

The State Disaster Management Plan

Section- VII

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Check List
For
Health & Family Welfare Department, Govt. of Bihar

The Guidelines have been formulated on the following assumptions:

- The department is aware about Disaster Management and the preparedness required for the same.
- The department has a Disaster Management Plan of its own.
- The department has created a special cell for handling Disaster related issues, and.
- The department has duly trained functionaries to run the cell and attend to the support services needs during Lo, L₁, L₂, L₃ period.

If these four basic inputs are not there, the output of the department in the form of services and support is bound to go haywire. As such, these four essentials shall be acquired by each department in order to play its designated roles in disaster management.

The guidelines are about

- The Department
- The Infrastructure
- The Human Resource Development

The Department

The Department shall have a Disaster Management Plan of its own with focus on infrastructure, facilities, services as a part of preparedness in medical college and hospitals, district level hospital, primary health centers, immunization services health camp services, and ambulance services. It shall organize First Aid training, medical supplies, essential medicines, networking with medical research and development institutions, private practitioners, nursing homes, district wise para-medical support services available etc.

The Infrastructure

Apart from destruction of life, livestock and property, disaster brings about an acute paucity of space: within a limited space thousands have to be provided shelter facilities for nature's call, daily chores etc. This crowding and congestion create health and sanitation problems that have to be attended to on immediate basis. For that, the department shall have

- Medical Vans
- Ambulance
- Sufficient space in hospitals to accommodate extra beds
- Medical Kits for emergency needs
- Stock of emergency medicines
- Transportation facilities for medical staff
- Emergency power support facility
- Refrigeration units for vaccines

The Human Resource Development

It is an irony of situation that the health department has to prepare to deal largely with sick persons or with those who deal with them. This necessity of dealing with health wise unwholesome persons, characters in all sorts of pain, make it necessary for the health department to have a pool of manpower fully trained in planning, organizing and attending to the victims of disaster who have suffered all sorts of loss and are both physically and mentally in abnormal state of being.

The three main objectives with which the Health Departments shall plan and prepare for Disaster Management are :

- i. On site health service to the victims
- ii. Inward specialized health services
- iii. Prevention of the outbreak of epidemics

During Lo period the Department shall look into the infrastructure and materials requirements for the above and during L₁, L₂, L₃ period translate those preparations into action. The activities to be undertaken during Lo period shall be :

- i. Enlistment of medical college & hospitals, District Medical Hospitals, Sub-Divisional Hospitals and Primary Health Centres with the following details-
 - Location, Address, Phone/Fax number, Email-Id, Number of Doctors, Nurses, Beds, Specialization if any, the scope for increasing the number of beds, number of disaster related trained staff, facilities for surgery, immunization, stocks of specialized medicines etc.
 - District wise list of Nursing homes, facilities available, medical staff members, beds.

- District wise list of medical practitioners, medicine shops.
 - District wise list of personnel trained in Para-medical.
 - District wise list of NGOs + Civil Societies having interest/ experience in rendering/supporting medical services.
- ii. Setting up of "Disaster Management Cell" in the department, in District hospitals, getting at least three functionaries trained in providing hazard wise medical support services.
 - iii. Creating stock of medicines/injections commonly required during disaster and putting the same at the disposal of the CELL.
 - iv. Creating stock of chemicals required for maintaining sanitation and hygiene and putting the same at the disposal of the CELL.
 - v. Acquiring Mobile Medical Vans and properly maintaining them for use during disaster days.
 - vi. Acquiring sufficient number of Ambulance and keeping them in readiness.
 - vii. Monitoring of the working of the cell and the facilities created for emergencies.
 - viii. Sufficient stock of First-Aid kits, candles, torches, matchbox, lanterns, solar lamps etc. both at the department and district level.
 - ix. Tie-up with institutions like Red-Cross, Indian Medical Association, Medical Research & Development.
 - x. Making available the entire list prepared to the State Emergency Operation Centre.

During L₁, L₂, & L₃ period

- i. Mobilization of all medical personnel in the affected district(s) advising them to report to District Magistrate/Medical Superintendent/Civil Surgeon.
- ii. In case of larger requirement of medical personnel, mobilizing them from neighboring districts.
- iii. Cancellation of leave of medical personnel with direction to report to DM/MS/CS.
- iv. Communication to State Emergency Operation Centre and the District Emergency Operation Centre about the action taken/number of functionaries reporting/ the department of medical van/ambulance etc.

- v. Inform SEOC/DEOC/DM about the person(s) overall unchanged of medical personnel her/his name, phone number/email id if possible a snapshot.
- vi. Check the arrival and availability of all the personnel deployed, medical vans, and ambulances positioned.
- vii. Enquire about the availability of emergency medical equipment and medicines and further specific requirements.
- viii. Organize the supply, if required.
- ix. Line up with local hospitals/nursing homes/doctors for their readiness to receive the victims with briefings about the victims on way.
- x. Keep monitoring on site situation developing and about victims sent to hospitals etc.

In House Priorities

- i. All electrical equipments should be unplugged when disaster warning received.
- ii. Emergency electrical generator started and stock of sufficient fuel arranged.
- iii. All fracture treatment related equipment should be kept in readiness, staff members alert and in attendance.
- iv. Arrangements for emergency operations, sufficient supply of anesthetic gases etc. checked and kept in readiness.
- v. Drugs for treatment of cuts and burns and fractures such as tetanus oxide, analgesics and antibiotics etc. kept in stock in sufficient quantity.
- vi. Drugs used for the treatment of water-borne diseases such as diarrhea etc. are kept in readiness.
- vii. Check and replenish the medical supplies of –
 - Fissure materials
 - Splints
 - Plaster rolls
 - Surgical dressings
 - Disposable needles and syringes
 - Antidote for snakebites, dog bites etc.
- viii. Arrange for water supplies.

- ix. Prepare an area of the hospital for receiving a large number of casualties.
- x. Keep emergency admission procedures in readiness with adequate tagging of patients arrangement.
- xi. Organize in house emergency medical teams to ensure availability of adequate staff at all times to attend to the emergency casualties.

