



DISASTER MANAGEMENT PLAN

**DEPARTMENT OF PRINTING AND
STATIONERY**

GOVERNMENT OF HIMACHAL PRADESH
Shimla 171005

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1. ABOUT THE DEPARTMENT

The history of State Government Printing Press at Shimla dates back to 1948. In the year 1952, the press was shifted at Race View, Shimla 3 due to increase in printing activities. The building at Race View was gutted in a fire in November 1981 and the Government Press was recited at Ghora Chowki. Since 1987, the Department of Printing and Stationery is situated at Ghora-Chowki on National Highway No. 22. Its premises are spread over an area of 22 Bighas and 19 Biswas. The department facilitates the meeting of the requirements of Printing and Stationery of all State Government Departments, Corporations, Boards, Courts, Vidhan Sabha and Universities.

The department consists of two main wings- Printing and Stationery. The Printing wing caters to the demand of printing of all kinds of standard and non-standard forms. Press also prints Newspaper, Monthly magazines, Calendars, Diaries, Certificates, Degrees, Govt. Gazette on the internet, Table charts, Greeting Cards, Answer Books, Electoral Rolls, Judicial Papers, Prospectuses, Ration cards, coupons, Acts, Bills, Rules, Books and speeches etc. The printing work is being done in multi-colour, two colour and a single colour on the reel, sheet and glazed Art Paper. The Department also caters to procurement and supply of stationery and other material required by the State Govt. offices.

The Press is having mixed printing facility. The letter Press printing machines along with Offset printing machines are producing printing sheets. As the letter Press technology has become obsolete. The department has taken a decision to switch over to offset technology in a phased manner.

The main functions of the department are:

- To meet the requirements of Printing and Stationery of all the Departments of the State Government, Corporations, Boards, Autonomous bodies like Universities etc.
- To print departmental books, Acts, Rules, Manuals, Budget documents, Legislative Assembly business, Debates / Reports, various departmental standard forms, Registers, Electoral documents etc.
- To print various publications like Giriraj Weekly, monthly magazines, Himprastha and vipasha etc.
- Government Gazette is also published daily on Internet as e-Gazette.

1.1 ORGANIZATIONAL STRUCTURE

The controller of Printing and Stationery head the Printing and Stationery Department (Figure 1). One Deputy Controller, Two Assistant Controllers and one Section Officer (Finance & Accounts) assist him. There are two wings i.e. Administrative / Ministerial and Technical. The Department has a total sanctioned strength of 374 posts, out of which only 256 posts are filled (244 regular, 9 contract basis & 3 daily waged basis) whereas 118 posts are lying vacant. There is an acute shortage of technical as well as ministerial staff in the Department whereas the volume of work is increasing day-by-day.

Infrastructure

The administration wing of Printing & Stationery Department is situated at three-storied building whereas the technical wing occupied the four-storied building. The building has ample passages, gallery, and stairs for an easy approach to its different parts. There are two separate entrance gates i.e. one for the press block and another for the administration block. The provisions of the Factories Act govern the H.P Govt. press. The machines are installed in press block and printing work of all H.P. Government Departments, Boards, Corporation, Universities and Autonomous Bodies etc. are being done in this block. In addition to it, paper,

other raw material and printed materials are also stored in press block. The different kinds of stationery articles are stored in the administrative block. The complex also has the parking for the vehicles of the controller, Deputy Controller and other official staff.

