

**JUDICIAL COURT COMPLEX
SAFETY PLAN,
REWARI**



2013-14

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, DDMA 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, Rewari for admirable support they have provided throughout.

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1.

Introduction

1.1 General Information

Rewari District came into existence on 1st November 1989. It was carved out of the areas which were previously parts of Gurgaon and Mohindergarh districts.

Sessions Division at Rewari started functioning on 09.05.2005. Earlier to it, Rewari district was a part of Narnaul Sessions Division. At present besides the court of District and Sessions Judge at the district headquarter of Rewari, there are five courts of Additional District and Sessions Judge, one court of Civil Judge (Senior Division) Rewari, one court of Chief Judicial Magistrate, Rewari, one court of Additional Civil Judge (Senior Division) Rewari, three courts of Civil Judges (Junior Division) Rewari. A court of Special Judicial Magistrate is also functioning here. Besides the aforesaid courts, Permanent Lok Adalat/Samjhauta Sadan is functioning at Rewari. District Bar Association has 1062 members enrolled with it.

1.2 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.

1.3 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.

1.4 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.

1.5 Building Information

1. **Building address:** District Judicial Complex (District Courts), Sector 1, Rewari ; Pin Code: 123401
2. **Person in-charge at building:**
 - a. **Name:** Shri. Jagdeep Jain
 - b. **Designation:** District and Sessions Judge, Rewari
 - c. **Phone No:** 224040 (0); 224141 (R)
 - d. **Address:** Sessions House, Sec. 1, Rewari

3. Contact Details

	Name	Designation	Phone No.
Responsible officer	Shri. Jagdeep Jain	District and Sessions Judge, Rewari	224040 (0); 224141 (R)
Incident Commander	Sh. Baljeet Singh	District and Sessions Judge, Rewari- I	8588800550
Security	Sh. Radhe Syaam, (HPS)	DSP (HQ)	01274-225141 9416900401
Resource	Sh. Rajender Singh	DRO	09813347906
Premise	Sh. A. K. Singh	XEN PWD	01274-253703 094164853365
IT Manager	Sh. Sukhbir Singh	DIO, Rewari	
		XEN PWD (Electrical)	09810093550
HR		Superintendent Sessions Court	9466618202
Court Manager	Sh. Vinay Kumar	Court Manager	8930571272

4. Building

- a. Height: **41'**
- b. Area: **75907 SFT.**
- c. Class of Construction (NBC, 2005): **R.C.C. Framework Structure (III Storied)**
- d. Year of Construction: **2002**

5. Stairs:

- a. Number: **3**
- b. Type: Right turn
- c. Location: i) Entrance Lobby ii) L.H.S. and iii) Rear side
 - i. Ground Floor: **3**
 - ii. Floor 1: **3**
 - iii. Floor 2: **3**

6. Exits

- a. Number: **9**
- b. Type: Covered
- c. Location: Adjoining Stairs
 - i. Ground Floor: **3**
 - ii. Floor 1: **3**
 - iii. Floor 2: **3**

7. Lifts

- a. Number: **3**
- b. Location: Entrance (1); Public Entry LHS (2)
 - i. Ground Floor: **3**
 - ii. Floor 1: **3**
 - iii. Floor 2: **3**
- c. Operational: **3 out of 3**

8. Storage of flammable material

- a. Type of material stored: **(Alcohol, Metal, etc)**
- b. Amount stored: **Low quantity**
- c. Location: Ground Floor: **Outside the Building**

9. Fire Alarm

Fire alarm operational: **Yes**

10. Sprinklers System Installed: No

11. Sprinklers Functional : NA

12. Communication System

- a. Telephones: **Yes**
- b. Micro Phone: **1- attached to the Fire Alarm**
- c. Walkie Talkie: **NO**
- d. Wireless: **NO**

13. Number of people employed: 350 Employees

14. Number of people with disability: 2

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

16. Average number of people in Judicial Complex on a non working day: 10 (Approximately)

17. Average number of people in night: 2

18. Service Equipment:

- a. **Electricity Generator: 2 NOS (1 no. Main Generator: 100 KVA; 1 no. DG Set 5 KVA)**
- b. **Fire Extinguishers: 38**
 - i. Ground Floor : **15**; Type: **CO2 (4.5 kg)- 8 & Water CO2 (9 ltr)- 7**
 - ii. Floor 1 : **9**; Type: **(4.5 kg)- 4 & Water CO2 (9 ltr)- 5**
 - iii. Floor 2: **12**; Type: **(4.5 kg)- 4, Water CO2 (9 ltr)- 6 & AFFF (9 ltr)-2**
 - iv. Roof: **DCP (10 kg) -2**
- c. Sand Bucket: **Nil**

19. Fire Hydrant : Non Functional

20. Alterations and repair in Building : NO

21. 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**

22. 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 Rewari and other factors the Judicial Complex has following hazards as probable hazards:

	Hazards	Causes
1.	Earth- quakes	Rewari 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. in 1995 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

Rewari 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. The following are some pictures that can be hazardous during earthquake and for evacuation.



Fig 2.1: Cupboards behind sitting chair



Fig 2.2: Picture showing almirahs, table, chairs that can block exits



Fig 2.4: A typical courtroom in Judicial Court Complex showing potential non-structural hazards.



Fig 2.3: Cupboard near door capable of blocking exit



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



Fig: 2.6 Picture:A typical almed room showing potential non- structural hazards



Fig: 2.8 Unfixed Flower Pots



Fig 2.7 Picture showing unfixed almiahs that can topple down

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



Fig 2.9 Picture: Doors complete covered by glass Panes

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. 3000 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.

2.5 Risk Analysis

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, etc

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:

Risk	Hazard	Vulnerable Area	Capacity
High Risk	Fires	Record Room; Chambers, courtrooms	a) Fire Extinguishers- YES b) Fire Alarm- YES c) Fire Hydrant- Non Functional d) Trained HR- YES e) Sprinklers- NO f) Smoke Detectors- YES g) Staff trained: YES
	Electric Shock Circuit	Record Room; Chambers, courtrooms	
	Earthquake	Almed rooms; Court rooms; chambers; Public meeting	a) Earthquake resistant: New Construction 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 (41M height)
	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, Rewari 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, Rewari	Chairperson ex-officio
2	Chairman of Zila Parishad, Rewari	Co-Chairperson
3	Additional Deputy Commissioner, Rewari	Chief Executive Officer ex-officio
4	Superintendent of Police (Head quarters), Rewari	Member ex-officio
5	Chief Medical Officer, Rewari	Member ex-officio
6	Superintending Engineer, PWD(B&R), Rewari	Member
7	District Revenue and Disaster Management Officer, Rewari	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,

Rewari. 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, Rewari	Chairperson
2.	Additional District and Sessions Judge - I, Rewari	Member
3.	Additional Deputy Commissioner, Rewari	Member
4.	Civil Judge, Senior Division, Rewari	Member
5.	City Magistrate, Rewari	Member
6.	DSP (HQ), Rewari	Member
7.	District Revenue Officer, Rewari	Member
8.	Court Manager	Member
9.	Sh. Praveen Kumar, Advocate, District Bar association, Rewari	Member
10.	Sh. Naresh Yadav, Advocate, District Bar association,	Member

	Rewari	
11.	District Development and Panchayat Officer, Rewari	Member
12.	XEN PWD, Rewari (Concerned)	Member
13.	District Informatics Officer, Rewari	Member
14.	XEN UHBVN (Concerned)	Member
15.	Superintendent (Deputy Commissioners Office)	Member