Field Office Operational Procedure

- i. Transfer of seriously injured victims shall be reported to the DM/on site operation incharge.
- ii. Before transferring proper tagging of victims name, address etc. shall be done.
- iii. Proper transport facility, preferably an ambulance is used.
- iv. An advance communication to the hospital shall be made with adequate details about the injury and the victims.
- v. Send a copy of the transfer form/tag to the enquiry counter/public information centre so that those looking for victims may be given to know about her/his whereabouts.
- vi. Adequate arrangement for sanitation shall be made to prevent the breaking of any epidemic.
- vii. Health check-up of those in camps be done on a regular basis.
- viii. Proper boarding & lodging facilities shall be made for medical and other staff members so that they remain in shape to serve.
- ix. The incharge of field level medical operation shall remain in regular contact with Health Department to report about the operation as well as further support and supplies required.

Tagging/ Flagging

Tagging/Flagging is a practice through which medical officers indicate their assessment about the kind of attention the victim/patient requires for the needed treatment.

Red Tag - signifies first priority in shifting to hospitals for immediate care and treatment.

Green Tag – indicates second priority for evacuating to hospitals. Such victims require attention but the injuries are not supposed to be life threatening.

Yellow Tag- indicates third priority for shifting to hospitals and suggests minor injuries/fractures/burns that require treatment but are not fatal.

Black Tag- is placed on the dead and deceased.

Vector Control Standards

Vector control programmes shall be followed to cope with the following two situations:

- The initial phase immediately following the disaster.
- The period after the disaster has subsided

The vector surveillance equipment and supplies suggested are:

- Collecting bag
- Collecting forms
- Mouth or battery powered aspirators
- Tea strainer
- Flashlight and spare batteries
- Grease pencil
- Memo pad
- Sweep net
- Pencil
- Tweezers
- White enameled dipper
- Keys and other references
- Labels
- COC light traps (optional)
- Collecting vials
- Aedes aegypti ovitraps (optional)
- Bulb syringe or medicine dropper
- Fly grill
- Mirror
- Teaching aids
- Transfer bags
- Plastic bags
- Plastic cups
- Alcohol
- Rubber bands

- Forceps
- Scissors
- Insecticide dusting pan
- Snap Traps
- Formaldehyde
- Live traps
- Acute rodenticides
- Gloves
- Anticoagulant rodenticides
- Flashlights and batteries

Materials and Equipment

In the absence of clear indication from the field, a minimum kit comprising the following materials and equipment should be carried by the advance party to the disaster Site. (This is only a sample list and should be updated to suit the specific conditions prevailing in the area after careful assessment).

- (1) Equipment for pediatric intravenous use
- (2) Tensiometers for children and adults
- (3) Assorted ferrules
- (4) Tracheal cannulae
- (5) Set of laryngoscopes for infants, children, and adults
- (6) Endotracheal tubes, No.7 Murphy
- (7) Endotracheal tubes. No.8
- (8) Nasogastric probes
- (9) Oxygen masks, for adults and children
- (10) Large scissors for cutting bandages
- (11) Plastic linings
- (12) Phonendoscopes

Sterilization Unit Supplies

- (1) Tracheotomy set
- (2) Thoracotomy set
- (3) Venous dissection set

- (4) Set for small sutures
- (5) Bottles for drainage of thorax
- (6) Hand scissors, No.4
- (7) Syringes (disposable) x 2 cc
- (8) Syringes (disposable) x 10 cc
- (9) Syringes (disposable) x 50 cc

Ambulance Fleet

The ambulances will carry the following equipment:

- (1) Oxygen, oxygen mask, and manometer.
- (2) Stretchers and blankets.
- (3) Emergency first aid kit.
- (4) Suction equipment.
- (5) Supplies for immobilizing fractures.
- (6) Venoclysis equipment.
- (7) Drugs for emergency use.
- (8) Minimal equipment for resuscitation maneuvers.

Each ambulance should be staffed by at least a physician, a nurse, a stretcher bearer, and a driver. The medical and paramedical personnel should be experienced in procedures for the management of patients in intensive care units.

Equipment and Supplies required for Vermin control for a population of 10000 (this may be decided according to local conditions)

- Power sprayers
- Hand-pressured sprayers. capacity' 20-30 litres
- Dusters (hand-operated. plunger type)
- Dusters, power-operated
- Space sprayer

Adequate supply of accessories and spare parts for the above equipment
Insecticides:

- DDT. powder

- DDT, 75 % water wettable
- DDT, 10 % powder
- Dieldrin 0.625-1 .25 % emulsifiable concentrate or wettable powder
- Lindane, 0.5% emulsifiable concentrate or wettable powder
- Chlordane, 2 % emulsifiable concentrate or wettable powder
- Malathion. 1 % emulsifiable concentrate or wettable powder
- Dichlorovos emulsion
- Rodenticides, anticoagulant type (warfarin, etc.)
- Rodent traps Screen, for fly control
- Screen, for fly control
- Garbage cans, capacity 50-100 litres

The Quantity depends on availability and on the number of distribution points.

Preparedness Checklist
for
Health & Family Welfare Department

(to be filled in by the Civil Surgeon and District Health Officer and submitted to the District Collector)

Preparedness Measures taken	Details/Remarks
The department is familiar with disaster response plan and disaster response procedures are clearly defined.	
A hospital plan for the facilities, equipment and staff of that particular hospital based on "The Guide to Health Management in Disaster" has been developed	
Orientation and training for disaster response plan and procedures undertaken	
Special skills required during disaster situations are imparted to the officials and the staff	
Hospital staff are aware of damage - proof hospital rooms/buildings	
Reviewed and updated <ul style="list-style-type: none"> • Precautionary measures and procedures • Precautions that have to be taken to protect equipment • the post-disaster procedures to be followed 	
All hospital staff have been informed about the possible disasters in the district, likely damages and effects, and information about ways to protect life, equipment and property	
An area of the hospital has been identified for receiving large number of casualties	
Emergency admission procedures with adequate record keeping developed	
Field staff oriented about <ul style="list-style-type: none"> • EMRP • Standards of services • Procedures for tagging 	
An officer has been designated as Nodal Officer for Disaster Management	
Sources of materials required for response operations have been identified	

Checklist For Hospitals

(to be filled in by the OFFICER-IN-CHARGE and submitted to district control room and the Department Head)