1.2 PURPOSE OF PLAN

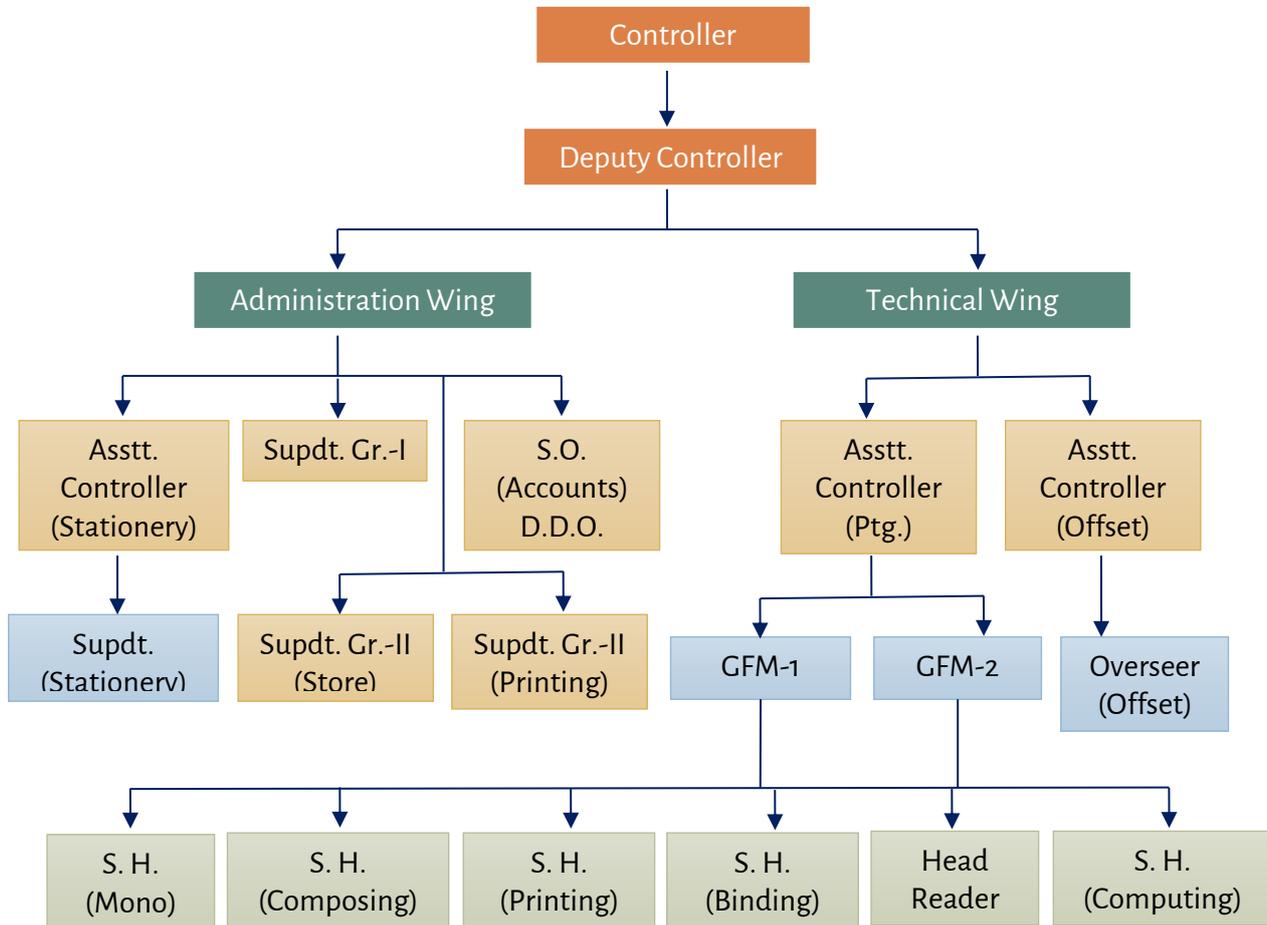


Figure 1: Organizational Set-up of the Department

The plan includes assessing departmental risks of disaster, mitigating the existing risks of disaster, preventing the creation of new risks of disasters, presenting the status of its preparedness to perform the role at the time of disaster and fulfil the responsibilities as defined in the State Disaster Management Policy and State Disaster Management Plan. The plan discusses the measures proposed for strengthening capacity building and preparedness during an emergency.

1.3 SCOPE OF THE PLAN

As per Disaster Management Act 2005, there shall be a disaster management plan for every department of the State. The Departmental Disaster Management Plan shall be prepared by the Department, after consultation with all stakeholders and having regard to the National Plan and the State Plan, to be approved by the State Authority. The DM Plan will facilitate department in following activities:

- To take measures for prevention and multi-hazards mitigation by the Department
- The capacity-building and preparedness measures required to be taken by the Department to respond to any threatening disaster situation.

- An effective and a comprehensive disaster safety plan becomes an integral part of the building with the following goals, which are envisaged for Printing and Stationery department safety:
 - Ensure structural / Non-structural resilience.
 - Ensure functionality.
 - Enhance capacity of human resources

1.4 AUTHORITIES, CODES, POLICIES

The provisions of the Factories Act govern the H.P Govt. press. Apart from factories Act, the department will be guided by the following guidelines / acts / policies on disasters:

- Disaster Management Act, 2005
- National Disaster Management Plan, 2016
- Himachal Pradesh Disaster Management Plan, 2012
- National Action Plan on Climate Change
- National Guidelines issued by the NDMA
- Guidelines and provision for State Disaster Response Fund (SDRF)
- Guidelines for administration of the National Disaster Response Fund (NDRF)

1.5 INSTITUTIONAL ARRANGEMENTS FOR DISASTER MANAGEMENT

The State Government has adopted the Disaster Management Act 2005 as enacted by the Govt. of India for providing an effective mechanism for Disaster Management in the State of Himachal Pradesh.

1.5.1 STATE DISASTER MANAGEMENT AUTHORITY

As per clause b of sub-section (2) of Section 14 of the Disaster Management Act 2005, the Himachal Pradesh Disaster Management Authority under the chairperson of the Honourable Chief Minister was constituted on 1st June 2007 with the following persons as a member of the Himachal Pradesh Disaster Management Authority (HPSDMA):

Table 1: Members of State Disaster Management Authority

#	Member	Designation in HPSDMA
1	Hon'ble Chief Minister	Chairman
2	Hon'ble Revenue Minister	Co-Chairman
3	Chief Secretary	Member
4	Principal Secy. (Rev)	Member
5	Principal Secy. (Home)	Member
6	Principal Secy. (PWD)	Member
7	Principal Secy. (Health)	Member
8	Director General of Police	Member
9	Secretary/Additional Secretary (Revenue)	Member Secretary

1.5.2 STATE EXECUTIVE COMMITTEE (SEC)

As per sub-section (1) of section 20 of the Disaster Management Act 2005, the State Executive Committee under the chairmanship of Chief Secretary was constituted by the Government of Himachal Pradesh. SEC coordinates and monitors the implementation of the National Policy, the National Plan and the State Plan in addition to management of disasters in the state. It monitors the implementation of disaster management plans prepared by the departments of the Government of the State and District Authorities.

1.5.3 ADVISORY COMMITTEE OF SDMA

As per Sub Section (1) of section 17 of the Disaster Management Act 2005, the chairperson of Himachal Pradesh State Disaster Management Authority nominates members of the Advisory Committee to assist the Authority and to make recommendations of different aspects of Disaster Management.

1.5.4 DISTRICT DISASTER MANAGEMENT AUTHORITY

As per Section 25 of the DM Act 2005, District Disaster Management Authority has also been constituted in every district of Himachal Pradesh which is chaired by the Deputy Commissioner of the district. Controller of Printing & Stationery Department is the Nodal Officer for DM.

1.6 PLAN MANAGEMENT (IMPLEMENTATION, MONITORING AND REVISION)

Implementation of the Plan:

Controller of Printing & Stationery Department shall be responsible for implementation of the Plan. The Nodal Officer shall coordinate with all stakeholders for implementing the Plan. Annual Progress on implementation of the Plan will be submitted to HPSDMA.

Revision of the Plan:

The Disaster Management Plan is a living document. It will be revised on annual basis as per provisions of the DM Act-2005. Any changes in guidelines under the NDRF and SDRF shall be incorporated in the plan as and when such changes are made. The introduction of new technology for hazard risk mitigation shall also be incorporated as when the same is tested and found feasible and acceptable in particular geographical area of the State.

System of Updation:

The document shall be updated at the Controller level with the help of State Disaster Management Authority at least once in a year or as per the requirement. Consultations will be held with the stakeholders for making changes in the Plan. The Nodal Officer shall be responsible for holding consultations and updating the Plan.

Dissemination of Plan:

After finalization of the Plan, a copy will be submitted to the HPSDMA for approval. After approval, it shall be disseminated to all agencies, field offices and other stakeholders. Further, whenever it revised / updated, it shall be submitted to HPSDMA for endorsement of changes. The revised Plan shall be shared with all concerned.

2. HAZARD, RISK AND VULNERABILITY ANALYSIS

2.1 RISK ASSESSMENT OF HIMACHAL PRADESH

Himachal Pradesh is a mountainous state situated in the western Himalayas with an elevation ranging from 350 meters to 6000 meters. Thus, there is a great variation in the geo-climatic conditions of the state due to the extreme variation in the elevation. The climate varies from hot and sub-humid tropical in the southern tracts to cold, alpine and glacial in the northern and eastern mountain ranges with increasing elevation. These conditions make the state prone to various hazards both natural and manmade. Main hazards consist of earthquakes, landslides, flash floods, snowstorms and avalanches, droughts, dam failures, fires – domestic and wild, accidents – road, rail, air, stampedes, boat capsizing, biological, industrial and hazardous chemicals etc.