3.3 Roles and Responsibilities of the Officers

Official	Designation	Responsibility
District and Sessions Judge	Safety Director	<ul style="list-style-type: none"> i. Over all supervision. ii. Implementation and Execution of safety practices.
Additional District and Sessions Judge-I	Deputy Director Safety	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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
DSP (HQ)	Chief Security Officer	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> i. Provide an updated district resource inventory ii. Provide response equipments if needed. iii. Provide list of trained human resources iv. Coordinate for: <ul style="list-style-type: none"> a. Human resource b. Food c. Water supply d. Other essential supplies if needed.
XEN PWD	Premise Manager	<ul style="list-style-type: none"> 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	IT and	<ul style="list-style-type: none"> i. Disruptions due to ignoring safe computing

XEN BSNL	documentation Manager	<p>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</p> <ul style="list-style-type: none"> 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 DHBVNL & XEN PWD (Electrical)	Electricity	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> i. Ensure HR related compliance
All Court In charges/ HODs		<ul style="list-style-type: none"> 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	Contact
1.	Fire Extinguishers	All the floors	Court Manager 08930571272
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	On the Roof	
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.



Fig 4.1 Fire Panel- First Floor



Fig 4.2 Fire Panel- Ground Floor

4.3 Off Site Resource Mapping

Sr. No	Institution	Distance/ Location	Contact No
1.	Government Hospital, Rewari	7 KM	01274-256231
2.	Burn Ward, GH Rewari	7 KM	01274-256231
3.	Police Control Room	50 M	(100)
4.	Police Station, Sadar Rewari	1 KM	01274-221170
5.	Fire station, Rewari	4 KM	(101)
6.	NDRF, 8 th Battalion,	Ghaziabad	01202-766618
7.	Ambulance Services	7 KM	01274- 251473 (102)
8.	Armed Forces	54th Battalion HISAR	08571029737

4.4 District Level Emergency Response Teams

a) District Red- Cross Society: 01274-224837, 221940

Sr. No.	Name	Designation	Contact No.
1.	Sh. Mahesh Gupta	Secy, Red Cross	9254060606
2.	Sh.Manoj	Diver	9050959589
3.	Sh. Surender	Diver, Operator emergency light	9991620012
4.	Sh.Anil Kumar	Driver	9813331055
5.	Sh.Sunil Kumar		9416261348
6.	Sh.Jile Singh	Driver	9813992413
7.	Sh.Satish Kumar	Iron Cutter	9466358881
8.	Sh.Ashok Kumar	Iron Cutter	9812128166

b) Fire Brigade: 101

Sr. No.	Name	Designation	Contact No.
1)	Sh.Balwant Singh	(Fire Officer)	9416591088
2)	Sh.Man Chand		9255144600
3)	Sh.Rajkumar	(Driver)	9467351587
4)	Sh.Dharampal	(Leading Firemen)	9466355860

c) Municipal Committee Rewari

Sr. No.	Name	Designation	Contact No.
1)	Sh. KK Yadav	(Secy MC)	
2)	Sh. Ajay Sikka	(ME)	9812002376
3)	Sh. Ankit	(ME)	9467874888
4)	Sh. Ghoda	(Chief Sanitary Inspector)	9812475162
5)	Sh. Deepak	Sanitary Inspector	9728992953
6)	Sh. Vijay	Sanitary Inspector	98113658621
7)	Sh. Vinod	(JCB Diver)	9729859583
	MC Dharuhera	F-242692,F243570	
	MC Bawal	01284-260048	

d) Health Dept.CMO

1)	Ambulance	Fleet manager	102/ 8295920102 01274-251473
2)	Sh. Mukesh Kumar		8295935645
3)	Casualty Ward	GH, Rewari	254743

e) Private JCB/ Crane Owner

1)	Sh .Ramotar	JCB	9461427027
2)	Sh.Bheem	JCB	9416712027
3)	Sh.Raj Yadav	Crane and JCB	9812179510

f) Fire Alarm Maintenance

1)	Sh.	SDE PWD (Electrical)	09891457000
2)	Sh. Rakesh	JE Electrical (Electrical)	09416433636
3)	Sh. Bhandari (Protection Works, Delhi)	Private 3 rd party for maintenance	09810002834

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

i. Cupboards



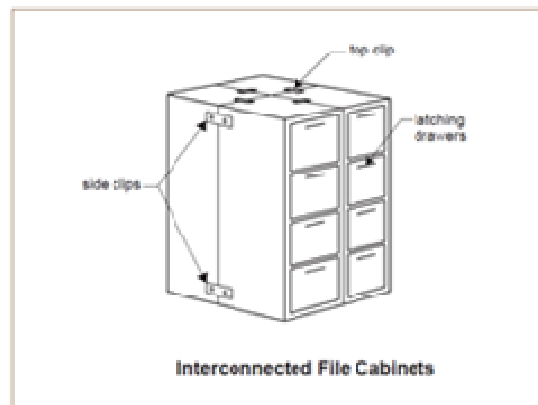
5.2 Mitigation

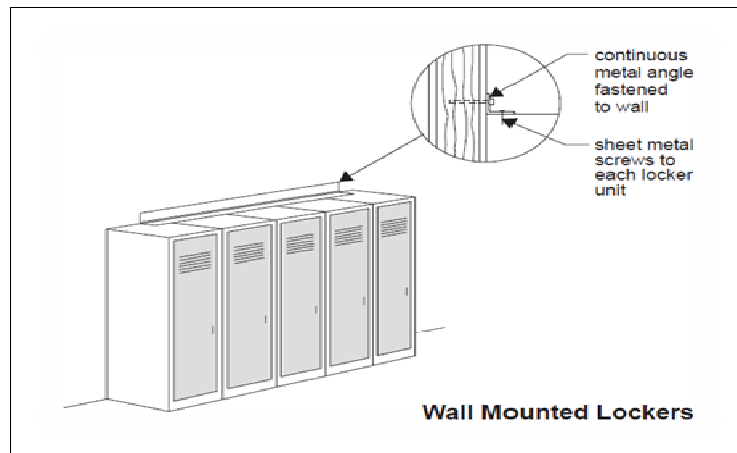
a. Structural Mitigation

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:

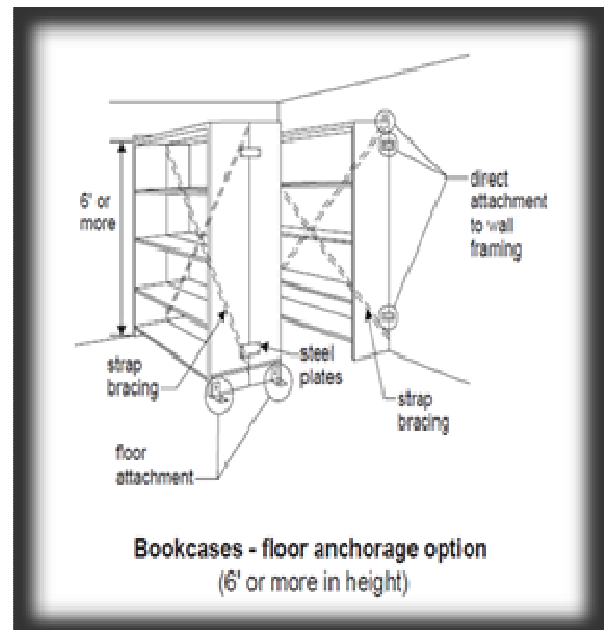


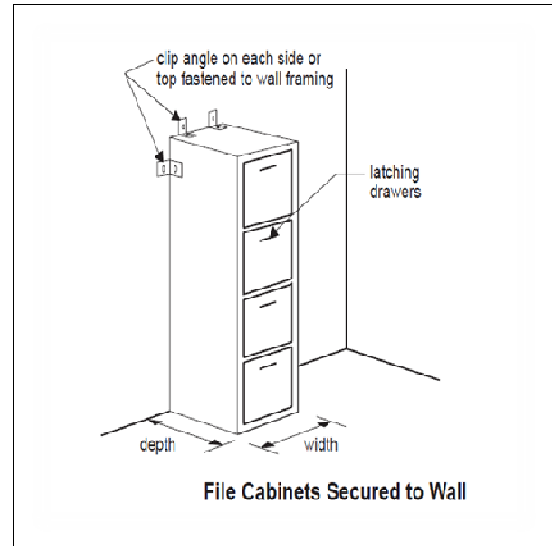


The following actions that should be taken to mitigate risk from cup boards or like objects:

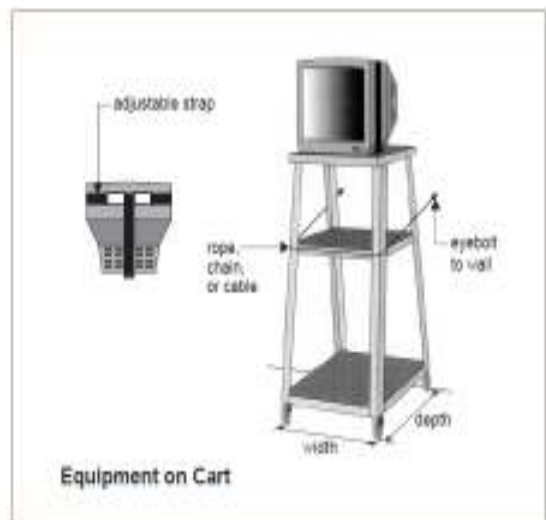
- **Relocation:** All the cupboards that pose a risk should be relocated to such a place where it poses minimum chances of falling on individual or blocking any kind of exits.

- **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.

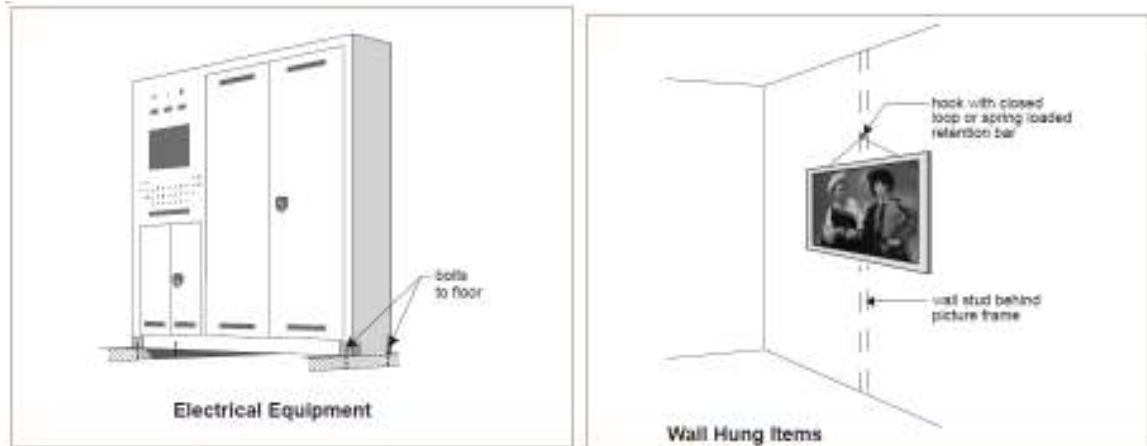




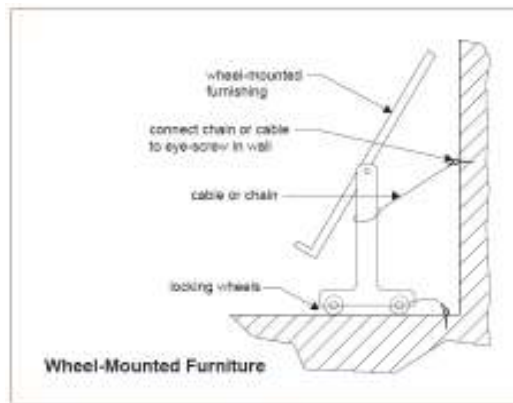
ii. Immobilization of Computers, TV, other office equipments



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



iv. **Immobilization of Coolers and Other Wheel Mounted Items**



v. **Immobilization of 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, Rewari 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, Rewari:

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, Rewari 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. CO₂ type fire extinguisher is required to be installed in areas where computer or other technical appliances are kept.
- g. Other extinguishers like (Water-CO₂) 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

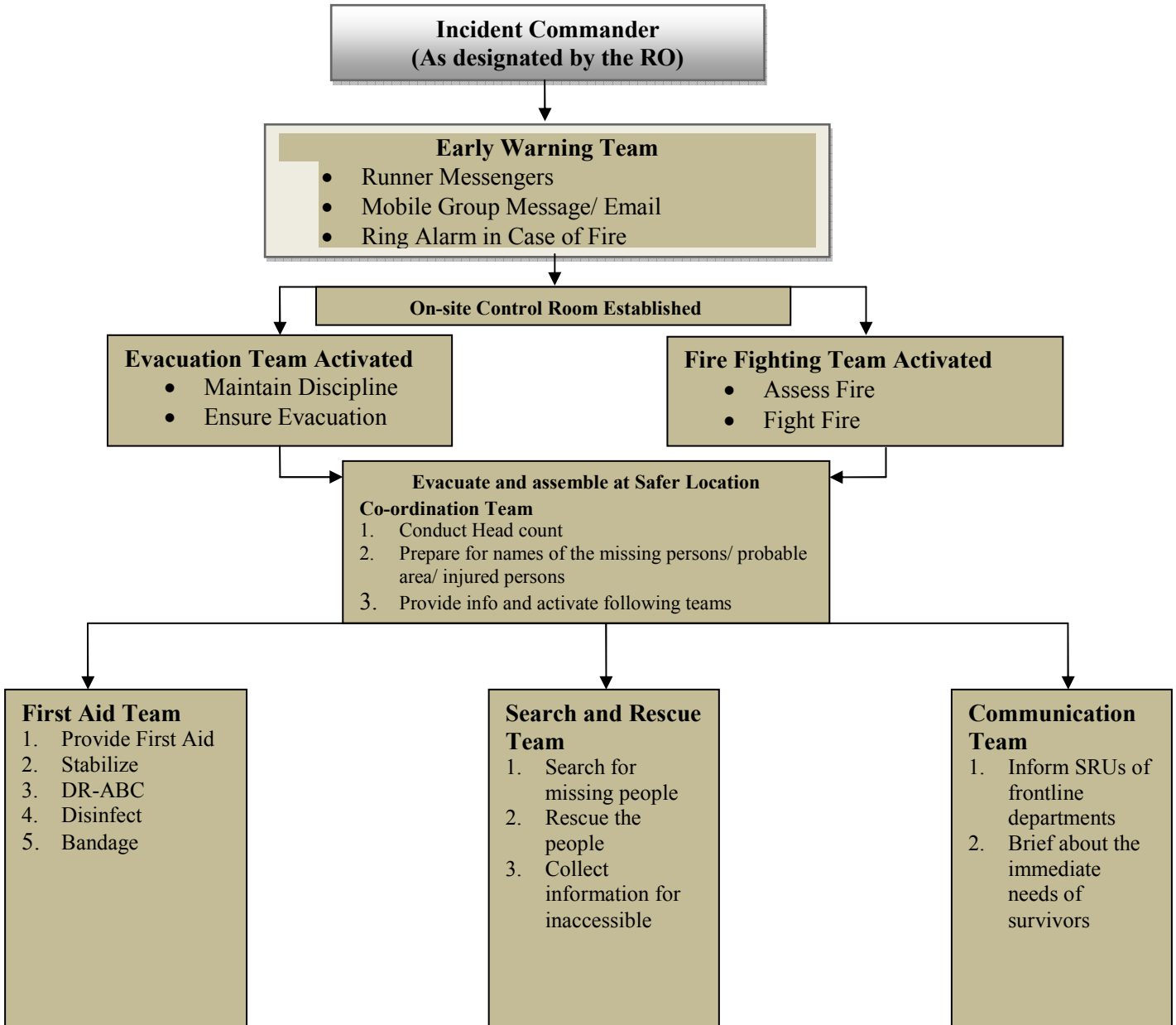
For the purpose of executing a comprehensive response to any emergency situation the following teams are trained for response of any emergency situation. All the activity will be commanded by the Incident Commander and teams shall follow his/ her directions.

