BUILDING CAPACITIES FOR DISASTER RESILIENT HARYANA

JUDICIAL COURT COMPLEX SAFETY PLAN, AMBALA

2016

HARYANA INSTITUTE OF PUBLIC ADMINISTRATION, GURGAON

Preface

In India, there is sheer negligence toward adherence of safety norms and safety practices. This makes many crucial institutions in our country vulnerable to disasters as it is well acknowledged fact that disaster impact is terrible on unprepared institutions. Therefore it is necessary to make serious attempts to install a system of disaster preparedness, mitigation, response and recovery to make institutions capable of comprehensively managing any disaster situation. The booklet ‘Judicial Court Complex Safety Plan’ is such a plan that must be executed to reduce the impact of disasters on a very essential institution like judicial complex.

This plan is helpful in understanding the significance of various disaster management activities which are needed to be performed for making judicial complex premises safer. It gives comprehensive information regarding hazards, their probability and methods to reduce their impact by planning, mitigating and building capacity of structural and non-structural components of the complex.

With the advent of DM Act 2005, various institutional mechanisms have been established like SDMA, DDMAs and funds which provide ideal platform for taking such crucial steps. Under this umbrella, Judicial Court Complex Safety Plan is being made under the project of ‘Building Capacities for Disaster Resilient Haryana’ executed by Haryana Institute of Public Administration (HIPA) and funded by Haryana State Disaster Management Authority (HSDMA) under Capacity Building Fund of 13th Finance Commission.

We are thankful to HSDMA and HIPA for providing this appropriate opportunity for making various institutions of district safer and resilient. We are also thankful for DDMA, Ambala for admirable support they have provided throughout.

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1. Introduction

General Information Ambala district is located on the border to the state of Punjab. Politically Ambala has two sub-areas: Ambala Cantt and Ambala City. It has a large Indian Army and Indian Air Force presence within the confines of its cantonment area. District Ambala lies on the North-Eastern edge of Haryana between 27-39"-45' North latitude and 74-33"-53' to 76-36"-52' East longitude. It is bounded by the district Yamuna Nagar in the South-East. To its South lies Kurukshetra District, while in its west are situated Patiala and Ropar districts of Punjab and the Union Territory of Chandigarh.

1.1 Need of Plan

The National Disaster Management Guidelines for management of earthquakes directs the needs for the DM plans for critical infrastructure for reduction of earthquake risk.

At district level, Mini Secretariat and District Judicial Courts Complex are the most important infrastructures for good governance. They form backbone of many crucial administrative activities related to public service and is an office to decision makers at district level. These should be prepared with strategies and tactics to plan for and respond to incidents and disruption of activities to ensure quick recovery to continue regular and essential operations at an acceptable pre-defined level.

1.2 Aim

The aim of Judicial Complex Safety Plan is to prevent and mitigate probable losses from disasters and initiate a culture of safety by installing a mechanism for organised and systematic response for any disaster situation.

1.3 Objectives

1. To prepare **emergency response teams** within Judicial Complex so as to reduce the impact of the disaster.
2. To identify and suggest mitigation measures for various structural and non- structural hazards.
3. To formulate proper evacuation plan for emergency evacuation without causing panic.
4. To carry out safety audits for prevention of fires and electrical shock circuits.
5. To establish a mechanism for better coordination for disaster response.

2 Building Information

1. **Building address:** District Judicial Complex (District Courts), Sadar , Ambala City
2. **Person in-charge at building:**
    a. **Name:** Shri. Deepak Gupta
    b. **Designation:** District and Sessions Judge, Ambala City
    c. **Phone No: 0171-2536300,2551714**
    d. **Address:** Sessions House, Sadar , Ambala
3. **Contact Details**

Name	Designation	Mobile Number	Court No
DEEPAK GUPTA	District and Sessions Judge	8818018999	1
VED PAL GUPTA	P.O Labour Court	8930333666	18
DEEPAK AGGARWAL	Additional District and Sessions Judge	9991911166	3
JAGJIT SINGH	Additional District and Sessions Judge	8930197999	4
ABDUL MAJID	Additional District and Sessions Judge	8812888505	5
SANJEEV ARYA	Additional District and Sessions Judge	8053098050	6
RAKESH SINGH	Additional District and Sessions Judge	9417628877	7
NARENDER SHURA	Additional District and Sessions Judge	8053473400	8
DEVINDER SINGH	Civil judge (Sr Divin)	8053834455	14
ASHU KUMAR JAIN	Chief Judicial Magistrate	9992222333	12
RAVNEET	District legal services authority	9729072989	22
REKHA	Civil judge (Jr Divin)	88813888067	21
RAMESH CHANDER	Civil judge (Jr Divin)	9315159499	16

GAYATRI	**Civil judge (Jr Divin)**	**80530946555**	**23**
MONIKA KHANGWAL	**Civil judge (Jr Divin)**	**8053097888**	**17**
KIRTI VASHISTA	**Civil judge (Jr Divin)**	**8818001389**	**15**
MOHINI	**Civil judge (Jr Divin)**	**8814879997**	**11**
RAVISH KAUSHIK	**Civil judge (Jr Divin)**	**8053589222**	**12-a**
HARSH KUMAR SINGH	**Civil judge (Jr Divin)**	**9464255551**	**20**
UDHAY PARTAP	**Civil judge (Jr Divin)**	**7814876464**	**19**
RAJVINDER SINGH	**Civil judge (Jr Divin)**	**8053930313**	**24**
SHER SINGH	**Civil judge (Jr Divin)**		**25**

Contact details

	Name	**Designation**	**Phone No.**
Responsible officer	Deepak Gupta	District and Sessions Judge, Ambala	2536300,2551714
Incident Commander	Krishan Kumar	Addl District and Sessions Judge, Ambala	2536303.2553008
Security	S.P Singh	DCP (URBAN)	2553520,2550060
Resource	G .S.Virk	DRO	2530401
Premise	Vishal Sharma	XEN PWD	2630250
	P.K Singla	XEN PWD (Electrical)	9416170678

4. **Building**
    a. Class of Construction (NBC, 2005): **R.C.C. Framework Structure (III Storied)**

5. **Stairs:**
    a. Number: 3
    b. Location:
        i. Ground Floor: **3**

ii. Floor 1: **3**
iii. Floor 2: **3**

6. **Exits**
   a. Number: 2
   b. Type: Covered
   c. Location: Adjoining Stairs
      i. Ground Floor: 2
      ii. Floor 1: 3
      iii. Floor 2: 3
      iv. Floor 3 : 2
7. **Lifts**
   a. Number: 2
   b. Location: Entrance (1); Public Entry LHS (2)
      i. Ground Floor: 2
      ii. Floor 1: 2
      iii. Floor 2: 2

8. **Storage of flammable material**
   a. Type of material stored: **(papers , Metal**
   b. Amount stored: **high quantity**
   c. Location: Ground Floor: **Outside the Building**

9. **Fire Alarm**
   Fire alarm operational: **no**

10. Sprinklers System Installed: **No**

11. Sprinklers Functional : **NA**

12. **Communication System**
    a. Telephones: **Yes**
    b. Walkie Talkie: **NO**
    c. Wireless: **NO**

13. Number of people employed: **350 Employees**

14. Average number of people in Judicial Complex on a working day: **3000 (Approximately)**

15. Average number of people in Judicial Complex on a non working day: **12 (Approximately)**

16. Average number of people in night: **3**

17. Service Equipment:

    a. **Electricity Generator**

b. **Fire Extinguishers**: **38**

Sr. No.	Floor no	CO2 (4.5 kg)	Water CO2 (9 ltr)	AFFF (9 litre)	DCP (10 Kg)	Total
1	**Ground Floor**	8	7	-	-	15
2	**Floor 1**	4	5	-	-	9
3	**Floor 2**	4	6	2	-	12
4	**Roof**	-	-	-	2	2
5	**Total**	16	18	2	2	38

c.

d. Sand Bucket: **5 in generator room**

18. Fire Hydrant : Non Functional

19. Alterations and repair in Building : **NO**

20. Places of Public Occupancies: **Outside Every Court; Case Filing Window**

a. Assembly: **In front of Chief Judicial Magistrate Court. A bridge which connects BAR Chambers buildings.**

b. Open spaces: **Parking near the main Entrance**

21. Floor Plans

a. Floor Maps to be attached: **YES**

b. Command Post on the floor (preferably in the main lobby)

c. Refugee area : **A bridge which connects BAR Chambers buildings; Near Parking**

2. Hazards, Vulnerability, Capacity and Risk Analysis (HVCRA)

2.1 Hazards

Owing to the geographical location in Ambala and other factors the Judicial Complex has following hazards as probable hazards:

	Hazards	Causes
1.	Earth-quakes	Ambala falls in Seismic Zone IV, High Damage Risk Zone
2.	Fires	Short circuit & presence of inflammable material like papers, files, etc
3.	Floods	Heavy rains/ Sudden release of water (exp. In2010 Flood)
4.	Lightening	Natural phenomenon
5.	Wind Storm	Natural cause
6.	Bomb Threat	Critical Infrastructure of district (Threat can cause stampede and panic)

2.2 Non Structural Hazards

Ambala falls in Zone IV i.e. High Damage Risk zone for earthquake. It is well observed phenomenon that during earthquake injuries are caused due to structural and non- structural components in the building.