Action Taken	Y/N	Details/Remarks
Radio communications established with <ul style="list-style-type: none"> • Emergency operations centre • Divisional commissioner / Magistrate • District control room • Hospitals • Private hospitals 		
The Civil surgeon designated as 'OFFICER-IN-CHARGE - Health Services.		
The following emergency medical equipment are stocked <ul style="list-style-type: none"> • Drugs used in treatment of cuts and fractures, such as tetanus toxoid, analgesics and antibiotics • Drugs used for the treatment of diarrhoea, water-borne diseases and flu (including oral rehydrating supplies) • Drugs required to treat burns and fight infections • Drugs needed for detoxication including breathing equipments 		
Discharge of all ambulatory patients whose release does not pose a health risk to them.		
Non-ambulatory patients relocated within the hospital to safest areas		
Equipment supplies such as candles, matches, lanterns and extra clothing provided for the comfort of the patients		
Adequate supplies of anesthetic gases for surgery cases available		
The hospital water storage tanks were filled		
An area of the hospital designated for receiving large number of casualties. <ul style="list-style-type: none"> • Emergency admissions • Procedures developed • Records maintained • Work schedules to ensure availability of adequate staff 		
In-house emergency medical team to ensure that adequate staff available at all times to handle emergency' casualties		
Emergency accommodation provided for medical personnel from outside the area		
Public information center established at the hospital		
The local police, rescue groups, and ambulance teams were made aware of the resources of each hospital		

Check List
for
Incident Commander/Incident Management Team
During L₀ Period

1. For an efficient handling of emergencies, keeping abreast of related development on disaster management front holds the key. As such, the morning shall start by calling SEOC, enquire about the team at work, the functioning of the Centre, equipments in order, schedule for the day, functioning of the DEOCs etc. preparedness, mitigation and capacity building programme in progress etc. Ask about the next team coming in to take charge or even the reinforcement needed in the field.
2. Call for the written brief of previous days working of SEOC. Contact DMD for further information on any point of shortcomings in the briefings received from SEOC.
3. Contact the department concerned and ask for further details.
4. Contact, on random basis, the DM/Adhyaksha, ZP of the district where the preparedness, mitigation measures and capacity building programmes are going on. Enquire about the implementation details.
5. Call back Principal Secretary, DMD for details, if any required.
6. For surprise checking on random basis call one or two GPEOC in a fortnight.

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During L₂ Period

1. Arrive at SEOC immediately after the information about the incident is received.
2. Whosoever of the Incident Management Team arrives first takes charge of the Incident Commander and remains incharge till the Chief Secretary arrives or deposes somebody.
3. Take brief from the communication team leader about the incident, about the early warning given, and who have been already informed/who are yet to be informed. Give instructions accordingly.
4. Do video conferencing with the DEOC where the incident has occurred; take brief on further development/action being taken/team on site/officer incharge onsite.
5. Talk to officer incharge, have the first hand report of measures taken/being taken/required to be taken/support needed.
6. Give direction to SEOC communication incharge in the above light for onward transmission.
7. Go for media-briefing if required/pressed for.
8. Know who else were present at the Centre.
9. Give instruction, if required for the composition of Incident Management Team for each shift.
10. Get brief on the damage. Instruct onsite incharge to send a damage assessment report.
11. Get in touch with DM concerned. Get brief on the arrangements made for search & rescue, relief distribution, drinking water, shelter, health & sanitation. Enquire about the facilities created for the team members on job.
12. Get brief on the stakeholders present, donations received and local team of social workers.

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During L₃ Period

1. Rush to SEOC.
2. On way to SEOC call PS, DMD to be at SEOC if he/she is not already there. Advise him to call other Members of Incident Management Team, if they have not been informed or are at SEOC, SDRF about ES groups readiness to move.
3. At SEOC take brief from the Communication Room Incharge :
 - about the incident
 - who at the National level, State level have been informed
4. Do Video conferencing with DC/DM if possible or Communicate on satellite phone
5. Dispatch posse of Emergency Support Groups
6. Depute one OSD to organize and manage hospitality services food, snacks, drinks etc.
7. Request for Central assistance and help in the light of status of above development.
8. Media briefing putting the incident in right perspective
9. Depute team to make arrangements at the Airport
10. Depute team to find out emergency landing arrangement nearest to the site of the Incident and make arrangements.
11. Depute team to organize relief donations receiving, packaging and dispatch arrangements.
12. Depute a team to get support from UN agencies and neighboring states.
13. Get back to Divisional Commissioner/District Magistrate/onsite incharge for latest development.
14. Call meeting of PSs of key department, and Air/Army base chiefs, NDRF, SDRF for interactions and concretizing line of action with delegation of responsibilities.

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Check List
For
Shift Incharge
State Emergency Centre

1. Overall Incharge of State Emergency Centre will be the Principal Secretary, Disaster Management Department. But a Jt. Secretary level officer will be the Shift Incharge.
2. Enter your arrival and departure time in the logbook kept at the entrance of the Communication Enclave.
3. See that each of the shift team members has entered their arrival and departure time.
4. The three compartments of Communication Enclave viz Institutional Monitoring, Data Collection and Information Channelizing will be manned by one of the three team members The Shift Incharge will keep rotating their compartment so that each one becomes proficient in all the three segments of communication activity.
5. First enquire whether equipments were in order and if any problem with anyone found call the service and maintenance agency to attend to that on immediate basis.
6. Ask for hourly report from each and maintain a file of the report for future reference.
7. Go to the video conferencing room and interact with DEOC and GPEOC on random basis. Record your interaction and report to DM if any lapses found.
8. Speak to DM/CEO, DDMA concerned whose mitigation, preparedness and capacity development programmes are scheduled. Take feedback.
9. Check whether documents and list are in order or require updation.
10. Brief Principal Secretary, DMD about the report highlighting any point worth mentioning.

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Standard Operating Procedure

EARLY WARNING

Dependable and accurate forecasting and relevant early warning is a sensitive Act. Any inaccurate forecast, if appearing a number of times may lose its relevance.

On the other hand, an accurate and dependable forecast if not disseminated in reasonably advance time, it may be of no use or limited use. As such the forecast is to be disseminated in quickest possible time through pre-fixed authorized channel.

If the event and management structure with scheme to address is already well rehearsed, practiced codes in communication shall be used in regard to impending disaster.

The only authority to permit issue of early warning, approve the wordings, and its frequency, is the Incident Commander that is, the Chief Secretary for L₂ & L₃ level disaster and the District Magistrate for the L₁ level disaster.

All authorization to issue for the issuance of warning shall be given in writing and a proper record of the same be maintained mentioning the date, time and the person to whom the instructions were given.