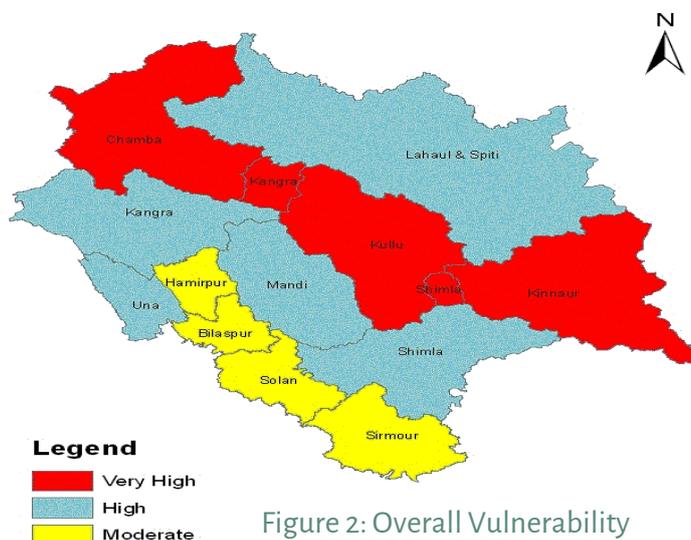


Figure 2: Overall Vulnerability

The districts of Chamba, Kinnaur, Kullu and part of Kangra and Shimla fall in very high vulnerable risk (Figure 2). Similarly, districts of Kangra, Mandi, Una, Shimla and Lahaul and Spiti fall in high vulnerable risk status. The district Hamirpur, Bilaspur, Solan and Sirmour falls in moderately vulnerable risk status. The disaster management strategies and infrastructure required to be evolved by taking the factor of vulnerability into consideration.

The Printing and Stationery department is prone to earthquakes, chemical disasters, fire accidents, cyber-attack and electric short circuits, which can hamper and makes it difficult for the department to disseminate important information through the printing of important documents of the state.

2.2 ASSESSMENT OF SECTORAL AND DEPARTMENTAL RISKS

The sectoral risks of disasters consist of the risks for the entire sector that the department represents whereas, the departmental risks of disasters consist of the risks arising out of the exposure of vulnerable departmental assets to the natural or manmade hazards.

The hazards, which increase the vulnerability of the department and hamper the functioning of the department, are discussed in table 2.

Table 2: Hazards Vulnerability of the Department

Nature of Hazards	Area likely to be affected	Intensity	Risk
Chemical disaster	Printing wing where chemicals which are highly flammable	High	<ul style="list-style-type: none"> • Staff working at printing wing • Heavy printing machinery • Loss of printing data
Earthquake	As per the earthquake hazard map of state, the printing and stationery department building falls in Very High Damage Risk Zone V	High	<ul style="list-style-type: none"> • Damage to department buildings and resources. • Damage to Electricity • Damage to infrastructure • Damage to previous records and files
Fire	All the districts of the state	High	<ul style="list-style-type: none"> • Damage to Record Room; Offices, staff and Officers • Electric short circuit • Mechanical failure
Cyber attack	All the department offices and resource rooms	High	Damage to confidential data

Apart From natural calamities and hazards as mentioned above, many manmade disasters can have a devastating effect on human life and property, H.P / Government Press being the backbone of the Supply / Delivery System, effects of such disaster will be multi-fold.

2.3 ASSESSMENT OF CAPACITY GAPS AND NEEDS

Printing & Stationery Department is structurally well built with ample open spaces. There are multiple exit routes, which are critical in hazardous situations. Open passageways and shafts in the complex aid to sufficient lighting and ventilation, which is helpful at the times of fires.

The close proximity of the complex to the major Government departments and the hospital is an added asset. Printing & Stationery Department is easily approachable for relief vehicles such as firefighting vans, ambulances etc. First aid boxes are also provided to the branches for immediate relief.

2.3.1 INSTALLATION OF EVACUATION ROUTES & MAPS AND FIRE EXTINGUISHERS

H.P. Press Shimla has installed signboards depicting exit routes in various parts of the building to help the visitors navigate easily in exigencies. Fire extinguishers are also installed at different points of the Printing & Stationery Department Shimla.

2.3.2 RESOURCE INVENTORY

Table 3 provides details of resource inventory of the department.

Table 3: Resource Inventory of the Department

#	Item	Quantity
1	First Aid Box	4
2	Fire Extinguishers	50
3	Fire Hydrant Tank	Capacity of 10,000 litres of Water
4	PWD Electrical staff to check the electrical wiring and other equipment installed in the building	2 employees

2.3.3 GAPS IN EXISTING CAPACITY

- **Lack of firefighting tools:** No provision for fire alarms has been made.
- **Mock Drill:** No mock drills have been conducted to ascertain the preparedness for dealing with such disasters.
- **Lack of awareness among staff:** No training or awareness material is available for Printing & Stationery Department Employees.

3. RISK PREVENTION AND MITIGATION

3.1 RISK PREVENTION

Risk prevention is preventing the creation of new risks of disasters. Such risks may be created unwillingly by the Departments directly through public investments or indirectly through the facilitation of private investments that are vulnerable to the risks of disasters. Therefore, every investment should go through HRVA to check if new programmes, activities or projects have the potential to create new risks of disasters. If such investments cannot be avoided these must be protected by safeguards through adequate structural and non-structural prevention measures so that the benefits of investments are fully protected from risks of disasters. For example, assets of the department like offices, equipment's and others should be located at places which have lesser chances of getting affected by a hazardous event. The main idea here is what the department can do within its mandate to increase the idea of risk prevention.

Disaster impact can be prevented for by strict adherence to the safety norms and practices given below:

1. The Bureau of Indian Standards (BIS) has been publishing seismic hazard maps of India since 1962. The department should consider those maps and building by-laws of the state while construction of any departmental structure.
2. Preparation of Emergency Preparedness plans
3. Basic disaster awareness and sensitization
4. Conduct of Mock drills to test the plans and organized response
5. Fire Safety Norms.
6. Electrical Safety Norms

3.2 RISK MITIGATION

Risk mitigation is reducing the risks of disasters that are already there due to exposure of vulnerabilities to the hazards. Mitigation projects reduce the level of exposures or the depth of vulnerabilities or both through a combination of various structural and non-structural measures. Mitigation projects are always costly and therefore these have to be planned with proper Cost Benefit Analysis (CBA) to ensure that the benefits of the projects outweigh the costs.

