

Disaster Management Plan



**JOINT DIRECTOR,
INDUSTRIAL SAFETY AND HEALTH,**

**Room No. 627, Konkan Bhavan,
CBD Belapur, Navi Mumbai
400614**

Tel. : 022 - 27578587

E-mail : jddish.rai-mh@gov.in

MARCH -2018



**JOINT DIRECTOR,
INDUSTRIAL SAFETY AND HEALTH,**

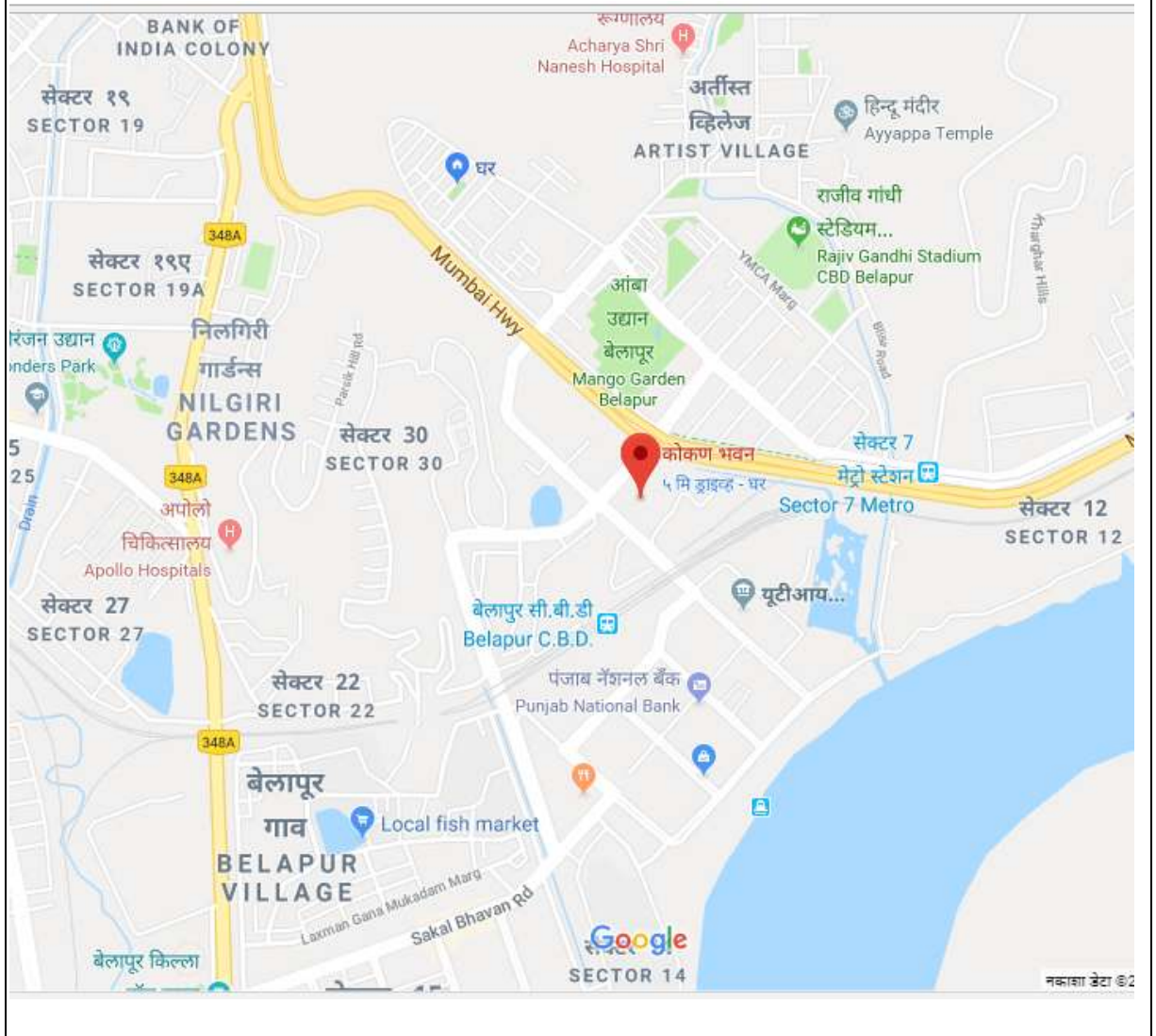
**Room No. 627, Konkan Bhavan,
CBD Belapur, Navi Mumbai
400614**

Tel. : 022 - 27578587

E-mail : jddish.rai-mh@gov.in

MARCH -2018

MAP OF OFFICE



INDEX

Sr. No.	Details	Page No.
1	Preface	5
2	Office profile	6-7
3	Disaster Management Plan	8-9
4	Elements of planning	10-12
5	Infrastructure	13
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 & Health, Room No. 627, Konkan Bhavan, CBD Belapur, Navi Mumbai 400614.

