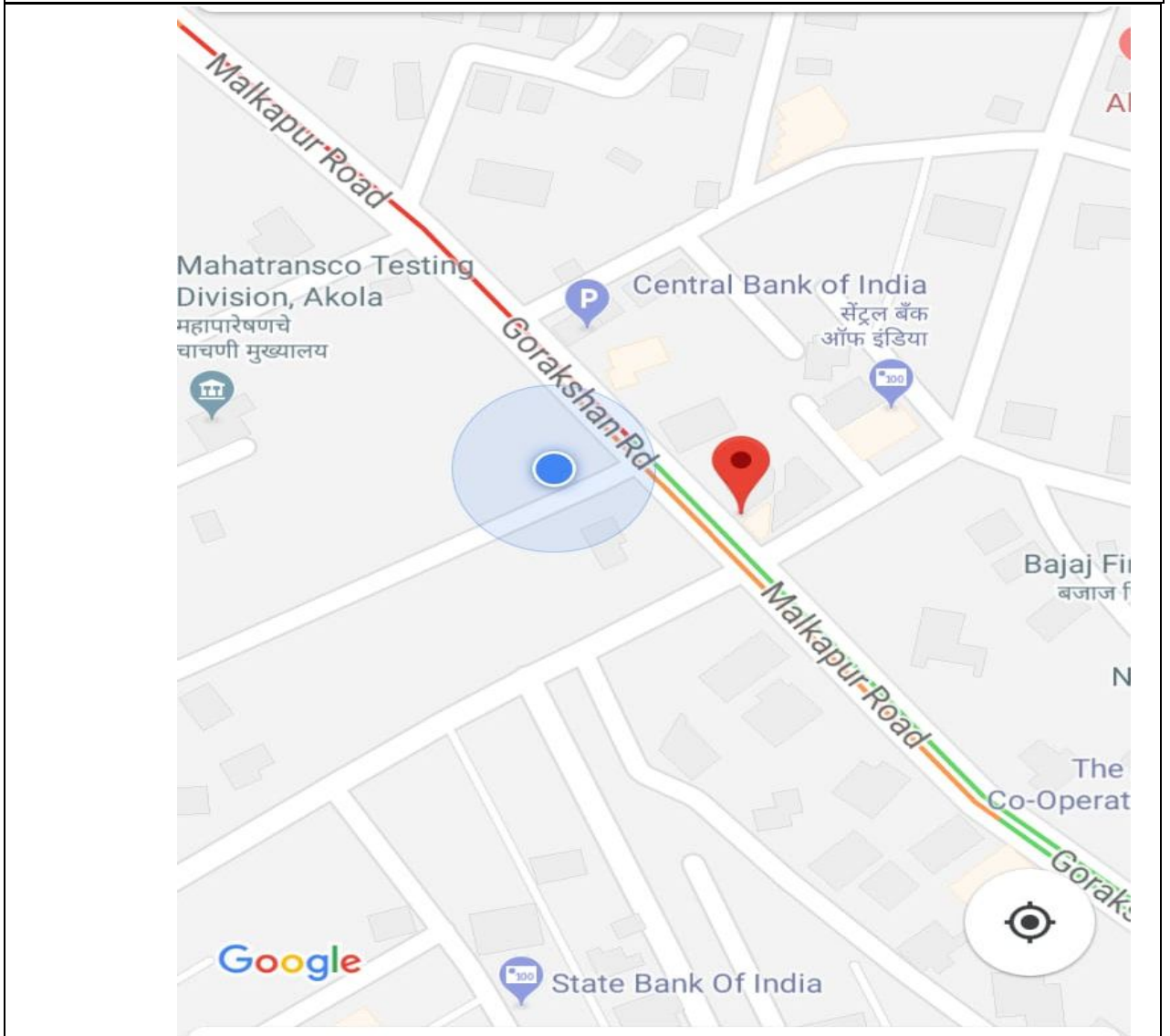
**Vinod Bhavan, 1st Floor,
Gourakshan Road, In front of New Power House,
Akola- 444004.**