A For giving early warning well in time SEOC/DEOC have to keep in touch with

For Earthquake : Indian Meteorological Department (IMD), State Earthquake Research Institute (SERI), Geological Survey of India (GSI).

For Flood : Indian Meteorological Department (IMD), Water Resources Department, Local Flood Forecasting Unit of CWC, Disaster Management Department.

For Cyclones : Indian Meteorological Department (IMD), Disaster Management Department.

For Epidemics : Public Health Department.

For Industrial Chemical Accidents:

Industry Mutual Aid and Response Group (MARG)
Departments of Industry, Police, Bhabha Atomic
Research Centre (BARC).

For Drought : Indian Meteorological Department (IMD), Agricultural Deptt. WRD, Public Health Department.

B The SEOC/DEOC Technical Staff Members Have To Make Sure

- 1** All Early Warning Systems and technologies are in working condition and checked regularly.
- 2** Communities in disaster prone areas shall be made aware of the Early Warning System especially through field indications.
- 3** Alternate Early Warning Systems shall be kept in readiness in case of technical failures of water retaining structure and power failure.
- 4** Only the designated agencies /officers shall issue the Early Warning Systems.
- 5** All available Early Warning Systems shall be used & informations so gathered to be disseminated as quickly as possible through laid down channels/methods.
- 6** The early warning shall to the extent possible, be clear about its spread with risk area, its severity, duration, and likely damages it may cause.
- 7** Warning statements should be conveyed in simple, local language in order that it is understood. Along with today's messages, relevant continued background scenario along with likely development in few days ahead may also if possible to be incorporated.
- 8** Do's and don'ts should be clearly communicated to the community and motivated to ensure desired responses.
- 9** Warning statements must not evoke panic behavior it should be direct and devoid of emotions.
- 10** Rumour should not be encouraged.
- 11** State of alert should precede actual occurrence if possible. This may cover all relevant agencies and organizations also.
- 12** Wherever possible, assistance of community leaders and organised groups should be sought in managing the threat to the people.
- 13** Once issue of early warning has been started, it shall be followed-up by subsequent warnings till it is over in order to keep people informed of the latest situation.
- 14** In the event of the disaster threat dissipating, an all-clear signal shall be given.

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Standard Operating Procedures

EVACUATION

Disaster means damages, or probably even destruction and then displacement. In order to prepare to mitigate effect of such hazards like floods, probable annual drought and cyclone etc. it provides ample opportunity to prepare well in advance, rehearse on these counts and plan to address such events effectively. Earthquake, Fire etc. on the other hand are infrequent events which require long term planning.

Evacuation is displacement of communities for a short period of time to a safe place. Since it touches human dwellings and their assets created evacuation is a highly sensitive measure and requires careful and controlled handling for which, to the extent possible, person familiar with the communities shall be preferred.

All involved in evacuation shall have

- i) Fully aware of the nature of the threat and the steps to be adopted after receiving warning.
- ii) Clear understanding of their roles and responsibilities.
- iii) All evacuation shall be planned and supervised by the Incident Commander or the functionary authorized by him/her.
- iv) Assistance from community based disaster management committees if any, shall be taken.
- v) The place of Shelter where the communities are to be evacuated and the route, mode of transport, maintenance kit to keep the exercise running etc. shall be known to all concerned.
- vi) All basic amenities, i.e. drinking water, food, camps and medical support and toilets are to be in place at the shelter site and its readiness to receive the evacuees.
- vii) Arrangement for security and law & order at both locations. i.e. villages and shelter places shall be organized so that evacuation exercise go unhindered.

Planned evacuation can prevent stampedes and confusion. The amount of time needed for evacuation will depend on the type of disaster and population and area affected & time span available after warning received. After earthquake,

industrial disasters, and severe floods, evacuation is mostly on emergency basis. In case of cyclones and droughts, evacuation may safely take a reasonable time .

- ❖ Shelter sites shall be as close as possible from dwellings but at a safer place/elevation.
- ❖ Evacuation routes shall be well defined and free from intermittent obstacles.
- ❖ Evacuation routes shall not be disrupted during the exercises and if there is any chance, alternative route to be earmarked in advance.
- ❖ Ensure proper evacuation by seeking community participation & assistance from Community Based Organizations (CBOs) along the following lines.
- ❖ Care shall be taken to see that evacuation routes are not blocked
- ❖ It is always preferable to encourage the entire family and necessary belongings to evacuate together as a unit
- ❖ In case of inadequate transport or limited time, encourage the community for emergency evacuation in the following order:
 - Seriously injured and sick
 - Children, women and handicapped
 - The Aged
 - Able-bodied &
 - Live stock etc.

In case of Emergency Evacuations

Families shall be encouraged to take along adequate supplies of water, food, clothing and emergency supplies Families shall be encouraged to assemble the following disaster supplies kit. Important family documents including ration card, passport, bank passbook, addresses and telephone book (of relatives), certificates, driving license, property documents, insurance documents etc shall be kept in safe place in a bag for easy pick up and going

- ❖ Adequate supply of water in closed unbreakable containers
- ❖ Adequate supply of non-perishable packaged food and dry rations
- ❖ Some necessary clothing and rain gear
- ❖ Blanket, plates, glasses, mugs made of plastic

- ❖ Soap, toothbrushes, toothpaste
- ❖ Battery-powered radio, torch, lantern, matches
- ❖ Cash and jewellery
- ❖ Personal medicines
- ❖ Special items including food for infants, elderly or disabled family members

In case of Evacuation of marooned persons people are advised to take the following steps:

- ❖ Evacuation shall be carried out within the shortest possible time
- ❖ Marooned people shall be transferred to transit camps

Within a shortest possible time, marooned people shall be provided with:

- ❖ Water
- ❖ Medicines
- ❖ First-aid
- ❖ Cooked food

Emergency transport shall be arranged for the seriously injured people through speedboats & viable in case of flood; air lifting in case of flood, earthquake and industrial disasters; four-wheelers in case of drought, and epidemics etc.