Owing to the type of work in Judicial Complex, there is presence of lots of material which can act as non- structural hazards during earthquake or any other emergency situation. This material includes glass window panes, computers, cupboards, air conditioners, hanging photo frames, files stack, planted pots etc. These objects act as harmful non-structural hazards during an earthquake as they move/ shake freely and can hit a person causing severe injury.

It is estimated in research that about 50% of injuries that occur due to earthquake is because of non- structural hazards. The following are few examples like cupboards, almirahs, air conditioners, computers, fans, glass panes, files stakes, books, etc.

Almost every room in the complex has cupboards placed at various locations in room. These cupboards and other such non-structural material can act major source of hazard within each room and in corridors. It has potential of blocking exits; blocking corridor passages, it may also fall on employees and can cause damage and injuries.

Fig 2.1: *Cupboards behind sitting chair*

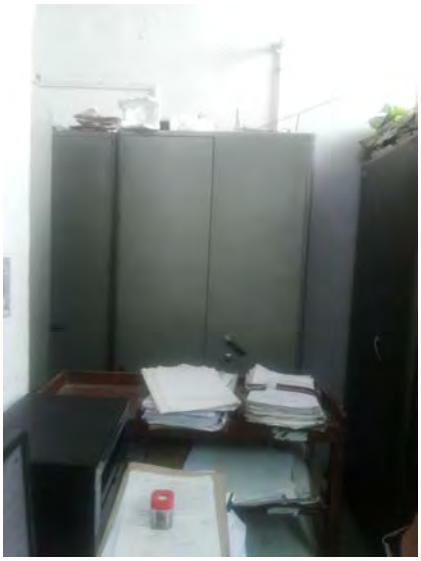

Fig 2.3: *Cupboard near door capable of blocking exit*

Fig 2.7 Picture showing unfixed almirahs

Fig 2.5: Unfixed almirahs in Library that can topple down during any disaster.

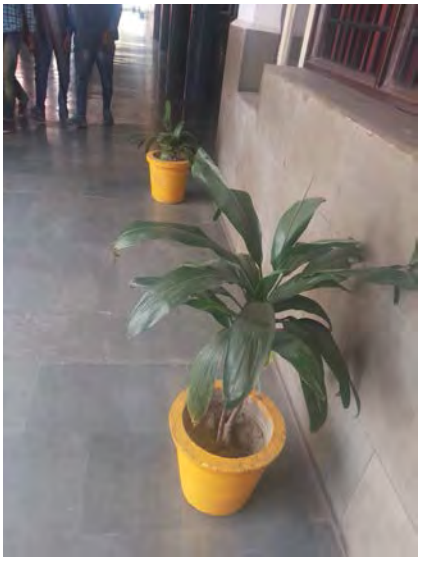

Fig: 2.8 Unfixed Flower Pots

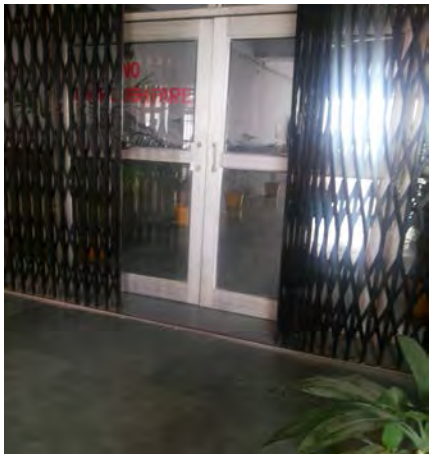

Fig 2.9 Picture: Doors complete covered by glass Panes

Fig 2.10 shows metal detector which also require covered cabin for physical checking of females at the entrance.

Fig 2.11 shows parking of vehicle at the back gate of court complex which can obstructs the fire brigade vehicle at the time of any disaster .

Fig 2.12 Illegal encroachment can also lead to stamped situation

The above mentioned non- structural material that is available in the building and in various rooms in the complex that can probably become the hazards and can injure the person in its close proximity. Therefore this material is considered at non-structural hazards and need

proper mitigation. The mitigation measures necessary for non- structural hazards is given in chapter 5: Prevention and Mitigation.

2.3 Vulnerability

There are approximately 350 employed personnel in Judicial Complex who would be present during official hours.

In addition as Judicial Complex is a major centre for judicial functioning of the district, there are number of visitors that are expected everyday in Judicial Complex.

The average no. of people i.e. 2000 visiting each day in offices varies from day to day and in case of any disaster situation this floating population also becomes vulnerable and needs to be considered during planning and response.

The huge piles of files in various offices and stacks over cupboards also add to vulnerability by acting as probable non-structural hazard and more so in case of fire by acting a possible flammable material.

2.4 Capacity Analysis

Capacity for disaster can be understood as any man or material resource that can reduce the impact of the disaster. This can be in the form of equipments, trainings, awareness, systems, plans, etc. The following are the capacities installed in the building:

1. Fire Alarm System
2. Fire extinguishers
3. Communication System
4. Trained Human Resource System
5. Identity cards are checked at all the entrance gates
6. Metal detectors
7. 76 CCTV cameras installed in court complex with 28 days backup
8. 24 hours security
9. Uniform is defined for all the staff members

Apart from these, there are various external infrastructures, facilities and capacities which could be requisite from nearby localities, districts etc during the disaster situation. Accordingly the details of Hazards, Risk, Vulnerability and Capacity analysis is given below:

2.5 Risk Analysis

Risk	Hazard	Vulnerable Area	Capacity
High Risk	Fires	Record Room; Chambers, courtrooms	a) Fire Extinguishers- **YES** b) Fire Alarm- **Non functional** c) Fire Hydrant-**Non Functional** d) Trained HR-**YES** e) Sprinklers-**NO** f) Smoke Detectors- **NO** g) Staff trained: **YES**
	Electric Shock Circuit	Record Room; Chambers, courtrooms	
	Earthquake	Almed rooms; Court rooms;	**a)** Earthquake resistant: **New Construction**

		chambers; Public meeting	b) Safer Locations: **Identified** c) Trained staff: **YES** d) Open Spaces: **Available and identified** e) Evacuation Routes: **Marked** f) Staff Trained**: YES**
Medium Risk	Floods	Staff , Record room & data on ground floor	a) Building storey: **II**
	Epidemic	All the lives in the Complexes	a) Water purifiers installed: **YES** b) Staff knowledge of Hygiene: **YES**
	Lightening	Building; Staff and Records	a) Lighting Conductor Installed: **YES** b) Proper earthling: **YES**
Low Risk	Storm	Building and Staff	a) Strong rooms: **YES**
	Cold Wave	Staff	a) Well constructed Building: **YES**
	Terrorist Attack	Staff, Records other property	a) Building evacuation mechanism: **YES**

3. Institutional Mechanism

3.1 District Disaster Management Authority

District Disaster Management Authority, Ambala plans, coordinates and implements all measures for the purposes of Disaster Management in accordance with the Guidelines laid down by NDMA and HSDMA. It gives direction to departments at district level and local authorities to take measures for prevention or mitigation of disasters and also monitors that they implement disaster management plans at their respective level. The members of DDMA are as under:

S. No.	Members	Designation in DDMA
1	Deputy Commissioner, Ambala	Chairperson ex-officio
2	Chairman of Zila Parishad, Ambala	Co-Chairperson
3	Additional Deputy Commissioner, Ambala	Chief Executive Officer ex-officio
4	Deputy commissioner of Police (urban), Ambala	Member ex-officio
5	Chief Medical Officer, Ambala	Member ex-officio
6	Superintending Engineer, PWD(B&R), Ambala	Member
7	District Revenue and Disaster Management Officer, Ambala	Member