The primary objective of mitigation efforts would be:

- To identify, delineate and assess the existing and potential risks and to work towards reducing potential causalities and damage from disasters.
- To substantially increase public awareness of disaster risk to ensure a safer environment for communities to live and work.
- To reduce the risks of loss of life, infrastructure, economic costs, and destruction that result from disasters.
- In view of the prevailing risk and the vulnerabilities perception, the mitigation measures proposed have been categorized under following five major groups:
 - **Risk assessment:** The department should try to improve the understanding of the location, potential impacts and linkages between hazards, vulnerability and measures needed to protect the effects on the production after a disaster.
 - **Construction work:** All the newly constructed assets should follow the building by-laws of the state.

- **Repair and maintenance:** Retrofitting and renovation of the lifeline buildings should be done by the department.
- **Research and technology transfer:** the department should identify and interact with research institutions to evolve mitigation strategies both structural and non-structural.
- **Training and capacity building:** Training programs about the awareness of disaster with the training modules and workshops from time to time.

3.3 MATRIX OF HAZARD SPECIFIC MITIGATION MEASURES

HAZARD	MITIGATION MEASURES	
	STRUCTURAL	NON-STRUCTURAL
Earthquake	<ul style="list-style-type: none"> • Undertaking mandatory technical audits of structural designs of infrastructure under department by the competent authorities. • Retrofitting and reinforcement of old and weak structures. 	<ul style="list-style-type: none"> • Seismic hazard risk mapping pertaining to departmental assets. • Developing appropriate risk transfer instruments by collaborating with insurance companies and financial institutions.
Fire	<ul style="list-style-type: none"> • Open space for emergency exit in the case of fire. • Fire extinguishers should be installed on each floor. • Replacement of dilapidated electrical wires. 	<ul style="list-style-type: none"> • Fire safety mock drill.
Cyber attack		<ul style="list-style-type: none"> • Develop the cyber incident response plan. • Determine the tools and techniques used to detect and prevent attacks. • Secure the departments' computer network. • Promote cybersecurity awareness among the staff members.

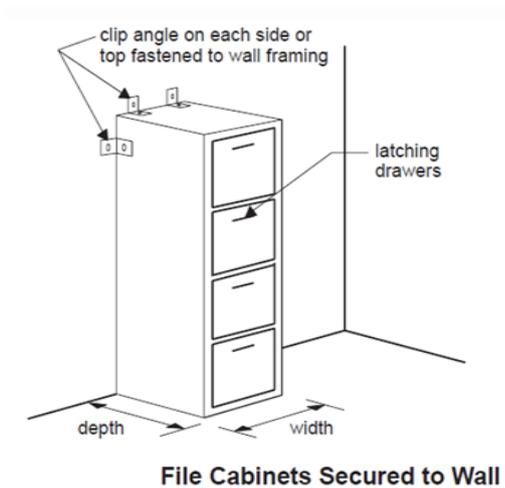
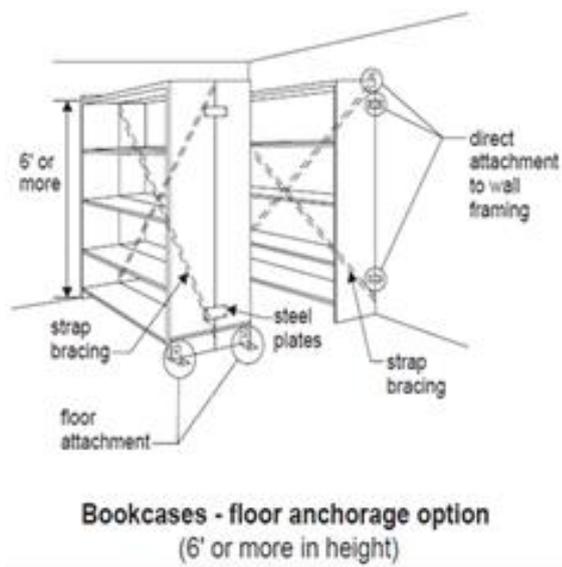
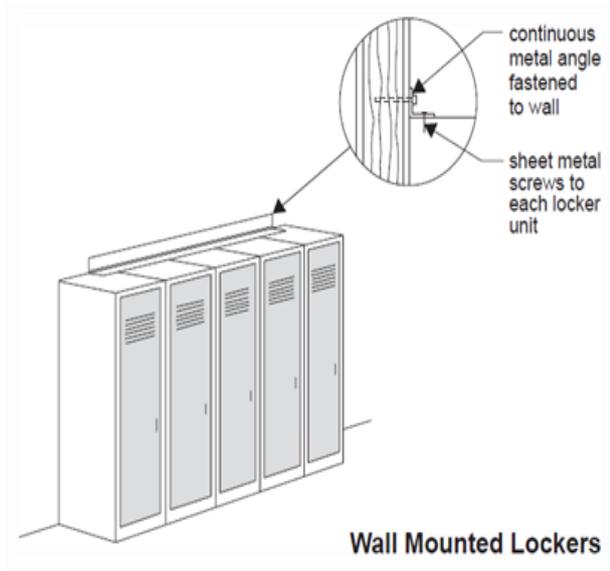
As certified by XEN, PWD (B&R) the Printing & Stationery Department building is structurally safe but with the vulnerability towards disasters like earthquake and fire, non- structural hazards are of more concern. It is an acknowledged fact that 50% of the injuries after an earthquake are caused by non- structural hazards. The following are the non- structural hazards that are present in the building along with the possible mitigation measures:

a) Cupboards

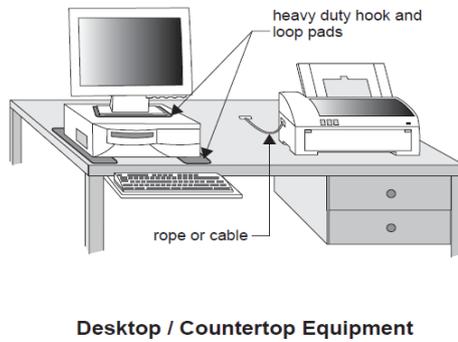
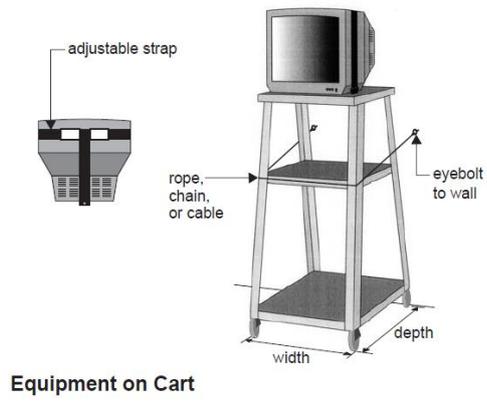
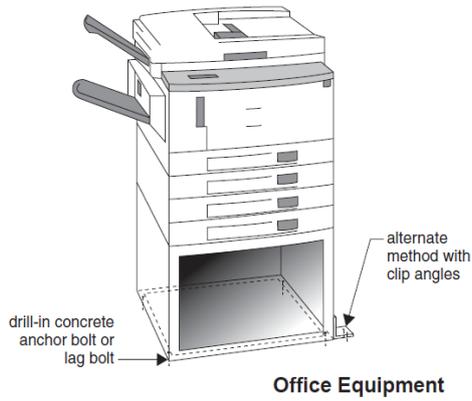
The following actions that should be taken to mitigate risk from cupboards or like objects:

Relocation: All the cupboards that pose a risk should be relocated to such a place where it poses minimum chances of falling on an individual or blocking any kind of exits.