- ❖ A senior medical officer shall accompany the rescue team
- ❖ Water supplied shall meet standards of potable water
- ❖ Attaching a tag to each injured individual simplifies identification of patients This is usually done using colour codes, to indicate the degree of injury and the priority for evacuation

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**Standard Operating Procedure
for
POLICE DEPARTMENT**

- 1) The police department shall have a Disaster Response Plan in which the disaster response procedures must be clearly defined in order to avoid confusion to cut short time and improve overall efficiency including cost and time.
- 2) Orientation and training for the disaster response plan shall be accompanied by relevant exercises to keep the department prepared for such eventualities. Special skills required during emergency operations need to be imparted to officials and staff. Selected personnel can be deputed for training as nodal officers and officers-in-charge-police at the state and district level respectively. Trained personnel shall not be transferred without a substitute from chronic disaster prone areas.
- 3) Normal time activity.
- 4) Preparedness level shall be continuously assessed and the same reported in a specifically designed format, to the district control room every six months but necessarily pre & post disaster which are occurring annually i.e. flood, drought in some part/form or the other in a state either singly or even together.
- 5) A list of disaster prone areas with their degree of severity in the district shall be maintained.
- 6) Police officers shall be trained to handle accidents involving hazardous material.
- 7) An area shall be designated within the police station to be used as a Public Information Centre.
- 8) Maintain law and order.
- 9) All personnel of disaster management shall work under the overall supervision and guidance of the Incident Commander, District Magistrate.
- 10) Radio communication shall be established with:
 - Emergency disaster-operation centre
 - Divisional commissioner
 - District Control Room
 - Departmental offices within the division

- 11) All district level officials of the department must report to the Collector.
- 12) If necessary, the District Collector shall provide an officer-in-charge-police or field staff, with all needed authorisations with respect to: recruiting casual labour procuring locally needed emergency tools, equipment and material.
- 13) The officer-in-charge-police shall ensure that all field staff and other officers submit the necessary reports and statement of expenditure in a format as required by the District Collector.
- 14) Precautionary measures and procedures shall be reviewed with staff to protect equipment, and post-disaster procedures must be followed.
- 15) All department vehicles shall be refueled and parked in a protected/safe area.
- 16) Guards shall be provided for supply depots such as co-operative food stores and distribution centres.
- 17) Police convoys shall be made available for relief material.
- 18) Anti-social elements shall be identified and precautionary measures taken.
- 19) At the onset of the disaster, officers shall be dispatched to identify and assist people and communities in life-threatening situations.
- 20) Seriously injured people shall be identified and the community assisted in organizing emergency transport to medical treatment centres
- 21) The community shall be assisted and encouraged in road-clearing operations.
- 22) Immediately after the disaster, it shall be ensured that all police stations are functional at all the required locations and law and order is maintained properly.
- 23) Security shall be provided in transit and relief camps, affected villages, hospitals, medical centres, and the identified areas should be cordoned off.
- 24) Transport carrying transit passengers (ie passengers travelling through trains, buses- passing through the district) shall be diverted away from the disaster areas.
- 25) Security arrangements for visiting VIPs shall be provided.
- 26) District authorities shall be assisted in taking necessary action against hoarders, black marketer and that manipulating relief material in conjunction with other government offices.

- 27)** Public Information Centre shall be set up to:
- Latest status of effect of disaster in the affected area.
 - respond to personal inquiries about the safety of relatives in the affected areas
 - compile statistics about affected communities, deaths, complaints and needs
 - respond to the many specific needs that will be presented
 - serve as a rumour control centre
 - reassure the public
- 28)** Officers shall be made available to inquire and record deaths Normally there is neither time nor personnel available to carry out the standard post-mortem procedures
- 29)** Welfare of people sheltered in relief camps shall be monitored
- 30)** The police shall co-ordinate with the military service personnel in the area

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Standard Operating Procedure
for
PUBLIC WORKS DEPARTMENT

Following procedures are recommended for Public Works Department (PWD)

1. All personnel required for disaster management shall work under the overall supervision and guidance of the Incident Manager.
2. Special skills required during emergency operations shall be imparted to officials and the staff. Selected personnel can be trained as nodal officers and officers-in-charge at the state and district level respectively.
3. All PWD officials shall be notified to meet to review emergency procedures with the relevant staff.
4. Vehicles shall be inspected, fuel tanks filled and batteries and electrical wiring covered at the outbreak of disaster.
5. Extra transport vehicles shall be dispatched from headquarters to be stationed at safe strategic spots along routes likely to be affected.
6. Heavy equipment such as front-end loaders shall be moved from areas likely to be affected and stationed at a safe place.
7. A senior engineer shall inspect all buildings and construction structures. Structures endangered by the impending disaster should be identified.
8. The design of roads and routes shall be in close co-ordination with police and the district control room.
9. A priority listing of roads to be opened first shall be established. The most important roads are those leading to hospitals, main trunk routes and highways.
10. Priority shall be given to urgent repair work that needs to be undertaken in disaster-affected areas.
11. Locations for setting up transit and relief camps, feeding centres, cattle centres etc shall be identified.
12. A two-way communication link shall be issued to all work teams.
13. To guide and assist drivers, adequate road signs shall be installed.
14. Roads shall be cleared. Casual labour shall be assembled to work with experienced staff, and divided into work gangs.

15. Co-ordinate with the construction and building department of the concerned zilla parishad.
16. Community organisations shall be contacted to mobilise community assistance for road clearing .
17. Cleaning ditches, grass cutting, burning or removal of debris, and cutting of dangerous trees along the roads shall be undertaken
18. Repairs of all paved and unpaved road surfaces including edge metalling and pothole patching shall be undertaken and monitored in the affected areas by maintenance staff.
19. Temporary roads shall be constructed to access transit relief camps and medical facilities for disaster victims.
20. Relief camps, feeding centres, medical facilities and cattle camps shall be organized.
21. Up-to-date report of all damage and repair shall be kept in all district office report books and the same should be sent to the district control room
22. Depending on the nature of the disaster, a work team with the relevant emergency tool kit shall be provided.
23. Each work team shall mobilise a farm tractor with chain, cables and a buffer stock of fuel.
24. If possible, an aerial review of the extent and intensity of the damages shall be organised by helicopter in order to efficiently dispatch road-clearing crews, as well as determine the requirement of equipment. These can also be used to deliver relief material.