3.2 Judicial Complex Safety Committee

For addressing the issues pertaining to disaster management, a mini secretariat and judicial Complex safety committee is formed. The committee for Mini Secretariat is constituted of 15 members and headed by Deputy Commissioner, Ambala. The Committee will be overall responsible for taking steps necessary for prevention, mitigation and preparedness. It will also be responsible setting up necessary mechanism for disaster response and recovery. The Mini-Secretariat and Judicial Complex safety committee comprises of following members:

S. No.	Designation	
1.	Deputy Commissioner, Ambala	Chairperson
2.	Additional District and Sessions Judge - I, Ambala	Member
3.	Additional Deputy Commissioner, Ambala	Member
4.	Civil Judge, Senior Division, Ambala	Member
5.	City Magistrate, Ambala	Member
6.	DCP, Ambala	Member
7.	District Revenue Officer, Ambala	Member
8.	Court Manager	Member
9.	District Development and Panchayat Officer, Ambala	Member
10.	XEN PWD, Ambala (Concerned)	Member

11.	District Informatics Officer, Ambala	Member
12.	XEN UHBVN (Concerned)	Member
13.	Superintendent (Deputy Commissioners Office)	Member

3.3 Roles and Responsibilities of the Officers

Official	Designation	Responsibility
District and Sessions Judge	Safety Director	i. Over all supervision. ii. Implementation and Execution of safety practices.
Additional District and Sessions Judge-I	Deputy Director Safety	i. Monitoring of Safety Activities in Judicial court Complex ii. Facilitation of necessary safety measures in the building measures iii. Ensure staff participation in all safety activities
Court Manager	Deputy Director Safety	i. Identifying monitoring and measuring risk ii. Preparing list of staff iii. Ensure head count after evacuation iv. Ensuring of safety measures being followed v. Regulatory compliance. vi. Ensure staff participation in all safety activities vii. Transportation facilities
DCP (HQ)	Chief Security Officer	i. Ensure safety of people at judicial Complex ii. Intimate about any protest in mini judicial complex iii. Provide sufficient amount of personnel for security iv. Monitor and implement any violent situation in and around area. v. Avoid about possible attack or bomb treat.
DRO	Resource Manager	i. Provide an updated district resource inventory ii. Provide response equipments if needed. iii. Provide list of trained human resources iv. Coordinate for: a. Human resource b. Food c. Water supply d. Other essential supplies if needed.
XEN PWD	Premise Manager	i. Identifying monitoring and measuring risk to infrastructure ii. Mitigation of identified risk iii. Ensure Mitigation measures in the building iv. Conduct building safety audit as per regulations
DIO **XEN BSNL**	IT and documentation Manager	i. Disruptions due to ignoring safe computing guidelines caused by virus attack or denial-of-service or attack in the computer network shall immediately be reported by all offices to the DIO,

		which, in turn shall activate the laid-down response mechanism ii. Resolving of computer hardware related issue iii. Resolving of video conferencing issues iv. Resolving issues related to UPS related back up. v. Reporting of all incidents with help of Documentation team.
XEN UHBVNL & **XEN PWD (Electrical)**	Electricity	i. Ensure proper supply of electricity ii. Ensure proper functioning of generators iii. Intimate any power cut iv. If in case of immediate power failure intimate recovery time v. Ensure safety mechanism in place for electrical safety vi. Mitigate for identified electricity related risk vii. Ensure proper mitigation measures for electrical safety. viii. Conduct electrical safety audit keeping regulations in consideration
Superintendent Department	HR	i. Ensure HR related compliance
All Court In charges/ HODs		i. Ensure participation from all staff ii. Allocation of volunteers for team iii. Ensure proper mitigation measures being taken. iv. Ensure knowledge of plan and its activities should reach every employee.

4. Resource Mapping

4.1 On Site Resource Mapping

S. No	Name of resources	Location
1.	Fire Extinguishers	**All the floors**
2.	Fire Alarms	**All the floors**
3.	First Aid Box	**-**
4.	Human Resources	**All the floor**
5.	Safer area for evacuation	**Open area in near parking**
6.	Staircase	**All the floors**
7.	Mic System	**-**
8.	Main Switch Electricity	**Ground floor**
9.	Computers and internet	**All the floors**
10.	Communication equipments	**All the floors**
11.	Fire fighting teams	**All the floors**
12.	Search and Rescue teams	
13.	First Aid teams	

4.2 Fire Hazard Resources

a) Fire Extinguishers: **38**

Sr. No.	Floor no	CO2 (4.5 kg)	Water CO2 (9 ltr)	AFFF (9 litre)	DCP (10 Kg)	Total
1	**Ground Floor**	8	7	-	-	15
2	**Floor 1**	4	5	-	-	9
3	**Floor 2**	4	6	2	-	12
4	**Roof**	-	-	-	2	2
5	**Total**	16	18	2	2	38

b) Fire Alarm System:

Fire alarm system installed in the buildings is conventional fire alarm. It functions on the smoke detectors that are installed in the building and indicates the zone in which smoke is detected. Each floor in the judicial court Complex is divided into zones that are shown in the panel of the fire alarm on each floor as well as on the in the main panel installed on the ground floor. The fire is indicated by red signal light in particular zone. A Mic system necessary for communication is also installed in the fire Alarm.

4.3 Off Site Resource Mapping

Ramesh Mal	Mayor,	2441077 2445821 2443747	94160-25088	9896885600
Capt. Shakti Singh, HCS	Commissioner Municipal Corporation	2444541		09991350544
Dr. Pardeep Kumar	E.O,M.C. Ambala			8199830029
Mangla	XEN-HQ, M.C; Ambala City	2444234-f 2445822-f		9466665959

4.4 On Site Resource Mapping

S. No	Name of resources	Location
14.	Fire fighting equipments	Nil
15.	Water storage Capacity	On the roof
16.	Doctor (Medical assistance)	n.a
17.	No of Entries and exits	3 at ground floor; 3 at 2nd and 3rd floors
18.	Police Control Room	30 mts
19.	Specialised fire fighting teams	All the floors
20.	Specialised Search and Rescue teams	All the floors
21.	Specialised first Aid teams	All the floors

4.5 Resources available with revenue department

Name of the Department	Controlling Authority/ Officer	Quantity
Revenue Deptt.	District Revenue Officer, Ambala.	
	OBM	4
	Boats	6
	Life Jackets	50
	OARS	12
	Bamboo	1
	Trailor	1

	Petrol Cane	**2**
	Hook	**1**

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4.6 Off Site Resource Mapping

Sr. No	Institution	Distance/ Location	Contact No
1.	Government Hospital, ambala	2 KM	0171-2553703
2.	Burn Ward, GH ambala	2 KM	0171-2553703
3.	Police Control Room	3 KM	(100)
4.	Police Station, Sadarambala	50 M	0171-2553223
5.	Fire station, ambala	4 KM	(101)
6.	NDRF, 8th Battalion	Ghaziabad	01202-766618
7.	Ambulance Services	2KM	(102)2553166
8.	Armed Forces	0171-2626257	2626259
9.	SDE (Electrical) PWD-B&R	09416470527	

4.1 District Level Emergency Response Teams

a) District Red- Cross Society: 0171, 2530556

Sr. No.	Name	Designation	Contact No.
1.	Sh.Anil Joshi	Secy, Red Cross	2530556
2.	Sh.hamesh Chand	Trainer	9416494782
3.	Sh. Rohit	Assistant	9815479631
4.	Sh.Ram Murti Sharma	Trainer	09315862004
5.	Sh.Manoj	Assistant	08199830114

b) Fire Brigade: 101

Sr. No.	Name	LOCATION	Contact No.
1.	Sh.A K Sharma	(Fire BRIGADE A/cantt	101,9416833887
2.	Sh.Pankaj	**Fire brigade city**	9416192080

c) **Health Dept.CMO**

1)	Ambulance	Fleet manager	102/ 9255920101 0171-2553703
2)	PMO		8295935645
3)	Casualty Ward	GH, ambala	2553703

d) **Municipal Committee Ambala**

Sr. No.	Name	Designation	Contact No.
1)	Sh ramesh mal	Mayor	2441077
2)	Sh. Ajay Singh tomar	Commissioner municipal corporation	2444541
3)	Dr Pradeep Kumar	E.O ,M.C Ambala	8199830029
4)	Sh. Mangla	XEN-HQ,M.C ;Ambala city	9466665959

e) **Private JCB/ Crane Owner**

1.	**Sh SATISH CHAWLA**	**3 JCB**	**9215525025**
2.	Sh.MANOHAL LAL CHAWLA	5 JCB	9215601209
3.	Sh.KALRA	6 JCB	9896228684
4.	GURMEEET SINGH	4 JCB	9215621896
5.	SHAUNTI	25 CRANES	9416020245
6.	SANDHU	4 CRANES	9315868492