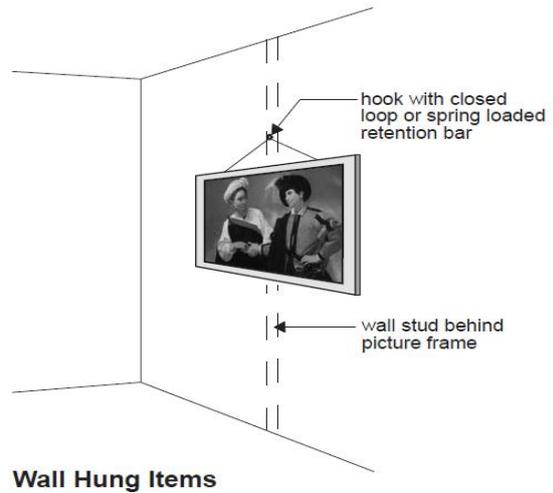
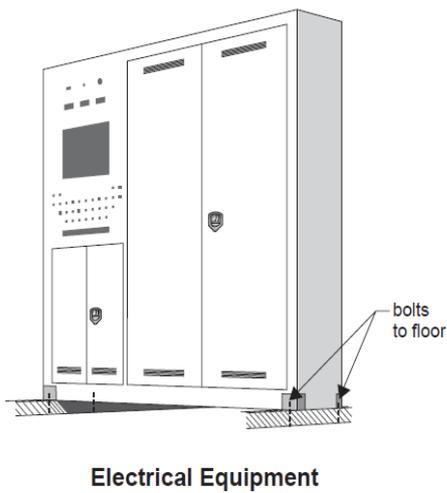
Immobilization: All such cupboards should be fixed to the wall or attach with each other to avoid free fall at the time of the earthquake.



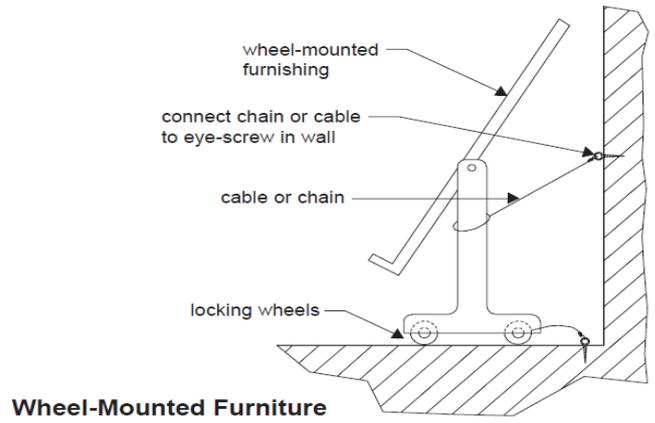
b) Computers and Electrical appliances:



c) Air Conditioners and Other Electrical Equipment / Wall Hung Items



d) Coolers and Other Wheel Mounted Items



4. MAINSTREAMING DISASTER RISK REDUCTION IN DEVELOPMENT

Disaster Management Act has stipulated that DM Plans of the Departments of State Government shall integrate strategies for prevention and mitigation of the risks of disasters with the development plans and programmes of the department. The State Policy on Disaster Management, following the National Policy, prescribed 'DRR Mainstreaming' in the following words:

“The DRR issues would be mainstreamed in development plans, programmes and policies at all level by all the departments, organisations and agencies. It would be ensured that all the development programmes and projects that originate from or funded by Government are designated with evident consideration for potential disaster risks to resist hazard impact. That all the development programmes and projects that originate from or are funded by Government do not inadvertently increase vulnerability to disaster in all sectors: social, physical, economic and environment.”

Mainstreaming Disaster Risk Reduction (DRR) into Development:

Mainstreaming disaster management into the development planning process essentially means looking critically at each activity that is being planned, not only from the perspective of reducing the disaster vulnerability of that activity but also from the perspective of minimizing that activity's potential contribution to the hazard.

Mainstreaming DRR into development activities has three purposes:

- To make certain that all the development programmes and projects that originate from or funded by Government are designated with evident consideration for potential disaster risks to resist hazard impact.
- To make certain that all the development programmes and projects that originate from or are funded by Government do not inadvertently increase vulnerability to disaster in all sectors: social, physical, economic and environmental.
- To make certain that all the disaster relief and rehabilitation programmes and projects that originate or are funded by Government are designed to contribute to development aims and to reduce future disaster risk.

Table 4: Mainstreaming DRR in Key Activities of HRTC

Name of the activities of the department	Key component of the scheme	Mainstreaming DRR Actions
Training of printing & stationery department staff	Training modules and training workshops	Department to include Disaster management activities and disaster management syllabus in training modules
Printing & Stationery department equipment	Heavy machinery of the Department	To include Risk Insurance
Waste paper of the Printing & Stationery department	Recycle of waste paper	DRR to include recycle of paper for environment Sustainability

5. DISASTER PREPAREDNESS

5.1 PREPAREDNESS PLAN

Disaster preparedness has been defined as the state of readiness to deal with a threatening situation or disaster and the effects thereof. The Department may review their state of readiness and prepare a strategic action plan to deal with possible disaster situations. Printing and Stationery Department can take following measures:

General Preparedness

- Floorwise evacuation plans for the building
- The floor shall be numbered at stairways and exits
- The floor maps should be direct proper information of safer routes, safer locations

Fire Hazards Preparedness

- A fire extinguisher is required to be within every 75 feet of area
- A licensed service contractor must check fire extinguishers annually
- Fire extinguishers should not be hung higher than 5 feet from the floor to the top of the extinguisher
- Extinguishers are classified as "A", "B", or "C". Type "A" is required for ordinary (wood, paper, some plastics, etc.) hazards. Type "B" is required for liquid (grease, paint, some plastics, etc.) hazards. Type "C" is required for electrical hazards
- Multi-purpose ("ABC") extinguishers are available for combined hazards and are the type recommended
- CO₂ type fire extinguisher is required to be installed in areas where a computer or other technical appliances are kept
- Other Powdered extinguishers shall be kept in areas having printing ink chemicals, which are highly flammable to fire