Essential equipment for work teams:

Every railway work gang shall have:

- 1) Crosscut saws
- 2) Axes
- 3) Ropes
- 4) Chain saws
- 5) Raincoats, caps and gumboots should be made available to work gangs in an emergency situation
- 6) Tractor shovel
- 7) Tripper
- 8) Auxiliary jeep

- 9) First aid box
- 10) Polythene, tarpaulins
- 11) Fishplates
- 12) Masonry articles
- 13) Hand gloves
- 14) Telecommunications

Emergency tool kits at each exchange shall include:

- 1) Cable
- 2) Cable cutter
- 3) Cutting pliers
- 4) Spanners
- 5) Ropes
- 6) Ratchet tension
- 7) Crosscut saws
- 8) Pulley blocks with ropes
- 9) Hand gloves
- 10) Tarpaulins
- 11) Standby generators for recharging of batteries
- 12) Poles

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Standard Operating Procedure for RAILWAYS

- 1) Following steps are recommended for railway personnel:
 - ❖ Restore rail lines.
 - ❖ Ensure smooth rail movement for passengers and relief materials.
 - ❖ Establish radio communications with emergency operations centre, divisional commissioner, district control room and railway officials within the division.
 - ❖ Appoint one 'Nodal officer-Railway,' at the state level and one 'Officer-in-Charge-Railway,' at the district level.
 - ❖ Officers shall ensure that all staff is well aware of precautions to be taken to protect their own lives and personal property.
 - ❖ Fill department vehicles with fuel and park them in a protected/safe area.
- 2) A plan shall be finalized for sending auxiliary staff and repairmen into affected areas to assist local people.
- 3) Maintenance and repairmen shall be instructed to assemble and check the repair equipment.
- 4) Rail schedules shall be revised and special trains be instituted to the area, to assist the increased volume of traffic.
- 5) A schedule for the trains shall be developed by the stationmaster and broadcast over the radio, cable network, DOC.
- 6) Contingency plans shall be established for providing food and emergency shelter for local staff, auxiliary staffs and affected population.
- 7) Effort shall be made for more number of trains to operate in an emergency situation.
- 8) Emergency train operating procedures and pilot working system shall be developed.
- 9) All staff shall be well trained to implement the emergency system.

- 10) Stationmaster should be given the authority to dispatch or hold the train, take other emergency decisions in a disaster-threatening situation.
- 11) Systems shall be developed for increasing capacity to carry increased number of passengers in an emergency situation.
- 12) Arrangements for alternate means of transport shall be made for visiting relatives, medical staff and other people.
- 13) Availability of adequate food supplies shall be ensured.
- 14) All new construction and repair activities shall be halted and the work secured with sandbags and tarpaulins.
- 15) All perishable and breakable items shall be loaded into goods wagons and padlocked.
- 16) In any coach remains in the area, shutters shall be pulled down and doors closed.
- 17) Reserve stocks of fuel shall be checked.
- 18) Inspection of all railway bridges, by a bridge engineer including an underwater survey of foundations, piers and abutments.
- 19) The maintenance engineer's staff shall carry out regular weeding, cleaning of ditches, burning and removal of debris.
- 20) Continuous inspection and repair by maintenance engineer of all:
 - ❖ Railroad tracks
 - ❖ Ball casting
 - ❖ Cess damage
 - ❖ Fishplates
 - ❖ Holding down bolts
- 21) Relief goods may be considered for exemption from freight charges.
- 22) Railway stations, particularly terminal and junction station shall be equipped with emergency communication equipment.

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Standard Operating Procedure for AIRPORT

1. Following procedures for airport officials in a district are recommended:
 - ❖ Co-ordinate with the District Collector in regard to specific requirements of the disaster situation.
 - ❖ Establish radio communications with Emergency Operations Centre, divisional commissioner, district control room and other airports.
 - ❖ Review and update flight schedules Arrange additional flights for the relatives, relief materials and medical aids.
2. Inspect the following:
 - ❖ Runways
 - ❖ Drainage system inside the airport perimeter
 - ❖ Culverts
 - ❖ Ditches
 - ❖ Wind falls
 - ❖ Foundations
 - ❖ Radio tower
 - ❖ Communication equipment
 - ❖ Lightening rods
3. Inspect and repair all buildings, stores, hangers, fuel pumps, with special attention to the disaster consequences.
4. Remove all serviceable aircraft from the disaster area.
5. Auxiliary equipment, pumps, wagons etc should be moved indoors.
6. Wind direction indicators shall be removed.
7. Aviation fuel shall be checked and auxiliary fuel stock brought in.
8. Contingency plans shall be prepared for post-disaster use of airport, including:
 - ❖ Need for emergency control tower equipment

- ❖ Need for emergency control tower staff
- ❖ Need for emergency linemen for fueling
- ❖ Emergency fuel supplies
- ❖ Temporary storage facilities

9. Large glass windows shall be taped to prevent the shattering of glass.

10. Priority clearance arrangements for relief material shall be provided.

11. Priority travel facility to relief personnel shall be provided.

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**Standard Operating Procedure
for
WATER RESOURCES DEPARTMENT**

1) To improve capacity to respond to disaster, the following preventive measures are recommended:

- Identify flood prone rivers and areas – Deptt., duration & intensity of flood and its likely impact in the flood affected area.
- Activate flood-monitoring mechanism in all flood prone areas from the 1st of June every year
- Mark water level gauges for rivers, dams and minor tank structures.
- Flood forecasting and early warning- dissemination of latest status of flood connected informations.
- Monitor and protect irrigation infrastructure
- Restore damaged infrastructure

2) Organise round the clock inspection and repair of:

- Water Resources Structures
- Embankments
- Irrigation channels
- Bridges
- Culverts
- Sluice gates
- Overflow channels

Arrange, organise and repair (Round the Clock):

- Water pumps
- Generators
- Motor equipment
- Station buildings

3) Establish radio communications with the Emergency Operations Centre, Divisional commissioner, District Emergency Operation Centre and relevant departmental offices within the affected division.