Tel. : 0724- 2459932

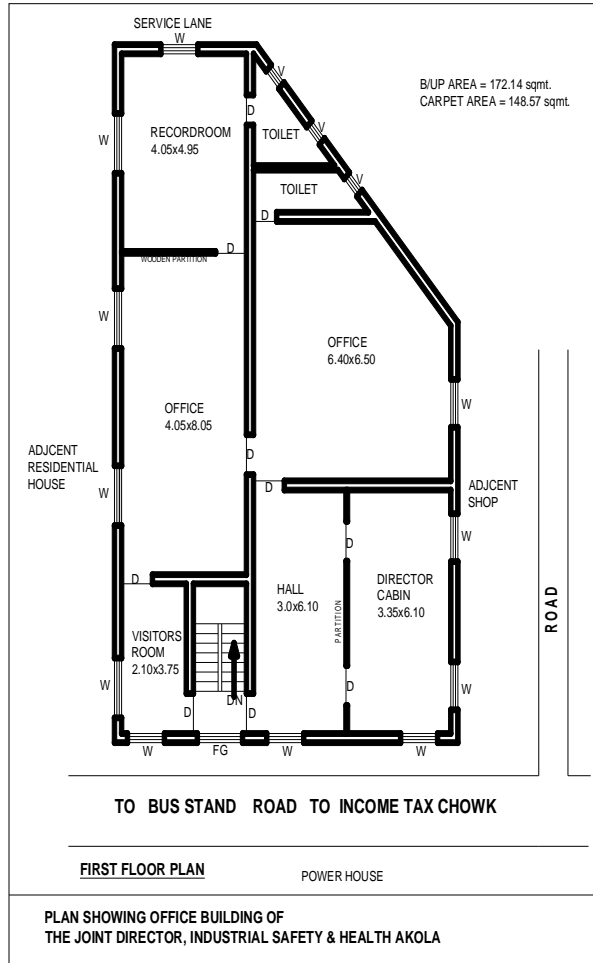
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July -2018

MAP OF OFFICE



OFFICE FLOOR PLAN



I N D E X

Sr. No.	Details
1	Preface
2	Office profile
3	Disaster Management Plan
4	Elements of planning
5	Infrastructure
6	Out side organization involved
7	Details about site
8	Likely danger to the office & extent of its effect
9	Procedure for conducting mock drill

1) PREFACE :

The enclosed Disaster Management Plan is prepared for Office of Joint Director Industrial Safety And Health, Gourakshan Road, Infront of New power House, Akola-444004.

Industrial Safety and Health Akola office is located on the gourakshan road, akola. Office located at 3 kms from railway station and 2 kms from M.S.R.T.C bus stand.

Usually office is occupied by 01 officer and 05 office staff during 10: 00 hrs. to 17.45 hrs. in general shift. Apart from office personnel, about 04 visitors maximum are generally present during office timing/visiting hours for their official work related to statutes. However, residual risk cannot be eliminated totally and Office is committed to ensure effective preplanned timely actions to avoid lives and potential loss.

The main objective of this government office is to ensure Safety, Health and Welfare of the workers in the factory, by effective enforcement of the provisions of the Factories Act and Rules made there under.

2) OFFICE PROFILE :

A) About the office :

The main objective of the Directorate of Industrial Safety and Health is to ensure Safety, Health and Welfare of the workers in the factory, by effective enforcement of the provisions of the Factories Act and Rules made there under.

It is also to ensure the protection of right of workers and to redress their grievances. The department has objective of preventing not only the major industrial accidents, but also prevent the accidents causing permanent or partial disablement.

Another important objective of the department is to create awareness about safety amongst the management and workers by arranging seminars, workshops, training programs in co-ordination with the other social partners and industries associations. It is also to promote the concept of Mutual Aid Response Group (MARG). Office believe that workers hands are Nation's asset which they don't want to lose in any case. Aim of the department is Zero Accident.

B) Disposal of the waste :

The disposal of the waste (combustible material like paper waste etc.) is done through waste collection system by pick up vehicles of Akola Municipal Corporation every day.

MAN POWER – Usually office is occupied by 01 officer and 05 office staff during 10: 00 hrs. to 17.45 hrs. in general shift. Apart from office personnel, about 04 visitors maximum are generally present during office timing.

The enclosed On Site Emergency Plan is prepared for Office of Joint Director Industrial Safety And Health, Gourakshan Road, Infront of New power House, Akola-444004.

C) NAMES OF PERSONS RESPONSIBLE WITH THEIR PHONE NUMBERS

Sr. No.	Name of the Person	Code	Mobile	Landline
1	Mr.V.W Nikole	0724	9881465524	0724-2459932

3. DISASTER MANAGEMENT PLAN- PREAMBLE :

In spite of various preventive and precautionary measures taken, the possibility of a mishap cannot be totally ruled out. Hence, the need to prepare a Contingency Plan for dealing with incidences which may still occur and are likely to affect LIFE and PROPERTY both within the plant and in the immediate neighborhood.

Such an emergency could be the result of malfunction of work discipline or non observance of operating instructions. It could, at times, be the consequence of acts outside the control of human like severe storm, flooding, or deliberate acts of arson or sabotage.