Exits

- There must be at least two exits from every area
- Exits must be accessible without the use of any key
- Exits must be marked with illuminated exit signs that are working
- A horizontal exit shall be equipped with at least one fire/smoke door with fire resistance, of self-closing type. Further, it is required to have direct connectivity to the fire escape staircase for evacuation
- Doors in horizontal exits shall be open at all times from both sides
- Storage, furniture, trash, etc. are not allowed in corridors or stairways
- Fire doors to stairways and storage rooms must close and latch automatically
- Fire doors may not be blocked open (fire doors can only stay open normally if smoke detectors connected to automatically releasing door holders are installed)
- The walls and ceilings of corridors and stairs must be solid. Any holes or damage must be repaired
- Draperies, furniture, etc may not hide exits
- Exit doors must open outwardly
- Exit doors shall not hinder the exit passage

- Overhead or sliding doors shall not be installed
- Exits must lead to refuge area, street, or roof
- Exit door shall not open immediately upon a flight of stairs; a landing equal to at least the width of the door shall be provided in the stairway at each doorway; the level of landing shall be the same as that of the floor, which it serves
- Mirrors shall not be placed at exit ways or doors to avoid confusion regarding the direction of the exit
- Exits path or corridors ways are to be kept clear

Fire Alarms

- Every building must have a fire alarm system that is always working
- Each bell or horn, manual alarm station, and smoke or heat detector must work
- The alarm stations must be red, and may not be covered or blocked by furniture, posters, drapes, etc
- Smoke detectors are required in every room used for sleeping and are recommended in the corridors and stairs
- When it is sounding, the fire alarm must be heard in every area of the building

Fire Hydrant

- Fire hydrants must be installed and strategically located
- Fire hydrants must be checked every six months and proper functioning must be ensured

Earthquake Hazard Preparedness

- Safe location for evacuation must be identified
- First Aid box must be prepared and placed strategically
- Any material potential of blocking exits must be replaced

Human Resources Data Updation

- Data regarding the human resources in the building must be regularly updated
- Their newly appointed staff members must be trained and made aware of the plans
- Regular training of safety teams must be carried out

Safety and Security of Documents

- The following steps should be taken well in advance for prevention of loss of an essential document in Mini Secretariat record room
- The record room should be earmarked for the building for storage of old files, records and documents
- All the important documents should be scanned and digitized and a copy of it can be kept at some alternate safe place
- There should be the regular disposal of files as per the existing government guidelines
- All the departments / courts and offices should have a back-up of their respective data in PCs / Laptops
- Security of files/ documents / PCs / laptops and use of pen drives and CDs should be elaborate
- A regular check by department / section heads is recommended
- Training regarding Dos and Don'ts is recommended

6. DISASTER RESPONSE AND RELIEF

6.1 RESPONSE PLAN

The response plan of the Department includes the design of actions based on Standard Operating Procedures and tested through mock drills and exercises that would be initiated on a trigger mechanism based upon the impending or actual occurrence of an event of a disaster.

Emergency response to any disaster incident will be of two kinds:

1. On-Site Response

The Immediate response given by the on-site responders is said to be an on-site response. The responders shall be the members of the staff of the Printing & Stationery Department, which are trained for emergency response.

On-Site Response Mechanism: For executing a comprehensive response to an emergency, the response teams shall be constituted with the specific task assigned to them and these teams will be supervised by the Disaster Management Committee. These teams will act in coordination at times of any hazard whether natural such as earthquake or manmade. Any changes in teams will be updated in subsequent Disaster Management Plan. Every official in the response teams has clear roles and responsibilities. Disaster-specific teams will have the responsibility to act quickly and coordinate with the concerned agencies in such situations. Each team has one senior official who has to supervise the effort of the team member. All the activity will be commanded by the Incident Commander (Controller of the Printing & Stationery Department) and teams shall follow his/ her directions.

Table 5: On-Site Response Team and Their Roles and Responsibilities

#	Name of the Team	Roles and Responsibilities
1	Awareness Generation Team	<ul style="list-style-type: none">• Conduct timely awareness generation activities for Printing & Stationery Department Staff• Discuss and highlight Safety Plan with the staff time to time.
2	Early Warning Team	<ul style="list-style-type: none">• Run and issue warning to each room• Ring alarm or use mic system• Use any other communication to issue warnings
3	Evacuation Team	<ul style="list-style-type: none">• Identify safe evacuation routes and safe exits• Ensure disciplined evacuation to safer location
4	Co-ordination Team	<ul style="list-style-type: none">• Maintain Departmental data of the staff• Assess evacuated and missing staff details and report to IC• Seek any necessary help for the staff from IC and other response teams

5	Communication Team	<ul style="list-style-type: none"> • Inform the responder for any emergency situation • Inform Ambulance, Fire Brigade, Police and another emergency responder about the situation and needs
6	Fire Fighting Teams	<ul style="list-style-type: none"> • Assess Fire • Fight Fire as early as possible • Inform IC is the fire goes beyond their capacity of extinguishment
7	Search and Rescue Team	<ul style="list-style-type: none"> • Search for missing persons • Rescue missing persons in appropriate manner
8	First Aid Team	<ul style="list-style-type: none"> • Identify resources for first aid • Setup first aid delivery point- onsite • Provide necessary first aid to the injured
9	Non- Structural Hazards Mitigation Team	<ul style="list-style-type: none"> • Identify non-structural hazards in the building • Make necessary measures for its mitigation • Ensure all the non-structural hazards are mitigated properly

2. Offsite Response:

Includes external assistance from district administration as well as SDMA and other frontline departments such as Police, Fire, and Health etc.

6.2 CAPACITY BUILDING MEASURES

6.2.1 HUMAN RESOURCE CAPACITY BUILDING

With the objective of providing an overall response to the disastrous situation, Printing & Stationery department will be provided disaster management training for capacity building of its human resources.