- 4) All personnel required for disaster management, shall work under the overall supervision and guidance of the Incident Commander (DM).
- 5) Fill department vehicles with fuel and park them in a safe/protected area
- 6) The officer assigned a task shall be designated as the 'Emergency Officer' He shall be aware about the disaster, its effects and understand appropriate emergency procedures.
- 7) Officers shall ensure that all staff are aware of precautions to be taken to protect their own lives and personal property.
- 8) Each technical assistant shall know basic instructions and operating procedures for disaster conditions.
- 9) During the disaster, irrigation engineers shall, along with the technical assistants review water storage systems.
- 10) Emergency tool kits shall be prepared for all technical assistants in disaster prone areas Tool kits shall be checked regularly.
- 11) If heavy rains are expected, the level of improvement in the water resources structure shall be maintained as per reservoir operation schedule. The same shall be co-ordinated with officers on other water resources sites and the district control room.
- 12) The inlet and outlet in the impoundment shall be inspected to ensure that waterways are unobstructed by falling trees/debris/vegetation.
- 13) The repair/ construction activity shall be well secured with sandbags, rock fills, etc.
- 14) Office records etc shall be covered in plastic bags and well secured, even though stored inside.
- 15) In case of possibility of flooding downstream, settlements there shall be forewarned, and necessary warning for evacuation shall be given to adjoining districts and to districts beyond state borders.
- 16) Information formats and monitoring checklists shall be used for programme monitoring, development and for reporting to the Emergency Operations Centre.
- 17) Co-ordinate with other states about release of water through the water resource structures and dissemination of warning in case the released discharged is quite high.
- 18) Provide for sending additional support along with food, bedding, medicines and tents.

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**Check-List
of
Gadgets & Equipments Required
for
CAPABILITY BUILDING**

1. At the Community Level

- Public Address System for Early Warning
- First- Aid kits with SHG leaders
- Emergency light/torches with community leaders/workers
- Life Saving Rings (Ten Nos)

2. At the District Level

- Communication System (Satellite +)
- Audio-Video Conferencing System
- Data Processing Facilities
- Emergency Power Supply Facilities
- Relief Camp Materials (2000 persons)
- Relief Distribution materials (2000 persons)
- Motor Boats
- Fire Engines (3) & Fire Extinguishers (10)
- Ambulance (5)
- Emergency Health Service Facilities
- Gas Cutters etc
- Infrastructure Repairing & Maintenance Services
- Small Craft/Helicopter landing Facilities
- Sufficient Stock of grains properly stored
- Stock of Fast & Dry Food Stuffs : distribution ready

3. At the State Level

- Communication System (Satellite +)

- Data Processing Facilities
- Information Dissemination System
- Fully Equipped Hazard Based Forces
- Relief Material Receiving, Sorting Packing & Transportation Facilities at the Airport
- Stock of food grains/clothing's etc properly stored
- Resource Networking within & outside the state

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**Check-List
for
SANITATION EQUIPMENT**

1. Mobile chlorinator, mounted on truck or trailer with liquid chlorine cylinder
2. Mobile hypo chlorinator with solution tanks, hose and accessories
3. Mobile water purification unit with a capacity of 200-250 litres/min
4. Tank trucks for water, capacity of 7 m³
5. Portable elevated storage tanks with supporting tanks with supporting elements and accessories
6. Well-driving equipment and well points
7. Hand operated pumps for water capacity of 15-20 litres/min
8. Electric or diesel driven pumps, capacity of 200-250 litres/min
9. Pipes (cast iron, galvanised, asbestos cement) diameter 125-10 cm, with valves & fittings
10. Chlorinated lime (25-30%), stored in a cool, dry place and renewed every 6 months
11. Calcium hypo chlorite (60-70%), in powder or granule form, stored in a cool, dry place and renewed every 2 years
12. Alum, ferric chloride, and other chemicals for water treatment
13. Masonry tools
14. Carpentry tools
15. Truck mounted generators

For waste water, sewage and excreta disposal

16. Mobile mud pump
17. Sludge pump (non-clogging diaphragm or other type)
18. Sludge tank trucks, capacity of 7 ML
19. Mobile repair shop with necessary tools and equipment, masks, boots, working gloves, excavation tools, etc
20. Pipes with joining materials, diameter of 10-30 cm
21. Moulds (iron / wood) for concrete pipes and slabs
22. Timber, bamboo mats, nails, etc

BBB

1. Training Module *for* Legislatures

Duration : 2 days of 2 hours each

Batch Size: 50

First Day – 1st Hour :

1 Orientation in Disaster Management

1. Briefing on State Disaster Management Plan

Question— Answer

2nd Hour :

2. Policy decisions to be taken for the implementation of the Plan

3. Special Institutions to be setup for Disaster Management

Question— Answer

Second Day – 1st Hour :

4. New measures suggested in the Plan

5. Funding of the Plan implementation

Question— Answer

6. People's participation and the role of the legislature in the same

Resource Materials : Handouts on Policy Decisions to be taken

Handouts on funding arrangements to be made

Instruments : Power -Point Presentation

BBB

2. Training Module *for* Senior Executives

Duration : 2 days of 2 hours each

Batch Size: 30

First Day – 1st Hour :

1. Brief on Disaster Management Plan
2. Role of Senior Executives in Plan Implementation

2nd Hour :

3. Special Institutions to be Set-up
4. Organizational development and Human Resource Development for Disaster Management

Second Day – 1st Hour :

5. Role of Departments in Disaster Management
6. Wedding of Developmental Schemes with disaster mitigation measures

2nd Hour :

7. Training of departmental functionaries

Resource Materials : Handouts on Organizational Development
Handouts on Human Resource Development

Instruments : Power -Point Presentation

BBB

**3. Training Module
for
Functionaries
of
State Level Govt. Depts.**

Duration : 3 days of 3 hours each

Batch Size: 35

First Day – 1st Hour :

1. Disaster Management as a strategy

2nd Hour :

2. Disaster Management Plan

3rd Hour :

3. The Role of Govt Depts in Disaster Management

Second Day – 1st Hour :

4. Mitigation Measures

2nd Hour :

5. Preparedness Measures

3rd Hour :

6. Response Mechanism

Third Day – 1st Hour :

7. Small Group Discussions about developmental schemes & mitigation measures of respective departments

8. Presentation

9. Discussion & Summing Up

Resource Materials : How to club development with disaster mitigation measures

Homework: Updation of Departmental DM Plan
Refresher Course every six month

BBB

**4. Orientation Module
for
State Level Stakeholders
Other than the Government**

Duration : 1 day of 3 hours

Batch Size: 20-25

1. About the State Disaster Management Plan and the Set-ups for Plan implementation
2. The Space available for various stakeholders in Disaster Management: its implications and the expectations of the government from them
3. Participation of the stakeholders to express their views and suggestions
4. Summing –Up

Resource Materials : A copy of the Plan

Hard copy of the Power Point Presentation

BBB

5. The Training Module for District Level Functionaries

Duration : 4 days of 4 hours each

Batch Size: 25-30

First Day – 1st Hour :

1. Disaster Management
2. Disaster Management Plan, State+ District level

2nd Hour :