Sr. No	Name of the Team	Roles and Responsibility
1.	Awareness Generation Team	<ol style="list-style-type: none">1. Conduct timely awareness generation activities for Judicial Complex Staff2. Discuss and highlight Judicial Complex DMP with the staff time to time.
2.	Early Warning Team	<ol style="list-style-type: none">1. Run and issue warning to each room2. Ring alarm or Use mic system3. Use any other communication to issue warnings
3.	Evacuation Team	<ol style="list-style-type: none">1. Identify safe evacuation routes and safe exits2. Ensure disciplined evacuation to safer location
4.	Co-ordination Team	<ol style="list-style-type: none">1. Maintain Court wise updated data of the staff2. Assess evacuated and missing staff details and report to IC3. Seek any necessary help for the staff from IC and other response teams
5.	Communication Team	<ol style="list-style-type: none">1. Inform the responder for any emergency situation2. Inform Ambulance, Fire Brigade, Police and other emergency responder about the situation and needs
6.	Fire Fighting Teams	<ol style="list-style-type: none">1. Assess Fire2. Fight Fire as early as possible3. Inform IC is the fire goes beyond their capacity of extinguishment
7.	Search and Rescue Team	<ol style="list-style-type: none">1. Search for missing persons2. Rescue missing persons in appropriate manner
8.	First Aid Team	<ol style="list-style-type: none">1. Identify resources for first aid2. Setup first aid delivery point- onsite3. Provide necessary first aid to the injured
9.	Road Safety and Traffic Management Teams	<ol style="list-style-type: none">1. Manage traffic on site2. Manage crowd on site
10.	Food and Water supplying	<ol style="list-style-type: none">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

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:



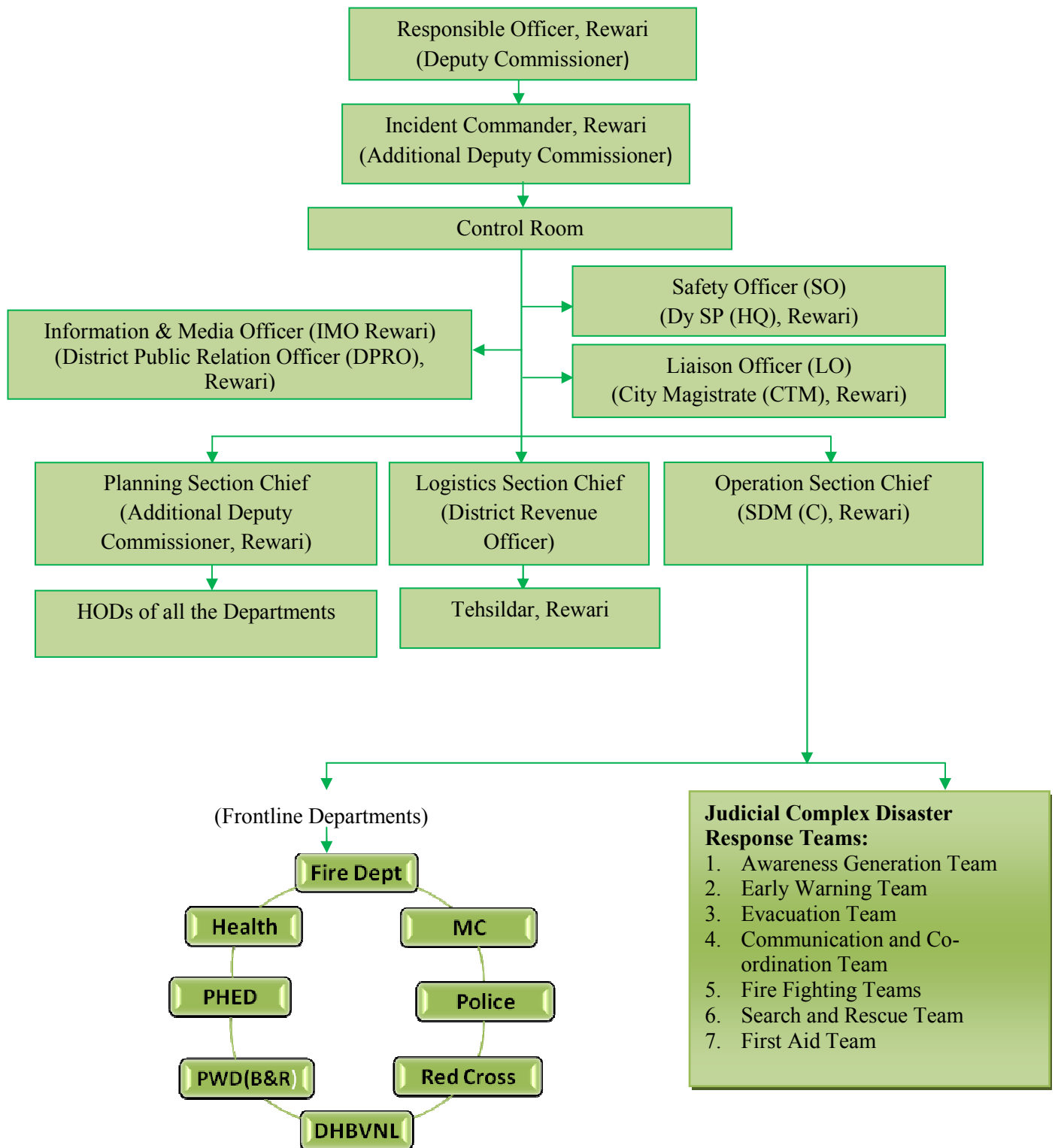
8.1.3 Response Teams Details

Communication Teams				
1.	Sh. Kamal Kishor Joshi	8950359788	Floor-1	C
2.	Sh. Surender Pal Singh	9466222355	Floor-1	C
3.	Sh. Mahesh Yadav	9416581966	Floor-1	C
Fire Fighting Teams				
1.	Sh. Umesh kumar	9034338613	Floor-3	F
2.	Sh. Shailendra Naresh	8814888055	Floor-1	F
3.	Sh. Vikas	9050046365	Floor-1	F
4.	Sh. Avinash Chaubey	8802894650	Floor-2	F
5.	Sh. Sumit Kumar	9295741557	Floor-1	F
6.	Sh. Umesh Kumar	7206878110	Floor-1	F
7.	Sh. Deepak Kumar	9887421533	Floor-1	F
8.	Sh. Rahul Kumar	9896066306	Floor-2	F
9.	Sh. Vikas Yadav	9466885932	Floor-3	F
10.	Sh. Lokesh Kumar	9466769514	Floor-3	F
11.	Sh. Aslam Shek	9896309770	Floor-2	F
Search and Rescue Team				
1.	Sh. Ashok Kumar	9729649970	Floor-3	S
2.	Sh. Jaikamal	9466782620	Floor-1	S
3.	Sh. Anuj	9728571052	Floor-2	S
4.	Sh. Bijender	8222813722		S
5.	Sh. Sudhir Kumar Singh	9996914154	Floor-3	S
6.	Sh. Vijay Kumar	9671249260	Floor-1	S
7.	Sh. Bijender Kumar	9466084321	Floor-1	S
8.	Sh. Hitesh Bajaj	9729144808	Floor-1	S
9.	Sh. Kirorimal	9991604157	Floor-2	S
10.	Sh. Sunil Kumar	9466356611	Floor-1	S
Evacuation Team				
1.	Sh. Mohinder Pal Singh	9466013617	Floor-1	Eva
2.	Sh.Devendra Kumar	9416775501	Floor-3	Eva
3.	Sh. Ajay Kumar	8901111971	Floor-1	Eva
4.	Sh. Hawa Singh	9466613332	Floor-1	Eva
5.	Sh. Pravin Jajoria	8685868510		Eva
6.	Sh. Karan Singh	8901173223	Floor-1	Eva
7.	Sh. Anandkumar	9416709525		Eva
Early Warning Team				
1.	Sh. Suneel Kumar	9416888088	Floor-1	Ew
2.	Sh. Bijender Singh	9416889189	Floor-2	Ew
3.	Sh. Satish chauhan	9416980779	Floor-3	Ew
4.	Sh. Gajesh Kumar	9416321748		Ew

Fire Fighting (BAR Members)				
1.	Sh. Ravinder YAdav	9496449449		F
2.	Sh. Dhanesh Kumar Yadav	9466880778		F
3.	Sh. Manmohan saini	9896734655		F
First Aid Teams				
1.	Sh. Vinod kumar Gupta	9466695880	Floor-3	Fa
2.	Sh. Navin Kumar	9295275211	Floor-1	Fa
3.	Sh. Neeraj Kumar	7404316957	Floor-2	Fa
4.	Sh. Beerbhan	9729331279	Floor-1	Fa
5.	Sh. Surender Pal	9896209930	Floor-2	Fa
6.	Sh. Rajkumar	9466274761	Floor-1	Fa
7.	Sh. Vikas yadav	9991464520		Fa
8.	Sh. Deepak Sahrma	9466041870		Fa
9.	Sh. Kusum Lata	9541229868		Fa
10	Sh. Anshul chawla	9728877099		Fa
11	Sh. Chandrajeet Kumar	8929477584	Floor-2	Fa
12	Sh. Birender Mishra	8607623435	Floor-1	Fa
13	Sh Sandeep Kumar Ranga	9466850192		Fa
14	Sh. Raj Kumar yadav	9467177483		Fa
15	Sh. Vinod Lamba	9466433810	Floor-1	Fa
16	Sh. Shbahadur Singh	9466080601		Fa

8.2 Off- Site Response

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



8.2.1 Response Branch: Details of Task Force

Sr. No	Department	Frontline Depts	Contact Details	
			Office	Mobile
1.	Police Department	SHO, Model Town	01274260122	9416900405
2.	Health Department	CMO, Rewari	01274256769	
3.	Fire Department	FSO, Rewari	101	9416591088
4.	DVHBN	XEN, DVHBN, Rewari	254762/258595	
5.	PWD (B&R)	XEN	253703	
6.	PWD (B&R) Electrical	XEN, Gurgaon SDE, Rewari JE, Rewari		09810093550 09467771099 09416433636
7.	PHED	XEN	260703	
8.	Home Guards	District Commandant	253703	
9.	District Red Cross	Secy Red Cross	224837	9254060606

Sr. No.	Department	Responsibility
1.	Police Department	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Co-ordinate overall response 2. Provide/ procure response equipments
3.	Health Department	<ol style="list-style-type: none"> 1. Provide ambulances 2. Conduct Triage 3. Provide emergency medicle response
4.	Fire Department	<ol style="list-style-type: none"> 1. Assess Fire; Fight fire 2. Search and Rescue person
5.	DVHBN	<ol style="list-style-type: none"> 1. Provide electricity as and when required 2. Cut off power supply when needed 3. Provide generators during response
6.	PWD (B&R)	<ol style="list-style-type: none"> 1. Provide heavy duty equipment for response
7.	MC	<ol style="list-style-type: none"> 1. Provide JCBs, Cranes or other heavy duty equipment
8.	PHED	<ol style="list-style-type: none"> 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).

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

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.

Personnel	Duties
Communication and Coordination teams	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