5. Prevention and Mitigation Measures

5.1 Prevention

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

1. Building Codes: The Bureau of Indian Standards (BIS) has been publishing seismic hazard maps of India since 1962. The fifth revision of IS 1893 (1): 2002, which took place immediately after the devastating 2001 Bhuj earthquake, has four zones
2. Construction of earthquake resistance structure
3. Fire Safety Norms
4. Electrical Safety Norms

5.2 Mitigation

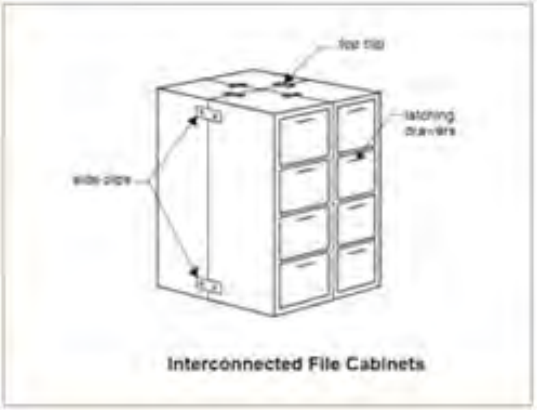
a. Structural Mitigation

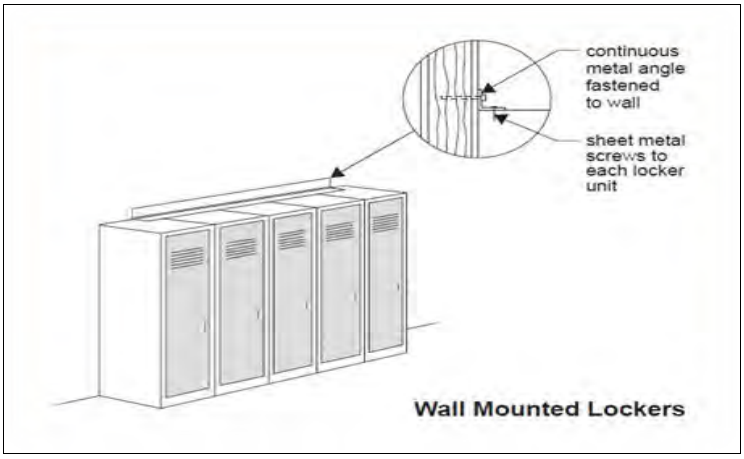
Structural hazards mitigation relates to the take necessary steps to avoid.

b. Non Structural Mitigation

As certified by XEN, PWD (B&R) the judicial complex building is structurally safe but with the vulnerability towards disasters like earthquake and fire, non-structural hazards are of more concern. It is an acknowledge fact that 50% of the injuries after any 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:

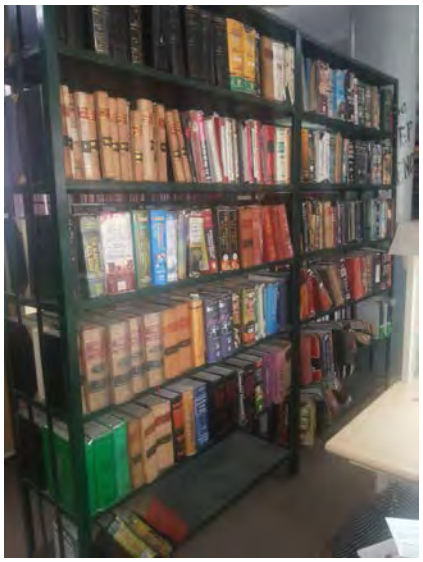
i. Cupboards



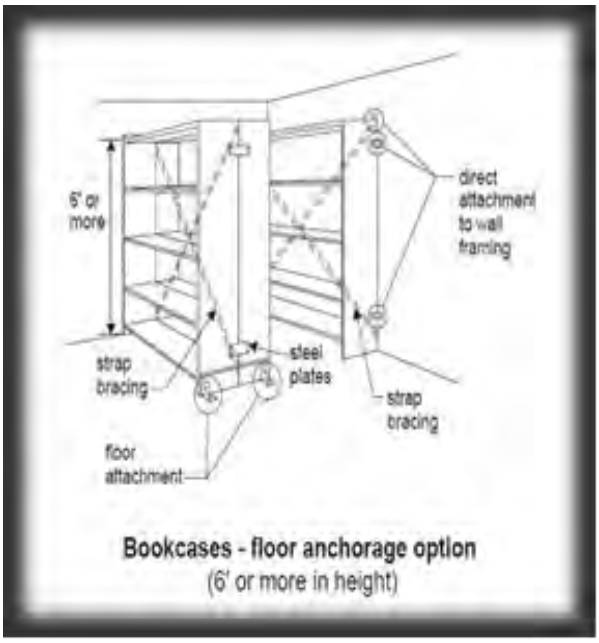


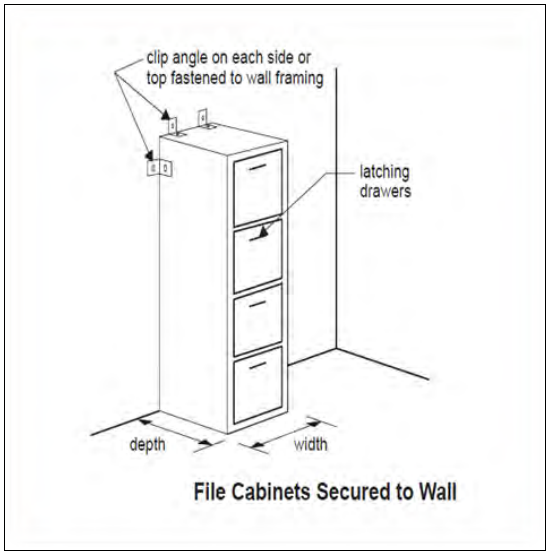
The following actions that should be taken to mitigate risk from cup boards or like objects:

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

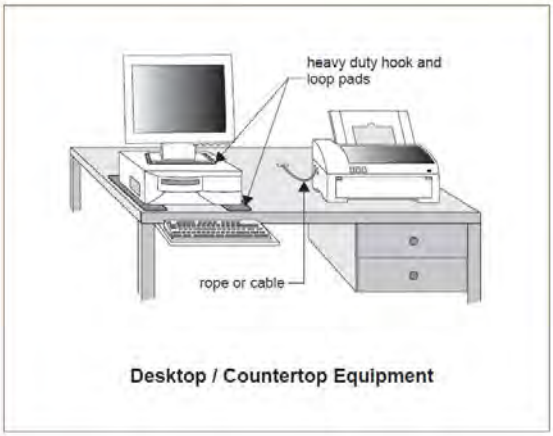


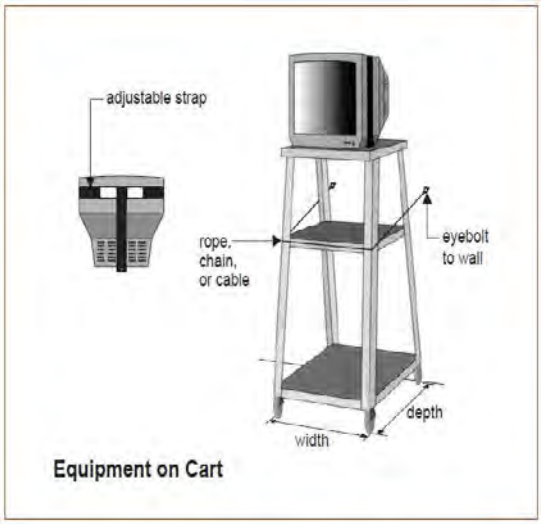
- **Immobilization**: All such cupboards should be fixed to the wall or attach with each other so as to avoid free fall at the time of earthquake.