The following capacity building training should be arranged from time to time for the staff of Printing & Stationery Department:

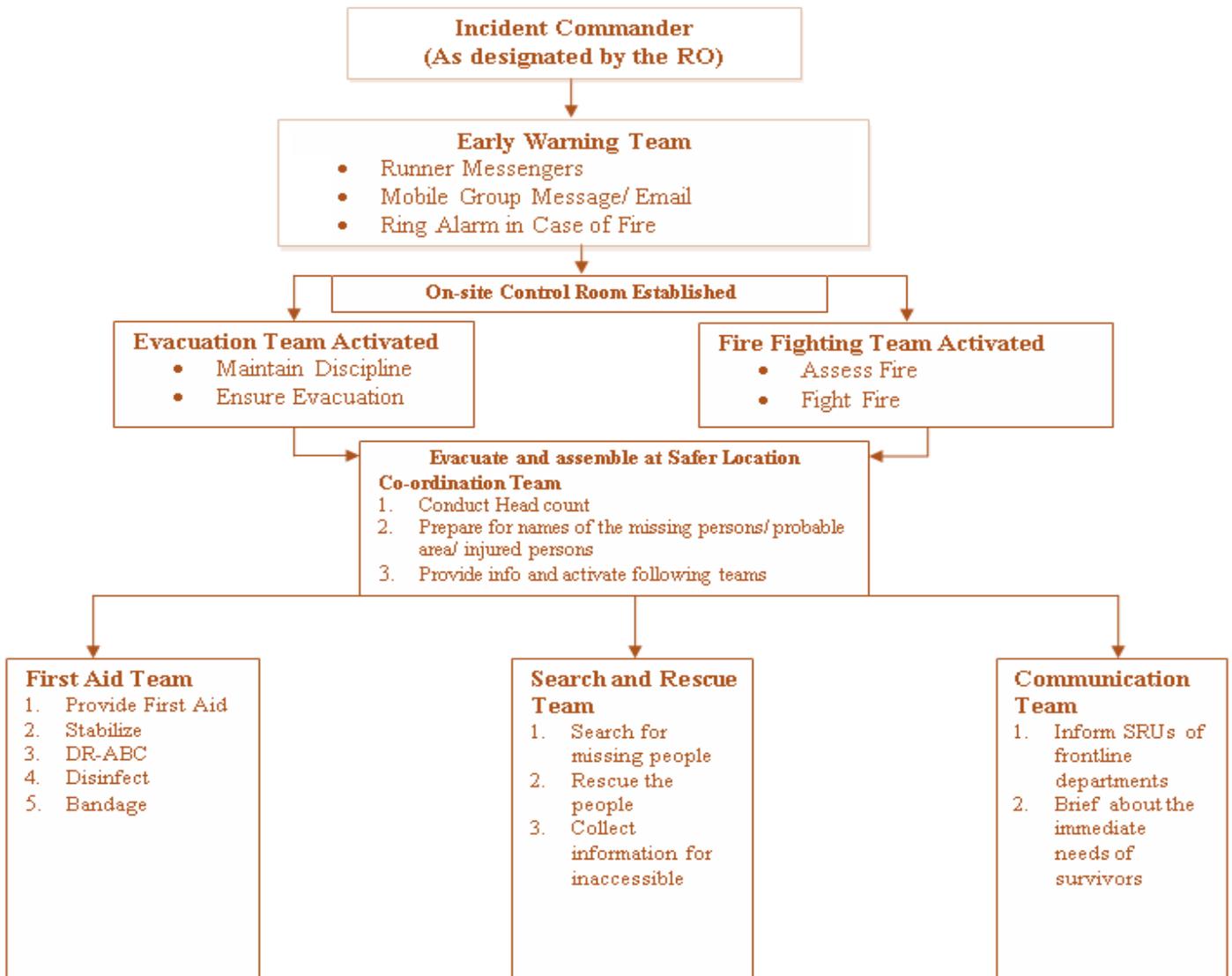
1. Techniques for Disaster Planning and Response

As the infrastructure and human resources in the Department of Printing & Stationery keep on changing, there is a necessity for establishing the institutions for planning and response. These training should be given to the enable decision makers to tackle the disasters situation and take appropriate decision for management of the disasters.

2. HRVC (Structural and Non-Structural Identification)

Assessment of hazards and vulnerability is one of the tools for the response, prevention, mitigation and planning for disaster. Therefore, the staff should be sensitized for identification of structural and non- structural hazards and its behaviour during disasters so that they can be made aware and trained for various dos and don'ts during an emergency.

Figure 3: Flowchart of command and control of on-site response



3. Search and Rescue Techniques (SAR):

During an emergency, there is need of rescuing persons trapped in hazards zone. As disaster situation are associated with resource crunch and destruction of physical infrastructure, there is a need for learning and practising the search and rescue techniques by selected members of the staff. Therefore, regular sessions of SAR training should be organized for the staff.

4. Fire Fighting Techniques

Although Printing & Stationery department building has fire extinguishers installed still there is very low awareness regarding its usage in case of fire. Therefore, to make the staff aware of the techniques of using fire extinguishers regular training for firefighting should be conducted.

5. First Aid and Basic Life Saving Skills

Disaster requires prompt response to save a life. Therefore, there is a need for first aid providers in the complex so that they could respond within the golden hour. Therefore, there is need of training staff for first aid and basic lifesaving skills regularly.

Equipment: For appropriate disaster response, along with trained human resources, there is need for disaster response equipment. The equipment can be categorized for use by different responding teams. For, example, Search and Rescue team shall have ropes, stretchers, blankets, ladders, etc. for conducting activities in SAR. Similarly, fire-fighting teams should have fire extinguishers, fire hydrants, sand buckets, etc. First Aid teams should have bandages, first aid kits etc. Therefore, the equipment should be made available under capacity building fund.

7. DISASTER RECOVERY AND RECONSTRUCTION

7.1 DISASTER RECOVERY

The process of recovery from small-scale disasters is usually simple. Recovery operations get completed almost simultaneously with the response, relief and rehabilitation. However, in medium and large disasters involving widespread damages to lives, livelihoods, houses and infrastructure, the process of recovery may take considerable time as the relief camps continue until houses are reconstructed. Often intermediary shelters have to be arranged before the permanent settlements are developed.

7.2 DISASTER RECONSTRUCTION

Post-disaster construction provides an opportunity for 'Building Back Better' so that the reconstructed assets are able to withstand similar or worse disasters in future. It is difficult to anticipate such reconstructions as these would depend on the types and location of the disasters and the nature reconstructions to be made, which would be known only after the disasters.

Reconstruction is time and funds absorbing phase of disaster management. The construction department will be persuaded to include disaster resilient features in new constructions. Reconstruction programmes will be within the confines and the specification as laid down by the by the government known as National Building Codes.

Note: *Printing and Stationery Department will only be concerned about the reconstructions activities of its own infrastructure.*

8. FINANCIAL ARRANGEMENTS

Section 40(2) of the Disaster Management Act stipulates that every department of the State Department while preparing the DM Plan, shall make provisions for financing the activities proposed therein. Normally the funds required for risk assessment and disaster preparedness must be provided in the budgets of every concerned department. Such funds are not very sizeable and departments should be able to allocate such funds within their normal budgetary allocations. **Here the idea is to come up with a separate disaster management budget head within the budget allocation of the department.** This budget can be used to work upon the already suggested mitigation and preparedness measures, as response and relief are already being taken care of by the SDRF and NDRF. The budget head can work with a very basic amount initially as the marginal costs involved in mainstreaming DRR in existing programme is not very sizable. In addition, the funds required for risk assessments and disaster preparedness are also not very large. This budget will help in institutionalizing the entire process. And once the department starts having a separate budget for prevention and mitigation, at least some measures will start automatically.