This Disaster management plan explains the code of conduct of all personnel in the office along with the actions to be taken in the event of an Emergency. This plan gives the guidelines for employees and others. It not only defines responsibilities but also informs about prompt rescue operations, evacuations, rehabilitation, co-ordination and communication.

EMERGENCY :

An Emergency is a situation which may lead to or cause large scale damage or destruction of life, property or environment within or outside the office. Such an unexpected situation may be too difficult to handle for the normal work force within the plant.

NATURE OF EMERGENCY :

The emergency specified in the Disaster management plan refer to occurrence of one or more of the following event

- a) Fire,
- b) Major Accident such as structural or building collapse,
- c) Natural calamities like storm, flood, earth quake, Sabotage, act of terrorism, civil commotion, air raid etc.

OBJECTIVES :

The objective of the major emergency procedure should be to make maximum use of the combined resources of the works and the outside services to

- effect the rescue and treatment of casualties;
- safeguard other people;
- minimise damage to property and the environment;
- initially contain and ultimately bring the incident under control;
- identify any dead and provide for the needs of relatives;
- provide authoritative information to news media;
- secure the safe rehabilitation of affected areas;
- Preserve relevant records of equipment by the subsequent enquiry into the cause and circumstances of the emergency.

4. ELEMENTS OF PLANNING :

A) Name and address of the person furnishing the information

Mr.V.W Nikole,
Joint Director Incharge,
Industrial Safety & Health, Akola.
Ph – , Office – 0724-2459932.

Key Personnel of the organization and responsibilities assigned to them in case of an emergency.

1. Site Controller:The Site controller or his nominated officer will assume overall responsibility for the site and its personnel. His duties are to:

- i) Assess the magnitude of the situation and decide if staff needs to be evacuated from their assembly points to identified safer places:
- ii) Exercise direct operational control over areas other than those affected;
- iii) Undertake a continuous review of possible developments and assess in consultation with office personnel for evacuation if required;
- iv) Liaise with senior officials of Police, Fire Brigade, Medical, local authorities and provide advice on possible effects on areas inside and outside the office.
- v) Look after rehabilitation of affected persons on discontinuation of emergency:
- vi) Issue authorized statements to news media and ensures that evidence is preserved for enquiries to be conducted by the statutory authorities. \

Mr. V.W Nikole, Joint Director I/C, Industrial Safety and Health, Akola is the Site Controller.

2. Incident Controller : An Officer of similar rank of the unit may be nominated to act as the Incident Controller. Immediately on knowing about an emergency, he will rush to the incident site and take overall charge and report to the Site Controller. On arrival, he will assess the extent of emergency and decide if major

emergency exists and inform the Communication Officer accordingly. His duties will be to ;

- i. Direct all operations to stop within the affected area taking into consideration priorities for safety of personnel, minimize damage to the plant, property and environment and minimize loss of materials;
- ii. Provide advice and information to the local fire service, if required;
- iii. Ensure that all non-essential persons of the areas affected are evacuated to the assembly point and the areas are searched for casualties.
- iv. Set up communication points and establish contact with Emergency Control Centre in the event of failure of electric supply and internal telephones;
- v. Report on all significant developments to the site controller and
- vi. Have regard to the need to preserve the evidence so as to facilitate any enquiry into the cause and circumstances which caused or escalated the emergency.

Mr. A.S Rathod Superintendent , ISH is the incident controller.

3. He will also work as Liaison Officer and will be stationed at the main entrance during the emergency. He will, under the direction of the Site Controller, handle Police, Press and other enquiries, receive reports from roll - call from assembly point and pass on the absentee information to the Incident Controller. His responsibilities shall be :
 - i. To ensure that casualties receive adequate attention/to arrange additional help if required and inform relatives;
 - ii. To control traffic movements and ensure that alternative transport is available when need arises; and
 - iii. When emergency is prolonged, arrange for the relief of personnel and organize refreshments/ catering facility.

5. INFRASTRUCTURE :

EMERGENCY CONTROL CENTRE: Emergency Control Centre is set up at Site / Incident Controller office. The Control Centre is the focal point in case of an emergency from where the operations to handle the emergency are directed and coordinated. It will control site activities and furnished with external and internal telephone connections, list of essential telephone numbers list of key persons and their addresses.

ASSEMBLY POINT : Assembly point is set up farthest from the location of likely hazardous events, (near main gate) where persons from office area and visitors would assemble in case of emergency. Pre-designated persons would take charge of these points and mark presence as the people come into it. Sign board is required to be displayed at this location for visual control.

COMMUNICATION SYSTEM : Since office set up is small, all such communication is done verbally .