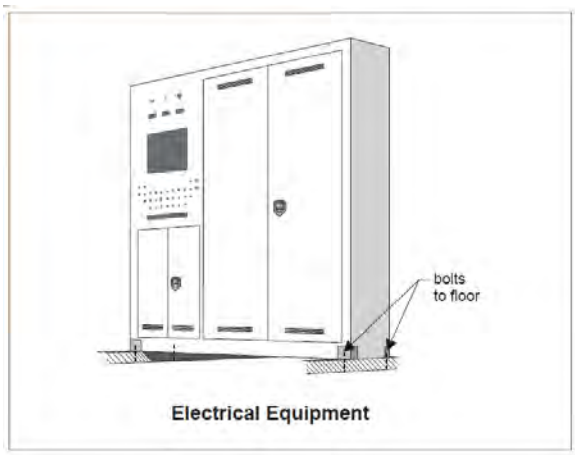


ii. Immobilization of Computers, TV, other office equipments

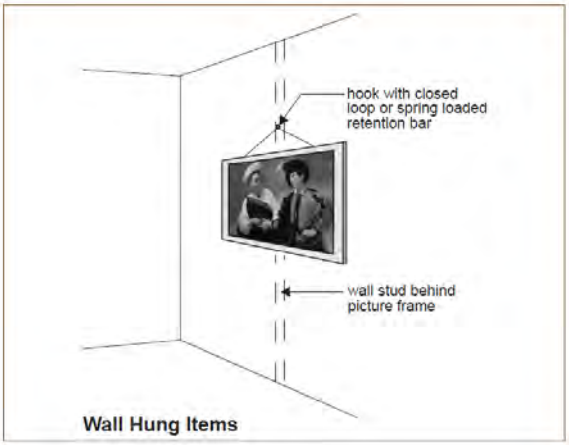




iii. Immobilization of Air Conditioners and Other Electrical Equipments/Wall Hung Items

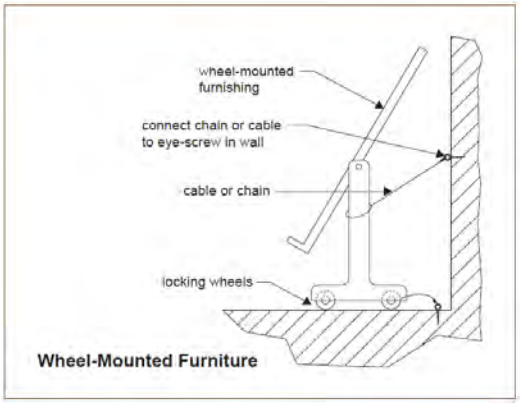


Electrical Equipment



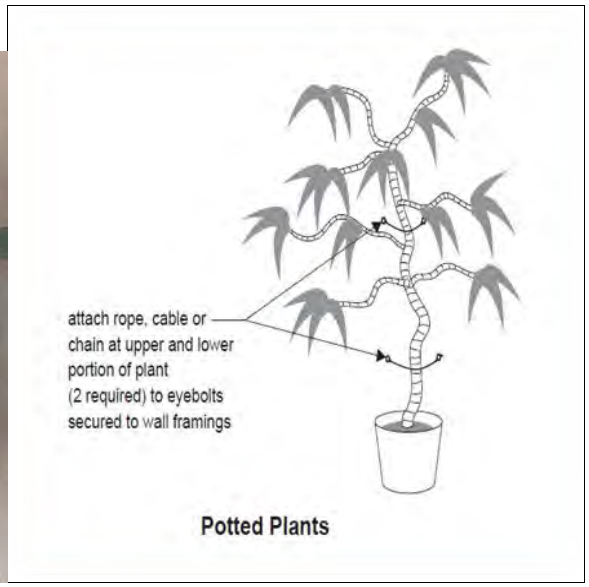
Wall Hung Items

iv. Immobilization of Coolers and Other Wheel Mounted Items



Wheel-Mounted Furniture

v. Immobilization of Potted Plants



Potted Plants

6. Capacity Building Measures

6.1 Human Resource Capacity Building

With the objective of providing overall response to the disaster situation, the office of the Additional Deputy Commissioner, Ambala will organise specialised trainings for the human resources in the building. It will be in association of Centre for Disaster Management, HIPA. For this purpose for the financial year 2013-2014 a Research Officer, HIPA is placed in the District.

The following capacity building trainings should be arranged from time to time for the staff of Judicial Complex, Ambala:

1) Techniques for Disaster Planning and Response

As the infrastructure and human resources in the Judicial Complex keep on changing, there is 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 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 do-s and don't-s during emergency situation.

3) Search and Rescue Techniques: (SAR)

During 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 of learning and practising the search and rescue techniques by selected members of the staff. Therefore, regular sessions of SAR trainings should be organised for the staff.

4) Fire Fighting Techniques

It is observed that although the judicial complex 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 trainings for fire fighting should be conducted.

5) First Aid and Basic Life Saving Skills

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

6.2 Equipment

For appropriate disaster response, along with trained human resources there is need of disaster response equipments. These equipments can be categorised 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, these equipments should be made available under capacity building fund.

Due care for maintenance and safety of these equipment should also be taken.

6.3 Judicial Court Complex Safety Plan

To deliver proper response to the disaster situation there is need for comprehensive disaster management plan for the Judicial Complex. This plan contains the detail HRVC, prevention, mitigation and response plan. It should also have updated resource inventory and updated list of trained staff. This plan should be annually updated and discussed with all the stakeholders regularly. The Deputy Commissioner, Ambala shall depute appropriate officers for updation of the plan.

7. Preparedness Measures

7.1 General Preparedness

a. Prepare floor wise evacuation plans for the building.
b. Floor shall be numbered at stairways and exits.
c. The floor maps should be direct proper information of safer routes, safer locations. (Details of the floor-maps are attached in annexure/ chapter)

7.2 Fire Hazards Preparedness

a. A fire extinguisher is required to be within every 75 feet of area
b. Fire extinguishers must be checked annually by a licensed service contractor.
c. Fire extinguishers should not be hung higher than 5 feet from the floor to the top of the extinguisher
d. 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.
e. Multi-purpose ("ABC") extinguishers are available for combined hazards and are the type **recommended**.
f. CO_2 type fire extinguisher is required to be installed in areas where computer or other technical appliances are kept.
g. Other extinguishers like (Water-CO_2) and AFFF shall also be kept ready o strategic location with consultation of Fire Officer.

7.3 Exits

a. There must be at least two exits from every area.
b. Exits must be accessible without the use of any key.
c. Exits must be marked with illuminated exit signs that are working.
d. 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.
e. Doors in horizontal exits shall be open at all times from both sides
f. Storage, furniture, trash, etc. are not allowed in corridors or stairways.
g. Fire doors to stairways and storage rooms must close and latch automatically.
h. 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).*
i. The walls and ceilings of corridors and stairs must be solid. Any holes or other damage must be repaired.
j. Exits may not be hidden by draperies, furniture, etc.
k. Exit doors must open outwardly.
l. Exit doors shall not hinder the exit passage.
m. Overhead or sliding doors shall not be installed.
n. Exits must lead to refugee area or street or roof.
o. 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.
p. Mirrors shall not be placed in exit ways or exit doors to avoid

confusion regarding the direction of exit.

q. Exits path or corridors ways are to be kept clear

7.4 Fire Alarms

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

7.5 Fire Hydrant

a. Fire hydrants must be installed and strategically located.
b. Fire hydrants must be checked every six months and proper functioning must be ensured.

7.6 Earthquake Hazard Preparedness

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

7.7 Human Resources Data Updation

a. Data regarding the human resources in the building must be regularly updated.
b. Their newly appointed staff members must be trained and made aware for the plans
c. Regular trainings of safety teams must be carried out.

7.8 Safety and Security of Documents

a. The following steps should be taken well in advance for prevention of loss of any essential document in Judicial Complex record room.
b. The record room should be earmarked in the building for storage of old files, records and documents.
c. All the important documents should be scanned and digitized and a copy of it can be kept at some alternate safe place.
d. There should be regular disposal of files as per the existing government guidelines.
e. All the departments/ courts and offices should have back-up of their respective data in PCs/Laptops.
f. Security of files/ documents/ PCs/ lap tops and use of pen drives and CDs should be elaborate.
g. Regular check by department / section heads is recommended.
h. Training regarding Dos and Don’ts is recommended.

8. Response Plan

Disaster Response

Emergency response for any disaster incident will be of two kinds: 1) On-site Response and 2) Off-site Response.

8.1 On-Site Response

The Immediate response given by the on-site responders is said to be on-site response. The responders shall be the members of the staff of judicial complex which are trained for emergency response. The following is the on-site response mechanism for Judicial Court Complex.

8.1.1 On-Site Response Response Mechanism

For the purpose of executing a comprehensive response to any emergency situation the following teams are trained for response of any emergency situation. All the activity will be commanded by the Incident Commander and teams shall follow his/ her directions.

