

# DISASTER

CAN HAPPEN ANYWHERE, ANY TIME

**PRAY FOR THE BEST BUT PREPARE FOR THE WORST!**

## STEPS FOR STRENGTHENING THE DISASTER PREPAREDNESS OF INSTITUTIONS

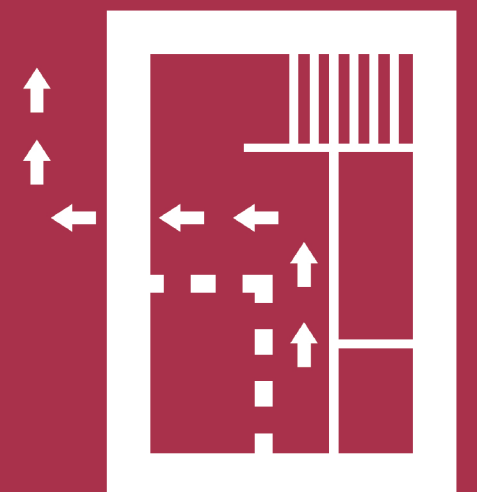


### CREATE YOUR EMERGENCY MANAGEMENT PLAN

A plan is a nicely-documented and well-practiced statement on how your institution is going to prepare for and respond to any unexpected, emergency situation through the provisions which are vital to the normal functioning and post-emergency continuity of your institution.

### IDENTIFY EVACUATION ROUTES AND ASSEMBLY AREA

The people inside a building may need to evacuate without any early warning. Having clarity about the safe evacuation routes and areas where everyone will assemble during/after an emergency may actually prevent stampede and helps in effective disaster response.



### CREATE SPECIFIC TEAMS FOR DISASTER MANAGEMENT

To ensure that disaster management becomes a participatory and well-coordinated aspect of institutional administration, it is important that specific teams are constituted for Awareness Generation, Evacuation, Search & Rescue, First Aid, Fire Safety and Site Security.

# 2016

## JANUARY

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## FEBRUARY

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

## MARCH

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Issued in public interest by:



Himachal Pradesh State Disaster Management Authority (HPSDMA)  
Department of Revenue, Himachal Pradesh Secretariat, Shimla-02  
Phone: +91 177 2880331  
Email: [sdma-hp@nic.in](mailto:sdma-hp@nic.in)  
Website: <http://www.hpsdma.nic.in>



**SajagHimachal**

# DISASTER

CAN HAPPEN ANYWHERE, ANY TIME

**PRAY FOR THE BEST BUT PREPARE FOR THE WORST!**

## STEPS FOR STRENGTHENING THE DISASTER PREPAREDNESS OF INSTITUTIONS



### ALWAYS KEEP A FIRST AID KIT AND MANUAL

After a major disaster, external medical assistance may take very long time to reach the affected site. Therefore, it is very crucial that every institution has its own First Aid Kit and Manual and sufficient quantity of basic first aid items which are in good, usable condition.

### INSTALL SMOKE DETECTORS AND FIRE EXTINGUISHERS

Fire accidents not only pose a threat to the well-being of people, but also to the safety of the crucial documents and equipment. In order to protect the lives, property and records, every institution should install smoke detectors and keep adequate number of fire extinguishers in place.



### KEEP TOOLS LIKE ADJUSTABLE WRENCH, HAMMER ETC.

Often after a disaster, supplies like water, electricity get disrupted and you may need tools like a wrench, hammer, knife etc. to break or fix anything. Therefore, it is strongly recommended that such tools are kept as an integral part of the emergency kit.

# 2016

## APRIL

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## MAY

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## JUNE

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Issued in public interest by:



Himachal Pradesh State Disaster Management Authority (HPSDMA)  
Department of Revenue, Himachal Pradesh Secretariat, Shimla-02  
Phone: +91 177 2880331  
Email: sdma-hp@nic.in  
Website: <http://www.hpsdma.nic.in>



**SajagHimachal**

# DISASTER

CAN HAPPEN ANYWHERE, ANY TIME

PRAY FOR THE BEST BUT PREPARE FOR THE WORST!

## STEPS FOR STRENGTHENING THE DISASTER PREPAREDNESS OF INSTITUTIONS

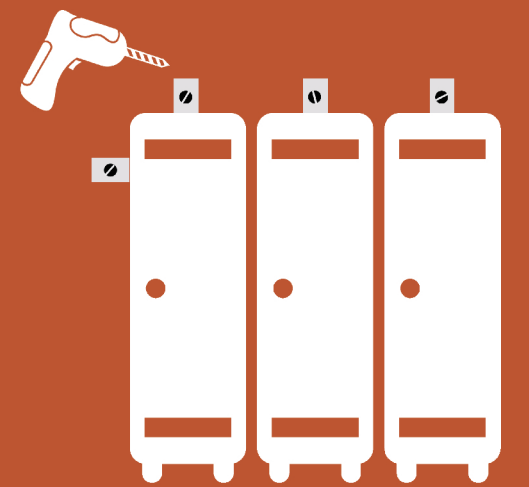


### IDENTIFY THE POTENTIAL HAZARDS

In an earthquake, a fallen bookshelf can block the exit route and an oil spill can make the floor slippery and cause injury and/or obstruction during the evacuation. Such hazards need to be identified in and around the institution's building at least twice a year.

### MITIGATE THE NON-STRUCTURAL HAZARDS

Heavy or potentially harmful objects like Bathroom Geysers, Bookshelves, Wall Paintings and other objects which may possibly fall during an earthquake should be fixed with the help of steel brackets, screws and wires. Doing this can prevent injuries at the time of a disaster.



### RETROFIT THE BUILDING FOR STRUCTURAL SAFETY

Old buildings which are very old and are in dilapidated condition can be retrofitted in consultation with a trained structural engineer. In some cases, retrofitting has proven to be a cost-effective means of structural restrengthening and adds more safety to the building.

# 2016

## JULY

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## AUGUST

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## SEPTEMBER

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Issued in public interest by:



Himachal Pradesh State Disaster Management Authority (HPSDMA)  
Department of Revenue, Himachal Pradesh Secretariat, Shimla-02  
Phone: +91 177 2880331  
Email: sdma-hp@nic.in  
Website: <http://www.hpsdma.nic.in>



**SajagHimachal**



# DISASTER

CAN HAPPEN ANYWHERE, ANY TIME

PRAY FOR THE BEST BUT PREPARE FOR THE WORST!

## STEPS FOR STRENGTHENING THE DISASTER PREPAREDNESS OF INSTITUTIONS



### GET EVERYONE TRAINED ON BASIC FIRST AID

In a major emergency or disastrous situation, it is very possible that the access to emergency healthcare services gets affected for some hours or even for some days. Therefore, all the staff working in the institution should attain the skills to provide basic first aid as and when required.

### GET EVERYONE TRAINED ON BASIC SEARCH & RESCUE

Handling of injured and/or unconscious people and rescuing them to safe location is a task which requires certain skills, lack of which may lead to further deterioration of the condition of the victim. It is recommended that all the staff of the institution gets trained on basic Search & Rescue.



### CONDUCT MOCK DRILLS REGULARLY

A plan, regardless of its quality, is worthless unless it is tested through conducting Mock Drills at regular intervals. A mock drill helps in exercising the steps mentioned in the Disaster Management Plan of an institution and provides inputs for the updation of the plan.

# 2016

#### OCTOBER

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

#### NOVEMBER

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

#### DECEMBER

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