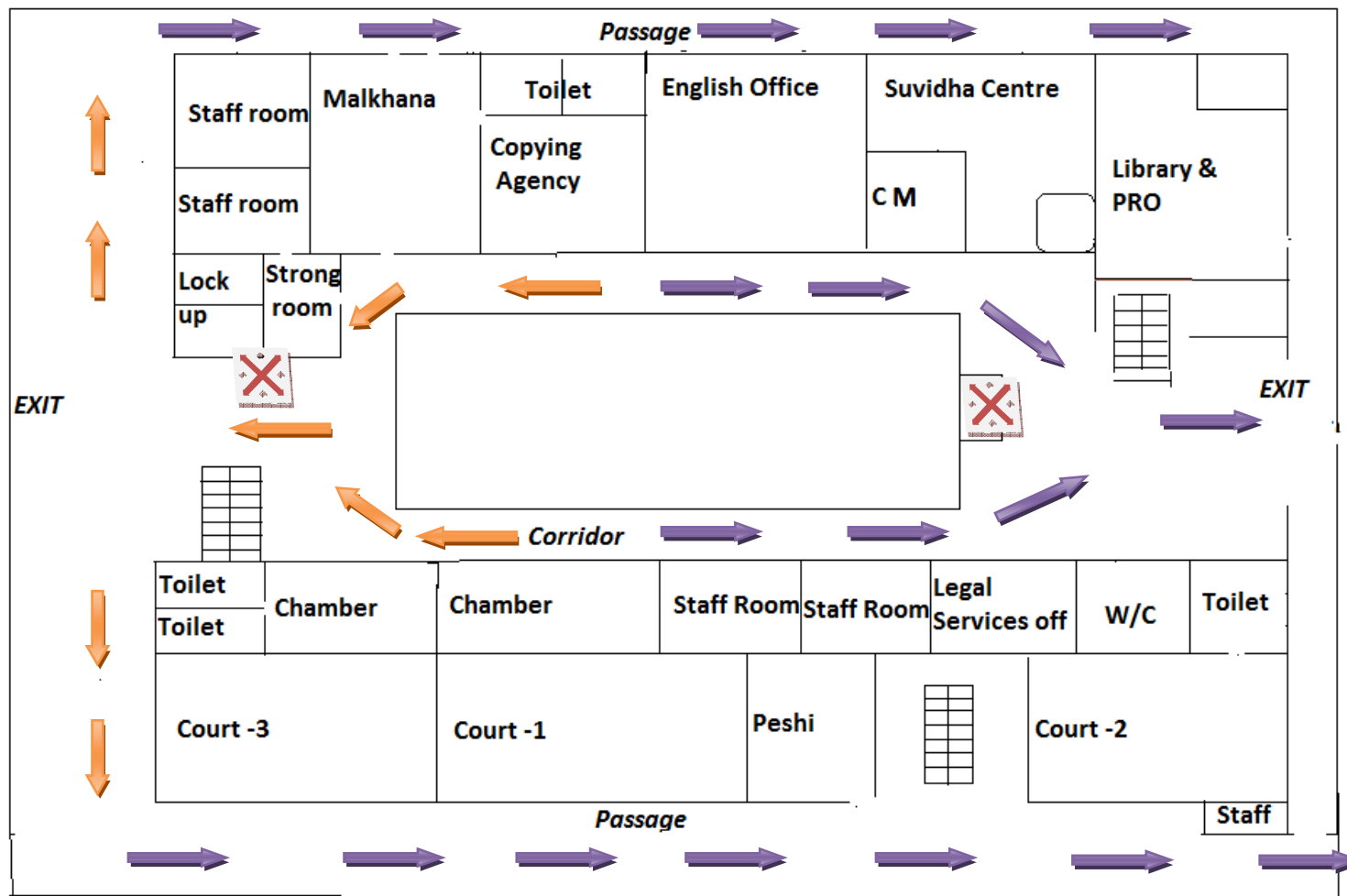
MOCK DRILL REPORTING FORMAT		
Person in-charge of completing the format/ designation		Date of the drill
Time Alarm Sounded		Time drill Concluded
		Time to evaluate
Type of Drill	Notification/Alert Method	Weather Condition
<input type="checkbox"/> Fire / Evacuation <input type="checkbox"/> Bomb Blast <input type="checkbox"/> Earthquake <input type="checkbox"/> Other:	<input type="checkbox"/> Bell or Buzzer <input type="checkbox"/> Enhanced Alert System <input type="checkbox"/> Phone <input type="checkbox"/> Voice Notification <input type="checkbox"/> Siren	<input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Rain and wind <input type="checkbox"/> Hot/Cold
Participants		Situation at the Start of Drill
<input type="checkbox"/> Authorities <input type="checkbox"/> Safety Personnel <input type="checkbox"/> Employees/Staff <input type="checkbox"/> HOD <input type="checkbox"/> Fire Department <input type="checkbox"/> Emergency Medical Services <input type="checkbox"/> Police <input type="checkbox"/> Red Cross <input type="checkbox"/> Other		<input type="checkbox"/> Before Lunch Hours <input type="checkbox"/> During Lunch Hours <input type="checkbox"/> After Lunch Hours <input type="checkbox"/> Peak working Hour
Are Participants previously trained on emergency procedures		Employees previously trained on emergency procedures this year?
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Incident Command System as per IRS used?		Incident Commander / Designation
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Problems Encountered		
<input type="checkbox"/> Congestion in hallways <input type="checkbox"/> Alarm not heard <input type="checkbox"/> Employees unsure of does/don't response <input type="checkbox"/> Staff unsure of responsibilities / response <input type="checkbox"/> Unable to lock doors <input type="checkbox"/> Windows left open <input type="checkbox"/> Doors left open <input type="checkbox"/> Lights left on <input type="checkbox"/> Personnel not accounted <input type="checkbox"/> Personnel run towards lifts <input type="checkbox"/> Lifts are not shut down. <input type="checkbox"/> Difficulties with evacuation of disabled personnel.		<input type="checkbox"/> Communication problems <input type="checkbox"/> Phone problems <input type="checkbox"/> Chaos <input type="checkbox"/> Long time to evacuate building <input type="checkbox"/> Personnel not serious about drill <input type="checkbox"/> Improper or unavailable supplies <input type="checkbox"/> Confusion <input type="checkbox"/> Doors or Exits blocked <input type="checkbox"/> Delay in Medical response <input type="checkbox"/> Delay in Fire service response <input type="checkbox"/> Delay in Security response <input type="checkbox"/> Interagency miscommunications <input type="checkbox"/> Command, Control & Coordination problem <input type="checkbox"/> Other:

Plan for Improvement

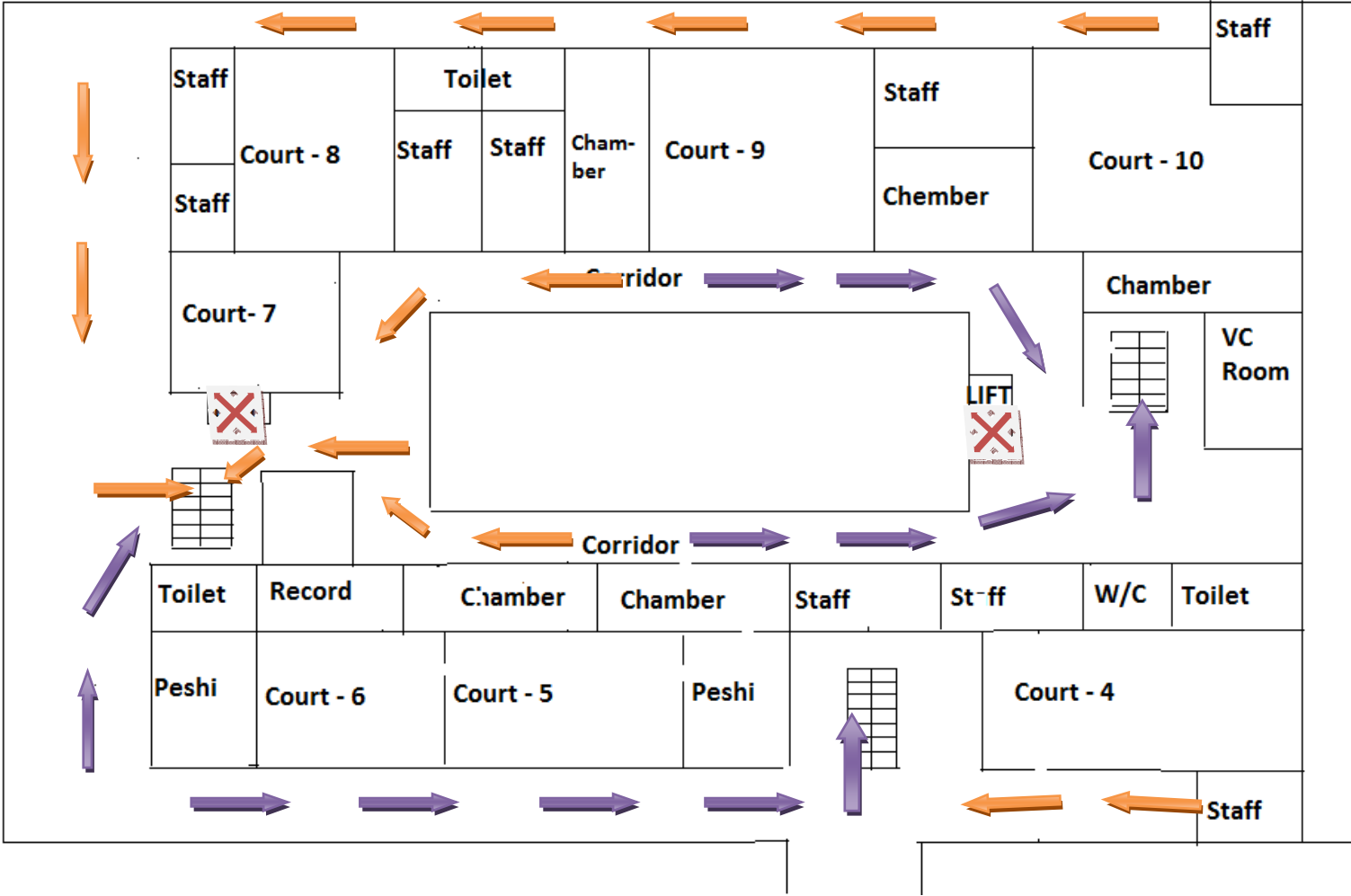
- Additional training for emergency response team JC members.**
- Additional staff training**
- Address need for additional equipment/resources**