Sr. No	Name of the Team	Roles and Responsibility
1.	Awareness Generation Team	1. Conduct timely awareness generation activities for Judicial Complex Staff 2. Discuss and highlight Judicial Complex DMP with the staff time to time.
2.	Early Warning Team	1. Run and issue warning to each room 2. Ring alarm or Use mic system 3. Use any other communication to issue warnings
3.	Evacuation Team	1. Identify safe evacuation routes and safe exits 2. Ensure disciplined evacuation to safer location
4.	Co-ordination Team	1. Maintain Court wise updated data of the staff 2. Assess evacuated and missing staff details and report to IC 3. Seek any necessary help for the staff from IC and other response teams
5.	Communication Team	1. Inform the responder for any emergency situation 2. Inform Ambulance, Fire Brigade, Police and other emergency responder about the situation and needs
6.	Fire Fighting Teams	1. Assess Fire 2. Fight Fire as early as possible 3. Inform IC is the fire goes beyond their capacity of extinguishment
7.	Search and Rescue Team	1. Search for missing persons 2. Rescue missing persons in appropriate manner
8.	First Aid Team	1. Identify resources for first aid 2. Setup first aid delivery point- onsite 3. Provide necessary first aid to the injured
9.	Road Safety and Traffic Management Teams	1. Manage traffic on site 2. Manage crowd on site
10.	Food and Water supplying	1. Ensure availability of drinking water on site

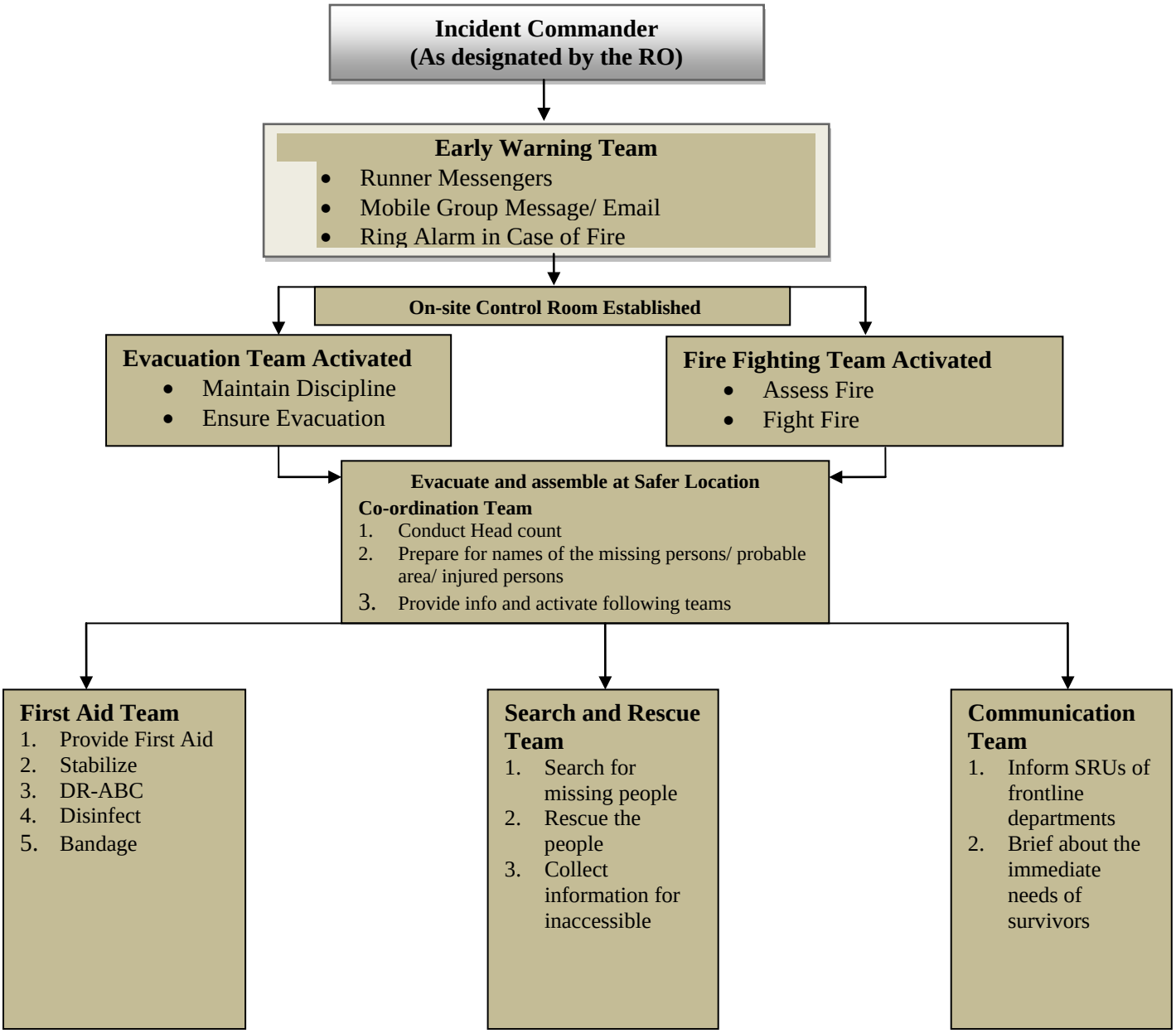
	Teams	2. Ensure availability of food items if required.
11.	Non- Structural Hazards Mitigation Team.0	1. Identify non-structural hazards in the building 2. Make necessary measures for its mitigation 3. Ensure all the non-structural hazards are mitigated properly

Sr. No.	Name of the Team	Roles and Responsibility	Name of the official
1.	Awareness Generation Team	1. Conduct timely awareness generation activities for Mini-Sec Staff 2.Discuss and highlight Mini-Sec. Safety plan with the staff time to time.	1. Shri Paramjit Singh, Ahlmad 2. Shri Sham Lal, Stenographer Gr.III 3. Shri Ram Avtar, Asstt. 4. Shri Pawan Takkar, Reader
2.	Early warning team	1. Run and issue warning to each room 2. Ring alarm or use mic system 3. Use any other communication to issue warnings.	1. Shri Pritpal, Peon 2.Shri Ravinder, Reader 3.Shri Rajiv, Ahlmad 4. Shri Neeraj, Ahlmad 5. Shri Sandeep, P.S 6. Shri Chander Shekhar, P.S
3.	Evacuation Team	1. Identify safe evacuation routes and safe exits. 2. Ensure disciplined evacuation to safer location.	1.Shri Manoj Kumar, Nazir 2. Shri Dev Raj, Naib Nazir 3.Shri Bahadur Singh, Naib Nazir 4. Shri Bashir Singh, Naib Nazir 5. Shri Narender, P.S 6. Shri Satpal, P.S
4.	Co-ordination Team	1. Maintain Departmental data of the staff. 2. Asses evacuated and missing staff details and report to IC. 3. Seek any necessary help for the staff from IC and other response teams.	1. Shri Hargopal, Ahlmad 2.Shri Harminder Singh, Ahlmad 3. Shri Munish Bansal, Ahlmad 4. Shri Purshotam, Ahlmad
5.	Communication Team	1. Inform the responder for any emergency situation. 2. Inform Ambulance, Fire Brigade, Police and other emergency responder about the situation and needs.	1. Shri Rajesh Ratra, Reader, 2. Shri Mohinder Singh, Reader 3. Ms. Deepti, Assistant 4. Shri Parveen Kumar, Ahlmad 5. Shri Nitin, Ahlmad 6. Shri Harkesh, P.S 7. Shri Rajesh, P.S
6.	Fire fighting Teams	1. Assess fire. 2. Fight fire as early as possible. 3. Inform IC is the fire goes beyond	1. Shri Naresh Kumar, Ahlmad 2. Shri Gurmail Singh, Asstt. 3. Shri Lekh Raj, Asstt.

		their capacity of extinguishment.	4. Shri Dinesh, Typist
7.	Search and Rescue team	1. Search for missing persons. 2. Rescue missing persons in appropriate manner.	1. Shri Sushil Aggarwal, Cashier 2. Shri Chander Parkash Takkar, Ahlmad 3. Shri Kamaldeep Singh, Ahlmad 4. Shri Amit Kharbanda, Ahlmad
8.	First Aid Team	1. Identify resources for first aid. 2. Setup first aid delivery point-onsite 3. Provide necessary first aid to the injured.	1. Shri Sanjay Dhiman, Reader 2. Shri Sanjeev, Ahlmad 3. Shri Ram Kumar, Inspection Clerk 4. Shri Harish Kumar, Ahlmad 5. Ms. Manu, Typist 6. Ms. Vineeta, L.R.C
9.	Road safety and traffic management teams	1. Manage traffic on site 2. Manager crowd on site.	1. Shri Rajiv Kumar, Ahlmad 2. Shri Rishi, Stenographer 3. Shri Manoj, Stenographer 4. Shri Kuldeepak, Ahlmad
10.	Food and water supplying teams	1. Ensure availability of drinking water on site. 2. Ensure availability of food items if required.	1. Shri Virender Prabhakar, Reader 2. Ms. Pooja, Assistant 3. Ms. Mamta, Stenographer 4. Shri Jaswinder, Civil Nazir 5. Shri Ajay Jain, Ahlmad
11.	Non-Structural Hazards mitigation team	1. Identity non-structural hazards in the building. 2. Make necessary measures for its mitigation. 3. Ensure all the non-structural hazards are mitigated properly.	1. Shri Gurdeep Singh, Asstt. 2. Shri Kuldeep Singh, Copyist. 3. Shri Satish Kumar, Paid Candidate 4. Shri Mukesh Kumar, Ahlmad