3. The Role of Govt. functionaries
4. The State level support

3rd Hour :

5. The local bodies & their roles in plan implantation

4th Hour :

6. Small group discussions

Second Day – 1st Hour :

7. Presentation

2nd Hour :

8. Question + Answer Session

3rd Hour :

9. Other district level stakeholders

4th Hour :

10. Monitoring & Evaluation

Third Day – 1st Hour :

11. Damage Assessment

2nd Hour :

12. Disaster Response

3rd Hour :

13. Inventory Management

4th Hour :

14. Relief Management

Fourth Day – 1st Hour :

15. Wedding of Development & Disaster Mitigation

2nd Hour :

16. Question + Answer Session

3rd Hour :

17. Working of Disaster Management Plan by line Depts

4th Hour :

18. Presentations & Valedictory Function

Instruments : Power-Point Presentation–Lecture–Small group discussion

BBB

**6. Training Module
for
District Level Other Stakeholders**

Duration : 2 days of 4 hours each

Batch Size: 25-30

First Day – 1st Hour :

1. Disaster Management
2. Disaster Management Plan (State + District)

2nd Hour :

3. Space for Role-play for Stakeholders other than the govt
4. Small group discussions

3rd Hour :

5. Small group discussions
6. Presentations

4th Hour :

7. Question + Answer session

Second Day – 1st Hour :

8. Administration +NGOs+ Civil Society Partnership

2nd Hour :

9. Presentations by district level govt depts

3rd Hour :

10. Presentations by NGOs + Civil Society

4th Hour :

11. Partnership Plan & Summing Up

Instruments : Lectures, Small group discussion–Presentation–
Question + Answer

BBB

7. Training Module *for* Local Bodies

Duration : 2 days of 3 hours each

Batch Size: 25-30

First Day – 1st Hour :

1. Disaster Management
2. Disaster Management Plan

2nd Hour :

3. Mitigation measure in the state + district plan
4. Preparedness measures in the state + district plan

3rd Hour :

5. Implementation of Programme & Activities

Second Day – 1st Hour :

6. Presentation by Local Bodies

2nd Hour :

7. Question + Answer

3rd Hour :

8. Summing Up

Instruments : Power Point Presentation

Lecture

Question + Answer

BBB

8. Training Module for PRI Representatives

Duration : 2 days of 4 hours each

Batch Size: 35-40

First Day – 1st Hour :

1. Disaster Management
2. Disaster Management Plan
3. Role of PRI in Disaster Management as per Panchayati Raj Act

2nd Hour :

4. Mitigation & Preparedness
5. Role of PRI Representatives in Mitigation & Preparedness
6. Role of PRI in Disaster Response

3rd Hour :

7. Question + Answer

4th Hour :

8. Making of Panchayat level mitigation & preparedness plan

Second Day – 1st Hour :

9. Drawing of Mitigation & Preparedness Plan by each Panchayat

2nd Hour :

- 10.—Do—

3rd Hour :

11. Presentation of the Plan

4th Hour :

12. Discussion & Summing Up

Instruments : Lecture /Role Exercise /Question + Answer

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Community Level Awareness + Training

Awareness :

- Campaign Mode
- Demonstration Mode : Puppet Shows, Street Plays
- Learning Mode : Small group discussions

Training :

- First Aid, Emergency Kits, Emergency Food Packet
- Hazard wise : Disaster Mitigation & Preparedness Plan
 - Response mechanism
 - Early Warning System
 - Role of GPEOC
 - Role of PRI
 - Sankalp Kendra

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**Do's & Don't
For the Communities
During
EARTHQUAKE**

Do'S	Don'ts
1. Be attentive enough to listen the announcements on Public Address System / Radio / TV	1. Do not run out of your house if wide, open space is not nearby
2. Share with your family members the information received, knowledge gathered and skill developed about how to react during disaster	2. Do not use the lift for getting down
3. Protect yourself by taking refuge in the corner of a room or under a table or bed	3. Do not rush to the door or exist or run down the stairs
4. Stay away from old buildings, electric poles, trees that are liable to fall	4. Do not remain on a bridge or embankment
5. Stop your vehicle get out of it and stand in an open place and away from cable wires etc	5. Earthquake is always a short duration a minute or two-affair But it is liable to occur suddenly Therefore, don't panic For, if death and destruction is going to happen it will happen
6. Keep your water container, dry food items, torch, medicines at one place preferably in a bag in an accessible place	

BBB

Do's & Don't
For the Communities
During
FLOOD

Do'S	Don'ts
1. Remain attentive to listen to the announcements on Public Address System / Radio / TV	1. Don't enter flood water on foot if it can be avoidable
2. Switch off the electric supply	2. Don't let your children and other family members wander in flooded areas
3. Gather all the family members, livestock & valuables etc. at one high ground for convenience	3. Don't drive on roads submerged in floodwater
4. Collect and keep household goods at a higher place which floodwater may damage or destroy	4. Don't drink water contaminated by flood water
5. Keep your remaining emergent necessary items stacked at a place so that in case of emergencies you could carry the same with you	5. Don't eat cooked food kept in the open for long Try to have dry and ready food items
6. Take your vehicle to the highest ground nearby	6. Avoid coming back to your house again & again during high flood unless the official permission is given
7. Lock doors & windows of your house while evacuating	7. Don't try to over load the boat
8. Always take help of a boat for moving in sailable water from one place to another avoiding deep & fast river current	8. Avoid night travel during floods
9. First Aid and emergency kit if available must be carried on the boat	9. Avoid remaining near a tree for long especially during night which could be temporary shelter of snakes etc.

BBB

**Do's & Don't
For the Communities
During
CYCLONE**

Do'S	Don'ts
1. Be attentive to announcement on Public Address System / TV/ Radio	1. Don't remain outside in the open
2. Remain attentive for further announcement about the change in direction, speed or intensity of cyclone	2. Don't remain in thatched hutments of houses with corrugated sheets etc.
3. Move to nearest shelter or a pucca house till the cyclone has blown away	3. Don't go near fallen & electric poles, damaged bridges and structures
4. Stay away from trees, electric poles, hutments having loose roofs etc	4. Don't drive vehicle or stand near by a vehicle when the cyclone is with high intensity
5. Open window on the sheltered side if the roof begins to shatter.	5. Don't get out of the shelter unless the cyclone has receded

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