The department told that they could have a budget head of 10 percent of the total amount in the disaster management budget head, as most of the schemes are directly related to disaster management.

I. Emergency Preparedness Checklist

A list of important indicators to be considered when planning for emergency response & reviewing existing buildings. This may be used as a checklist to identify vulnerabilities of building & its facilities.

1. Structural Checklist

- i. **Location**
 - a. Building is not located in a hazardous area
 - b. Building should have appropriate provisions for addressing hazards related to a location such as rainwater drainage etc.
- ii. **Design**
 - a. Building structural parts like foundation, columns, beams, floors, slabs, trusses etc conform to requirements for strong winds & earthquake.
 - b. Building should have a simple shape and is symmetrical along both the lateral & longitudinal axes i.e. rectangle, making it resilient when subjected to pressure such as that produced by an earthquake.
- iii. **Structures**
 - a. No any major structural cracks on structural parts. Cracks are investigated through a rapid visual survey.
 - b. Structures built with adequate technical competence and proper building inspection and control implemented.
 - c. Ramps are present at main exits & have to reach lifts for people with disabilities.

2. Non-structural Checklist

- i. The drainage system should have an adequate capacity and is properly maintained.
- ii. Wood materials need to be coated or treated with fire-retardant paint.
- iii. Balconies are free from structural cracks and falling cement plasters.
- iv. Doors at each floor should be coated or treated with fire-retardant paint.
- v. Doors are securely attached to jambs.
- vi. The doors in conference hall should wing in & out both.
- vii. Windows needs to be wind and sun protection devices.
- viii. Staffs Rooms should subdivided & arrangement such that it allows for direct & constant visual contact among them.
- ix. Almirahs or moveable items should properly anchor if can.
- x. Electrical wires and cables should properly coated.
- xi. Alternate power source i.e. generators should have the capacity to meet priority demands.
- xii. Generators and other vibrating equipment need to be fixed by special brackets that may allow movement but prevent them from overturning.
- xiii. Communications equipment and cables need to secure with anchors and braces
- xiv. Water tank storages should have sufficient reserve to satisfy the demand for two days at all times.
- xv. Water storage tanks are installed on the roof and need to anchor.
- xvi. Water distribution system i.e. valves, pipes, connections are free from leaks & harmful agents. It needs a periodical check-up.
- xvii. Each floor & staff room need to provide with portable fire extinguishers.
- xviii. There should be illuminated EXIT signs on each floor.
- xix. Anchored air conditioning equipment properly.

3. Functional safety checklist

- i. Located along or near good roads and adequate means of transportation easily accessible.
- ii. Reasonably free from undue noise, floods and shall not be located adjacent to industrial plants, disposal plants etc.
- iii. It should have access to more than one road and should have separate entrance & exit routes.
- iv. Basic equipment like telephone, computers, printer, Xerox & fax machine should be available & functional in each department.
- v. The first-aid box should be available on each floor.
- vi. An alternate source of water should be identified if the main supply is cut off.
- vii. Presence of alternative power for emergency lighting and operation of essential equipment must be pre-identified.
- viii. Signs in the building, indicate the location of escape routes and firefighting equipment
- ix. Regular maintenance of the fire extinguishers, the contents of which expire over time and must be replaced regularly.
- x. Personnel training on the use of fire extinguishers should be conducted.
- xi. Coordination with local officials to assist the building facilities during emergencies.
- xii. List of identified available and capable ambulances for use during emergencies.
- xiii. Training of public information officer in risk/emergency communications.
- xiv. Conduct fire drills at least twice a year.
- xv. Conduct simulation fire / earthquake drills or exercises at least annually.

II. Team for Firefighting

#	Name	Designation	Office where Posted	Roles & Responsibilities
1	Shri Rajinder Kumar	Assistant Controller (ptg)	Printing & Stationery Shimla	Coordination among team members
2	Shri Sohan Lal	G.F.M-II	Printing & Stationery Shimla	Mobilize local efforts in firefighting
3	Shri Manoj Kumar	Jr.Assistant	Printing & Stationery Shimla	Mobilize local efforts in firefighting
4	Shri Ajay Kumar	Head Electrician	Printing & Stationery Shimla	Mobilize local efforts in firefighting
5	Shri Balbir Singh	Sr.Assistant	Printing & Stationery Shimla	Coordination with firefighters & first aid
6	Shri Kuldeep Chand	Sr.Assistatn	Printing & Stationery Shimla	Coordination with firefighters & first aid
7	Shri Sukhbir	Packer	Printing & Stationery Shimla	Coordination with firefighters & first aid

III. Team for Tackling Health /Security Hazard

#	Name	Designation	Office where Posted	Roles & Responsibilities
1	Shri Naresh Kumar	Superintendent Grand-II	Printing & Stationery Shimla	Arrangement of Ambulance and transporting sick / injured to hospital
2	Shri Gian Chand	Sr.Assistant	Printing & Stationery Shimla	First Aid
3	Shri Charanjeev	Offset Operator	Printing & Stationery Shimla	First Aid

IV. Coordination Team

#	Name	Designation	Office where posted	Roles & responsibility
1	Shri Prem Raj Thakur	Superintendent Grade-I	Printing & Stationery Shimla	Coordination With District Disaster Management Authority
2	Shri Pratap Singh	Section Holder (Binding)	Printing & Stationery Shimla	First Aid & Transportation
3	Shri Dharam Chand	P.T.S.O	Printing & Stationery Shimla	Serach, Rescue & Evacuation
4	Shri Monoharlal	Press Mechanic	Printing & Stationery Shimla	Information & communication

V. Important numbers for off-site plan

Officer	Officer telephone	Address
Deputy commissioner, Shimla	0177-2655988	D.C. Office Shimla
Add. District Magistrate, Shimla	0177-2657005	D.C. Office Shimla
AC TO DC, Shimla	0177-2657003	D.C. Office Shimla
SDO (Civil), Shimla	0177-2657009	D.C. Office Shimla
Distt. Revenue officer Shimla	0177-2657013	D.C. Office Shimla
Distt. Food & Supply Controller Shimla	0177-2657022	D.C. Office Shimla
C.M.O Shimla	0177-2657225	D.C. Office Shimla
Commandant Home Guard Shimla	0177-2611453	U.S. club Shimla
IG Law & Order, Shimla	0177-2626960	Nigam Vihar, Shimla