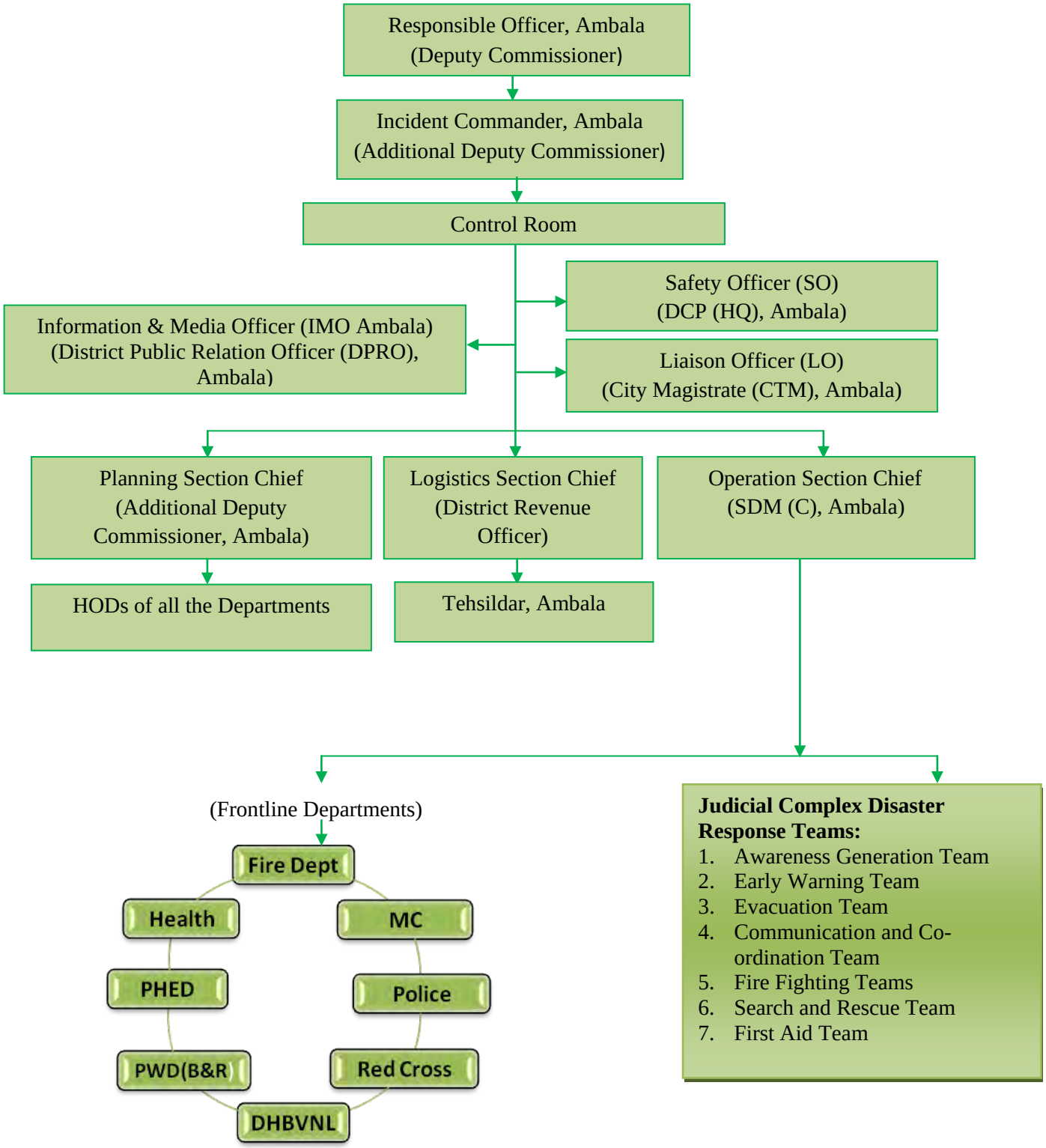
8.1.2 Flowchart of command and control of on-site response

At the onset of the Hazards, the mechanism for Response is as follows:



8.2 Off- Site Response

For any off site response Incident Response System, (IRS) as per District Disaster Management Plan, Ambala shall be followed. The IRS flowchart of Command Staff is given below:



8.2.1 Response Branch: Details of Task Force

Sr. No.	Department	Responsibility
1.	Police Department	1. Corden of the area 2. Provide Security to the property/ records/ documents 3. Crowd Management 4. Communication (Wireless) 5. Maintain law and order
2.	Revenue Department	1. Co-ordinate overall response 2. Provide/ procure response equipments
3.	Health Department	1. Provide ambulances 2. Conduct Triage 3. Provide emeregncy medicle response
4.	Fire Department	1. Assess Fire; Fight fire 2. Search and Rescue person
5.	DVHBN	1. Provide electricity as and when required 2. Cut off power supply when needed 3. Provide generators during response
6.	PWD (B&R)	1. Provide heavy duty equipment for response
7.	MC	1. Provide JCBs, Cranes or other heavy duty equipment
8.	PHED	1. Provide water through water tankers
9.	Any other Department	Resources from any department can be procured during emergency as per the direction of the RO.

9. Emergency Evacuation Plan

9.1 Scope

The aim of evacuation plan is to facilitate complete evacuation of Judicial Court Complex building in orderly manner.

9.2 Objective

The primary objective of the evacuation plan is to ensure that:

1. Everyone leaves the building safety
2. To create clarity regarding safe routes, safe location, assembly area and various safety resources in the premises of the building.
3. To create proper system of evacuation that enables building occupants accountable for an emergency evacuation of all present in the building.

9.3 Need of Evacuation

The following are cases/scenario for which emergency evacuation is necessarily implemented:

1. Fire
2. Explosion
3. Bomb threats
4. Release of hazardous chemical substances, in quantities or toxicity, which is threaten human health.
5. Building air contamination
6. Severe weather
7. Earthquake

9.4 Emergency Notification

The building occupants are notified of emergency through the use of the following:

1. Word of mouth
2. Fire or other alarms
3. Mass messaging service
4. Loud speakers

9.5 Evacuation procedure

1. The person who detects hazard, rings the emergency alarm, activates evacuation teams for word of mouth.
2. At the sound of the emergency alarm/ word of mouth, it is the responsibility of all building occupants to evacuate immediately and proceed to predetermined assembly points, away from the building.
3. Building occupants are also responsible for ensuring that their visitors/customers follow the evacuation procedure described herein, and leave the building along with all other occupants.
4. In case of meetings, courts hearing or procedure the Judges are responsible for adjourning their courts, and directing staff to leave the building by the nearest building exit upon hearing the building alarm or being notified of an emergency.
5. Designated essential personnel needed to continue or shut down critical operations, while an evacuation is underway, are responsible for recognizing and/or determining when to abandon the

operation and evacuate themselves.

6. New workers/Contract workers/ general public will be made familiar with the procedures outlined herein, and are expected to leave the building when the alarm sounds.
7. The evacuation team will be responsible for creating buddy-system for ensuring evacuation of vulnerable.

8. Any person unable to use stairs, or need assistance to evacuate, should proceed to the nearest designated “safe room” or remain in his/her office if safe. Emergency evacuation personnel will check “safe rooms”, and ensure emergency response and rescue personnel are notified if someone has taken refuge there. They will also report any person taking refuge in offices in their areas.

9.6 Dos and Don’ts for Evacuation

Whenever you hear the building alarm or are informed of a general building emergency,

1. Do not panic
2. Do not ignore alarm.
3. Leave the building immediately, in an orderly fashion.
4. Do not use elevators.
5. Court sessions must be dismissed and all are directed to leave and assemble outside.
6. Follow quickest evacuation route from where you are (see posted floor evacuation diagram/map by elevator).
7. Do not go back to your office area for any reason.
8. Proceed to the designated emergency assembly point for your area. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point.
9. Report to your Work Area Rep. at the assembly point to be checked off as having evacuated safely; also report any knowledge you may have of missing persons.
10. Return to the building only after emergency officials or building monitors give the all-clear signal. Silencing the Alarm doesn’t mean the emergency is over.