- Improved emergency supplies
- Cooperative planning with responders
- Revised emergency response procedures
- Other

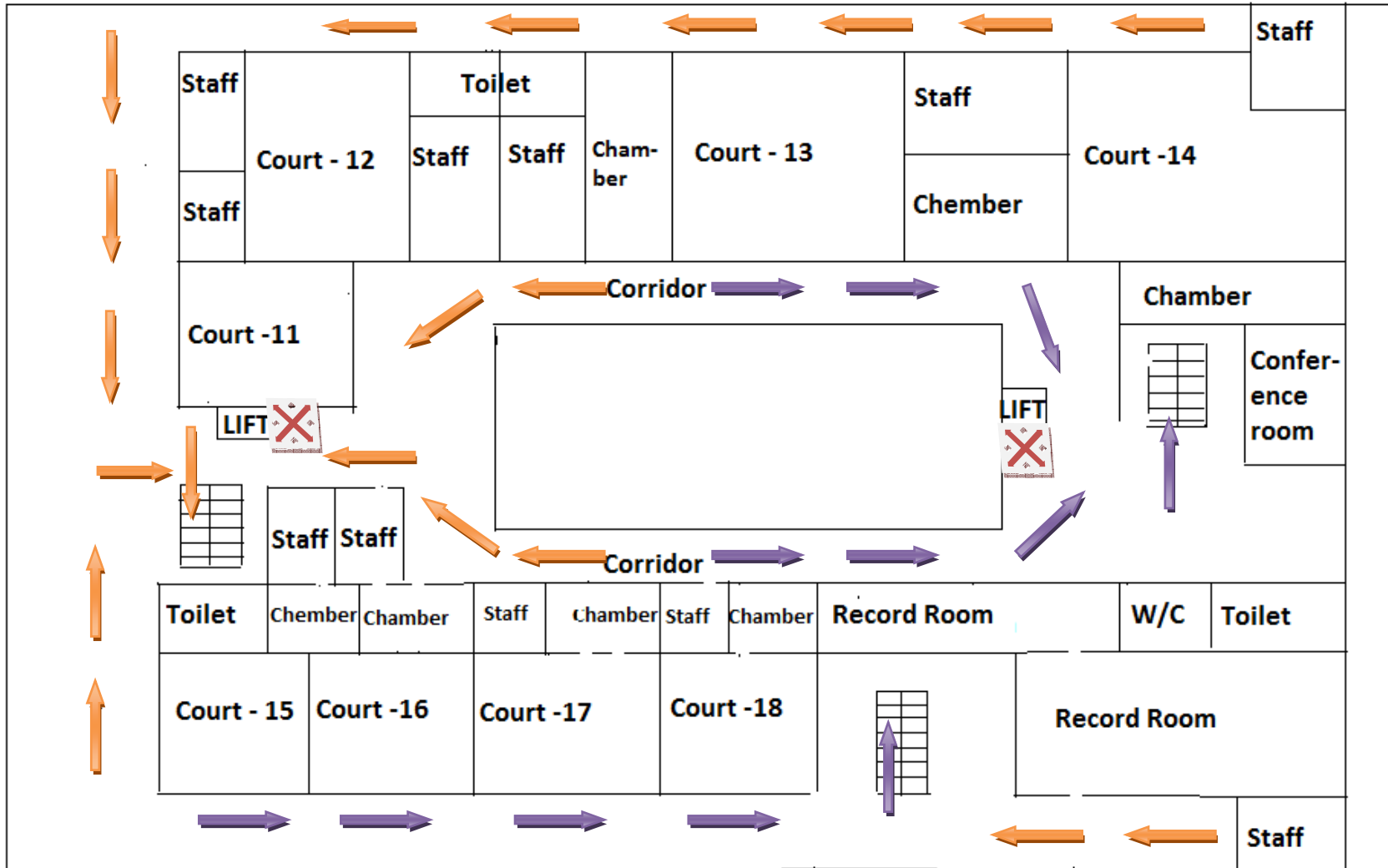
Annexure I: Evacuation Map, Ground Floor



Annexure II: Evacuation Map, First Floor



Annexure III: Evacuation Map, Second Floor



Annexure IV: Staff Details of Judicial Complex

In the Court of	Name	Designation	Age	M/F	Blood Group	Contact no.	Contact for Emergency	Medical Condition (If any)	
Office of the Ld. D & SJ	Sh.Sunil Kumar	Suptt Grade-II		M		9416888088	Neelam Rani/Wife	9416313271	Stuned Person with Coronary Heart Diseases and Diabetic
	Sh.Mohinder Pal Singh	Ec	42	M	B+	9466093617	Surender Pal Singh/Brother	9466358835	
	Sh.Surender Pal Singh	Assistant	48	M	B+	9466222355	Kamlesh/Wife	9468007431	
	Sh.Hemant Kumar	Assistant	34	M	B+	9416249353	Aruna/Wife	9467723353	
	Sh.Satish Kumar	R & C	48	M	B+	9416448535	Sh Ajay Kumar/Brother	9466418374	
	Sh.Satish Kumar Chauhan	R & D C	39	M	B+	9416980779	Rukmani Devi/Wife	9812175163	
	Sh.Vinod Kumar	Accountant	43	M	B+	9466695880	Wife	9355674580	
Sh. Jagdeep Jain, District & Sessions Judge	Sh.Satish Chander Aneja	Reader	57	M	B+	9466625166	Indu/Wife	9253095305	
	Sh.Madan Mohan	Executive Assistant	55	M	B+	9416424819	Rajni/Wife	905050094 8901533798	
	Sh.Jitender Kumar	Steno Grade-I	40	M	A+	9416402061	Shakuntala/Wife	9467176844	
	Sh.Sunil Kumar	Translator	37	M	B+	9466356611	Sunita/Wife	9812510211	
	Sh.Raj Kumar	Ahlmad	41	M	AB+	9466274761	Manju/Wife	9671168800	
Sh. Krishan Kumar,	Sh.Ved Parkash	Reader	57	M	B+	9813244485	Poonam/Wife	9468132017	Fit
	Sh.Shri Bhagwan	Ahlmad	46	M		9671347606	Son	8510922374	Fit