6. OUTSIDE ORGANIZATIONS IF INVOLVED IN ASSISTING DURING ON-SITE EMERGENCY :

TYPES OF ACCIDENT & RESPONSIBILITY ASSIGNED

In case of emergency stated above, outside agencies will required to be called for carrying their respective roll.

Fire Brigade - For rescue & salvage operation

Police - a) to communicate the correct information to other agencies & media. B) traffic & mob control by cordoning off the area, c) to take charge and give information to relatives of casualties.

Hospitals & Doctors – emergency medical treatment of affected persons.

Technical – a) to give necessary technical assistance to service agencies
b) to investigate the cause of accident

Transporters a) transportation of casualties & properties.

Neighboring residential area/buildings.

Details of liaison arrangement between the organization.

All the organization involved in assisting during an emergency were contacted and apprised of the details about the occupation; likely emergency incidents; steps taken to avoid / reduce risk mitigation methods, resources availability etc. They are informed about their role in case of above emergencies. The details are as follows

Collector Office, Akola : 0724-2424442

Police

Sr. No.	Name of Police Station	Tel No.
1	Superintendent of police	0724-2435002

Fire Brigade Station

1	Fire Brigade	(0724) 2432103/2434460 101
2	Fire	101

Ambulance Services

1.	Red Cross Society Akola	0724-2439869
2.	Netra Kamlanjali Hospital akola	0724-2459631
3.	Ozone Ambulance service	9881069934, 9011011294
4.	Icon Ambulance Service	0724-2421263

Hospitals

Sr. No.	Name of Hospital	Tel. No.
1.	Civil Hospital,Akola.	0724 -2434401
2.	Icon Hospital Akola	0724 242 1263
3.	Ozone Hospital	9011 011 294

Blood Bank

1.	Hedgewar blood bank	0724 - 2436264
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7. DETAILS ABOUT THE SITE

Ground floor- Residential rooms

First floor - This office(Industrial Safety And Health)

Dangerous Instrument Law and Legal Definition. A **dangerous instrument** is any **instrument**, article, or substance which, under the circumstances in which it is used, attempted to be used, or threatened to be used, is highly capable of causing death or serious physical injury.

a) Emergency control centre :

The Emergency Control Centre is the place from which the operations to handle the emergency are directed and co-ordinated. It will be attended by the Site/ Incident Controller.

Each Emergency Control Centre therefore should contain :

- a) an adequate number of external telephones.
- b) an adequate number of internal telephones;
- c) following are the resources;
 - i. the fire water system and additional sources of water
 - ii. assembly point
 - iii. vehicle parking;
- e) note-pads, pens, pencils to record all messages received and sent by whatever means;
- g) nominal roll of employees or access to this information

Assembly point:

The area of assembly point has been set on the ground floor in open space near Parking.

Fire Fighting Equipments :

It is necessary to provide portable fire extinguishers in the office area to take care against the primary fire incidences. Fire station of Municipal corporation is 02 Kms away from Office.

Similarly fire fighting training may be imparted to the employees present in the office including mock drills periodically to ascertain preparedness.

OFFICE AREA: 1763 sq.fts

Fire station: 02 Kms away

Water storage :

Tank no 1 – Overhead tank of 1000 lts.

Bore well motor (5 HP) installed.

Emergency escape facility :

Two exits available in case of emergency.

8. LIKELY DANGERS TO THE OFFICE AND THE EXTENT OF EFFECTS

- Fire :

Combustible material like office stationary, old record, wooden furniture (tables , chairs and wooden racks). Exposure will be to limited area if attacked instantly.

- Natural calamities :

Calamities like earth quack, thunder storm etc. may cause damage to the building for which emergency evacuation may help in preventing human loses.

9. PROCEDURE FOR CONDUCTING MOCK DRILL

The success of this plan is very much dependent on planned and unplanned mock drills. Mock drill should be carried out regularly, which helps to familiarize employees with their roles and prove the current accuracy of details of the Disaster management plan.

Procedure for mock drills :

- a) Inform all the employees about importance and procedure of mock drill and the signal to be given.
- b) Fix the date and location of the emergency for mock drills without knowledge of the employees.
- c) Mock drills will be monitored by observers (who will be one of the Senior Officers) not involved in the exercise.
- d) Raise the alarm for Emergency.
- e) After hearing the siren site controller with required number of employees will move to emergency site to combat emergency.
- f) He will depute persons for calling the fire Brigade.
- g) Rescue/evacuation team should work in co-ordination with emergency team.
- h) Office Superintendent will be responsible for head count.
- i) Site/Incident Controller will address system about drills to the employees assembled at Assembly Point.
- j) All clear signal should be given once situation is under control and safe to occupy.