DISH office is located in the premises of Konkan Bhavan on 6th Floor in Room No. 627 and under the control of Labour Ministry, Maharashtra State.

The Konkan Bhavan building is 200 mts from CBD Belapur Railway Station and 200mts from Sion - Panvel Highway.

In the office there are is occupied by 5 officers and 6 office staff during 10.00 hrs. to 17.45 hrs. in general shift. Apart from office personnel, about 5 visitors maximum are generally present during office timing/visiting hours for their official work related to statutes.

The main objective of the 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 and recognition of Certifying Surgeon and Safety Auditor, Competent Person and registration of Welfare officer.

However, residual risk cannot be eliminated totally and in case there is any deviation in safe practices and possibility of emergency situations, which can cause loss of life and property. Office is committed to ensure effective preplanned timely actions to avoid lives and potential loss.

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. The department aims at Zero Accident.

B) Disposal of the waste :

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

C) **MAN POWER** - The office is occupied by 5 officers and 6 office staff during 10.00 hrs. to 17.45 hrs. in general shift. Apart from office personnel, about 5 visitors maximum are generally present during office timing/visiting hours for their official work related to statutes.

D) The enclosed On Site Emergency Plan is prepared for Office of Joint Director, Industrial Safety & Health, Raigad, Room No. 627, Konkan Bhavan, C. B. D. Belapur, Navi Mumbai - 400614

E) NAMES OF PERSONS RESPONSIBLE WITH THEIR PHONE NUMBERS

Sr. No.	Name of the Person	Code	Mobile	Landline
1	Mr. M. R. Patil	022	9869433089	27578587
2	Mr. V. V. Katamwar	022	9920323003	
3	Mr. M. P. Totewad	022	8424040199	
4	Mr. A. B. Kharade	022	8888875639	
5	Mr. A. M. Mohite	022	9767182959	
6	Mr. S. G. Konale	022	9869226668	

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. M. R. Patil, Joint Director

Industrial Safety & Health, Raigad

Ph - , Office - 022-27578587

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 need 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 ensure that evidence is preserved for enquiries to be conducted by the statutory authorities. \

Mr. M. R. Patil, Joint Director, ISH 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. M. P. Totewad, Dy. Director, 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 leaders from assembly points 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.

The responsibility lies with Mr. S. G. Konale, Superintendent

B. RESPONSIBILITIES OF EMERGENCY PERSONNEL AFTER WORKING HOURS ;

The responsibility lies with security staff who is present during the period depending shift timings.

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. Up-to-date list of pre-designated employees of various departments (Shift-wise) must be available at these points so that roll call could be taken. 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 or through cell phones/landlines.

An adequate number of external and internal telephone connections are installed.

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 :-

Divisional Commissioner Office, Konkan Bhavan :- 022-27571324

Konkan Divisional Disaster Management Centre - 022-27571516 - Email - dmkonkan@gmail.com

Police

Sr. No.	Name of Police Station	Tel No.
1	CBD Belapur Police Station	022-27580255
2	Police	100

Fire Brigade Station

1	Fire Brigade	022-27572111
2	Fire	101

Ambulance Services

1.	M. G. M. Hospital, Belapur	022-27570219
----	----------------------------	--------------

Hospitals

Sr. No.	Name of Hospital	Tel. No.
1.	M. G. M. Hospital, Belapur	022-27570219

Blood Bank

--	--	--

7. DETAILS ABOUT THE SITE

Sixth floor- Office

Joint Director/Deputy Director's cabin

Office Staff

a) Seat of key person :

Except security staff, the seat of key persons is located on third floor in office building.

b) 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 near entry gate of Konkan Bhavan.

Fire Fighting Equipments :

The fire hydrant and sprinkler installation in office building is incomplete. The same would help in combating the emergency instantly till outside help is arrived. It is recommended to complete the same immediately to maintain emergency preparedness.

Also it is necessary to provide portable fire extinguishers in the office area to take care against the primary fire incidences.

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

Water storage :

There are five water tanks on ground floor.

Tank no 1 - for rain harvesting water of capacity 1 Lakh lits

Tank no 2, 3 & 4 for firefighting of 25,000 lits each

16 overhead tanks of capacity - 25,000 lits

There is water hydrant line at entire premises there are hydrants points on each floor.

Emergency escape facility :

Three lifts and stair case are provided to the office building. Either could be used to rush to assembly point 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 and flammable solvents at Laboratory etc. may cause localized fire if ignited. 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.