9.7 Responsibility of Evacuation Teams

For the purpose of this Plan, Emergency Evacuation Personnel, and their alternates are regular employees who have been selected to help ensure that:

1. Building evacuation is carried out as planned,
2. Evacuated occupants are directed to assigned assembly points where they will be accounted for, and
3. Persons needing assistance to evacuate are attended to.

Building emergency evacuation personnel and their alternates shall be selected among building occupants, and on a voluntary basis.

The following is a list of building emergency evacuation personnel, and their corresponding duties.

PLEASE NOTE: ASSIGNED DUTIES ARE TO BE CARRIED OUT ONLY IF YOU ARE NOT PUTTING YOURSELF IN DANGER OR RISKING YOUR PERSONAL SAFETY.

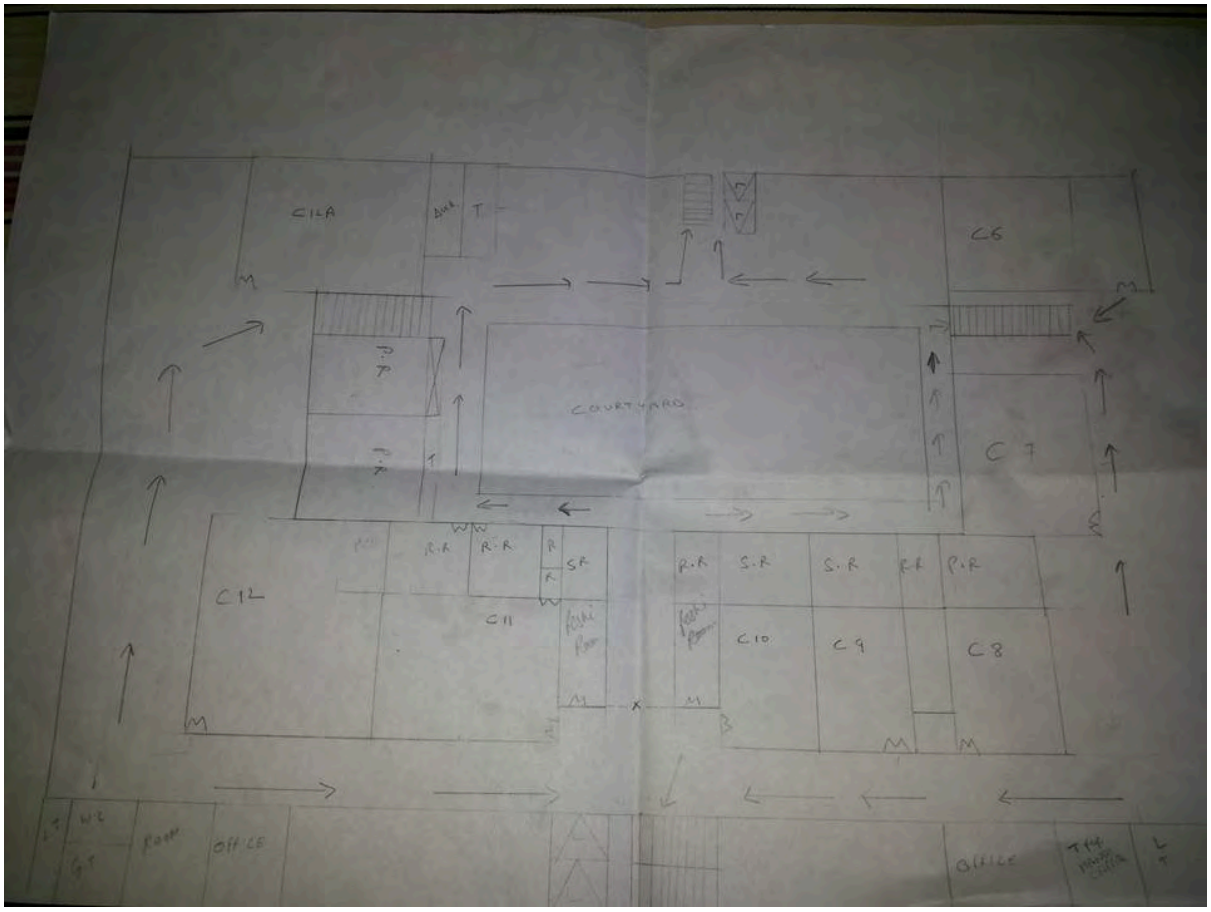
Personnel	Duties
Communication and Coordination teams	• Maintain a current list of all occupants, including part time and student employees in immediate work area. • Ensure area occupants leave the building in cases where there is word of an emergency but building alarm didn't sound. • Inform occupants of their duty to report to your assembly point. • Assist and/or direct occupants with limited mobility either to safe rooms, or down stairs if they are able to negotiate stairway. • Leave the building as soon as possible and go to your assembly area. • Check off co-workers who safely reported to assembly point from occupant list. • Collect information on missing personnel known or suspected to still be in the building and report to the floor monitor or emergency personnel.
Floor-wise member of evacuation team	• While leaving, monitor corridors on assigned floor and ensure personnel are moving toward exits. • Check restrooms on assigned floor to ensure they have been evacuated. • Make sure fire doors on enclosed stairways and exits are closed and not blocked open. • Assist and/or direct occupants with limited mobility either to safe rooms, or down stairs if able to negotiate stairway. • Leave the building as soon as possible and ensure assigned entryways are being monitored. Report presence of anyone still on your floor to Emergency Coordinator, or directly to Fire Dept. • Prevent re-entry into the building until emergency responders or the emergency coordinator announces the all-clear signal. • Fill out the building evacuation observation report form.
Coordinators	• Collect information on building occupants known or suspected to still be in building from Floor-wise members. • Meet emergency responders at building entrance. • Report information on occupants needing assistance to evacuate and other personnel suspected to still be in building to emergency responders or on site Incident Commander. • Transmit the All-Clear signal to floor monitors or other building emergency evacuation personnel. • Conduct post emergency meeting if necessary.
On Scene Police Officers	• Assist emergency responders from the fire department in gaining access to building as needed. • Help secure building and prevent re-entry • Maintain communication between emergency responders and officials. • Transmit the all clear to Emergency Coordinators

10. Mock Drill

MOCK DRILL REPORTING FORMAT		
Person in-charge of completing the format/ designation		**Date of the drill**
Time Alarm Sounded	**Time drill Concluded**	**Time to evaluate**
Type of Drill	**Notification/Alert Method**	**Weather Condition**
☐ Fire / Evacuation ☐ Bomb Blast ☐ Earthquake ☐ Other:	☐ Bell or Buzzer ☐ Enhanced Alert System ☐ Phone ☐ Voice Notification ☐ Siren	☐ Clear ☐ Cloudy ☐ Rain and wind ☐ Hot/Cold

Participants	**Situation at the Start of Drill**
☐ Authorities ☐ Safety Personnel ☐ Employees/Staff ☐ HOD ☐ Fire Department ☐ Emergency Medical Services ☐ Police ☐ Red Cross ☐ Other	☐ Before Lunch Hours ☐ During Lunch Hours ☐ After Lunch Hours ☐ Peak working Hour
Are Participants previously trained on emergency procedures	**Employees previously trained on emergency procedures this year?**
☐ Yes ☐ No	☐ Yes ☐ No
Incident Command System as per IRS used?	**Incident Commander / Designation**
☐ Yes ☐ No	

Problems Encountered	
☐ Congestion in hallways ☐ Alarm not heard ☐ Employees unsure of does/don't ☐ Staff unsure of responsibilities / response ☐ Unable to lock doors ☐ Windows left open ☐ Doors left open ☐ Lights left on ☐ Personnel not accounted ☐ Personnel run towards lifts ☐ Lifts are not shut down. ☐ Difficulties with evacuation of disabled personnel.	☐ Communication problems ☐ Phone problems ☐ Chaos ☐ Long time to evacuate building ☐ Personnel not serious about drill ☐ Improper or unavailable supplies ☐ Confusion ☐ Doors or Exits blocked ☐ Delay in Medical response ☐ Delay in Fire service response ☐ Delay in Security response ☐ Interagency miscommunications ☐ Command, Control & Coordination problem ☐ Other:

Plan for Improvement	
☐ Additional training for emergency response team JC members. **☐ Additional staff training** **☐ Address need for additional equipment/resources**	☐ Improved emergency supplies ☐ Cooperative planning with responders ☐ Revised emergency response procedures ☐ Other

Evacuation map