Addl.District & Sessions Judge	Sh.Mordhwaj	Translator	55	M	B+	House No. Gali No 1, Gandhi Nagar	Sudha/Wife		Fit
	Sh.Sandeep	Ahlmad	28	M	A+	9416904960	Karan Singh/Father	9728460233	Fit
	Sh.Krishan Kumar	A/Ahlmad	54	M	AB+	9466567998	Smt Munni(W)	9466567998	Fit
	Sh.Sandeep Kumar	Steno	32	M	B+	9466466296	Satbir/Brother	9416498958	Fit
	Sh.Rakesh Kumar	Usher	32	M	B+	9466679214	Smt Kamlesh/Wife	9034033815	Fit
Sh.Ajay Tewatia, Addl.District & Sessions Judge		Reader Grade-I		M					
	Ms Sarita Rani	Translator							
	Sh. Ravinder Kumar	Stenographer Gr-I		M					
	Sh. Mahesh Kumar	Ahlmad		M					
	Sh. Bhairav Nath	Usher		M					
Sh. Satpal	Orderly		M						
Sh. Vijay Singh, Addl.District & Sessions Judge	Sh. Parkash Chand	Reader Grade-I		M					
	Sh. Ravi Kumar	Stenographer Gr-I		M					
	Sh. Umesh	Ahlmad		M					
	Sh.Hitesh Bajaj	Additional Ahlmad		M					
	Sh.Randhir Singh	Usher		M					
	Sh.Som Dutt	Orderly		M					
Dr. Sunita Grover, Addl.District	Sh.Kamal Kishore Joshi	Reader	51	M	O+	8950359788	Sh S K Joshi/Uncle	9416479879	Fit
	Ms Reena	Steno	34	F		9466884400	Sh Lokesh	9896816816	Fit

& Sessions Judge2222	Sh.Sumit Mohan	Translator	34	M	O+	9416631600	Ms Mahivi Gupta/Wife	9034870254	Fit
	Sh.Ramjas	Ahlmad	35	M	B-	9416456199	Smt. Savita/Wife	8059027977	Fit
	Sh.Sh Hemant Kumar	Orderly	29	M	A+	9416747501	Sh Dharampal Sharma/Father		Fit
	Ms Prem Devi	Ushar	48	F	A+	9671055635	Sh Arun Kumar/Son	8818077138	Fit
Ms. Shashi Chauhan, Addl.District & Sessions Judge	Sh.Sh. Sarjeet Singh	Reader	54	M		9468133554	Ramdulari/Wife	9354378369	Asthmatic Problem
	Sh.Dharambir Singh	Translator	53	M		9416434996	Jaivir/Brother	8814900531	Healthy
	Ms Neeru Bala	Stenographer Gr-li	39	F		9466997218	Murlidhar/Husband	9467644041	Healthy
	Sh.Bijender Singh	Ahlmad	40	M	B ⁺	9416889189	Rajesh Kumar/Brother	9466905057	Healthy
	Ms Shalu	S/Typist	24	F		9466026349	Naresh Kumar/Uncle	9466026346	Healthy
	Sh.Kishori Lal	Peon	32	M	AB+	9996766901	Anju Bala/Wife	9034804656	Healthy
	Sh.Prem Nath	Peon	35	M	AB+	9466664962	Munesh Kumar/Uncle	9355953349	Healthy
Office and court Official of the Civil S & SD	Sh.Saurabh Gautam	Steno	22	M	B+	9729045264	Ankit/Brother	9991632861	
	Sh.Pramod Kumar		32	M	B+	9671550826	Nirmala/Wife	9671150636	Fit
	Sh.Kheemanand	Peon	32	M	O+	9050289105	Bimla/Wife	9017243040	Fit
	Sh.Shiv Shankar	Coc	48	M	B+	9416889493	Rai Munia/Wife	7404258311	Fit
	Sh.Pawan Kumar	Coc	46	M	B+	9466384956	Mukul/Son	8930898764	Fit
	Sh.Deshraj Yadav	Reader Grade li	49	M	B+	9466695137	Bijender Singh Yadav	9416982793	Fit
	Sh.Atul Madan	Fine Clerk	34	M	O+	9050388418	H C Madan/Father	261671	Fit
	Sh.Amit Vashisth	Daftri	35	M	B+	9466448402	Manoj/Brother	9818306163	Fit

Ms. Dhanpati	Water Man	59	F	B+	9467180137	Rashi/Son		Fit
Sh.Rajpal Singh	Ahlmad	42	M	B-	9466816275	Premlata		Fit
Sh.Umesh Kumar	Copyist	38	M	B+	9034338613	Sandeep/Son	9813446404	Fit
Sh.Ashlam Sher	Bill Clerk	32	M	O+	9896309779	Farida/Wife	8295626014	Fit
Sh.Ved Parkash	Chowkidar	49	M		9996674297	Tarun/Son		Fit
Sh.Ishwari Parshad	Sweeper	33	M	A+	7206219388			Fit
Sh.Som Dutt	P.S	35	M	A+	9466791706	Pushpa/Wife	9416289360	Fit
Sh.Vipul Kumar	P.S	31	M	B+	9466354783	Randhir Singh/Father	9466363706	Fit
Sh.Ved Pal	Bailiff	41	M	B+	9416424241	Sunita/Wife	7206307505	Fit
Sh.Inderjeet Yadav	P.S	29	M	B+	9467177463	Surender/Father	9416692047	Fit
Sh.Lalit Arya	P.S	24	M	AB+	9050009946	Reena/Wife	9728990880	Fit
Sh.Mohit Yadav	P.S	35	M		9812838304	Narender Singh/Father	9798489226	Fit
Sh.Dhirender Singh	P.S	29	M	B+	8950775713	Godambari/Wife	9991473804	Fit
Sh.Rakesh Kumar	P.S	31	M	O+	9992018264	Father	9812796659	Fit
Sh.Naresh Kumar	P.S	53	M	B+	9466516309		01274- 268418	Fit
Sh.Krishan Kumar	P.S	38	M	B+	9896976575	Father	9896339298	Fit
Sh.Ajit Singh	Asst. Ahlmad	40	M	B	9467538343	Suresh Kumar	9466573977	Fit
Sh.Hansa Dutt	P.S	40	M	A+	9996375164	Puspa/Wife	9728250648	Fit
Sh.Narender Chudhary	P.S	31	M	A+	9992426134	Ashok Kumar/Brother	9813640214	Fit
Sh.Subhash Chand	P.S	37	M	O+	9416697462	Neer Singh/Brother	9649563451	Fit
Sh.Mahesh	P.S	37	M	A+	9466276975	Anju/Wife	9728999123	Fit
Sh.Suresh Kumar	P.S	38	M	B-	9416417742	Happy/Son	9991945011	Fit
Sh.Ved Parkash	T.N	37	M	O+	999264700	Father	9728084764	Fit

	Sh.Ajit Singh	P.S	35	M	AB+	9416313687	Dinesh/Brother	9417077573 9417077573	Fit
	Sh.Munshi Ram	P.S	37	M	AB+	8901464308 9466083808	Narender/Brother	8901464308	Fit
	Sh.Kailash Chand	Bailiff	45	M	B+	9466497121	Attar Singh/Brother	9416373369	Fit
	Sh.Sunil Kumar	Bailiff	44	M	O+	9416421032	Ashish/Son	9991513776	Fit
	Sh.Ram Babu	P.S	31	M	B+	9467837903	Manoj Kumari	9467821640	Fit
	Sh.Dharambir li	P.S	31	M	A-	9467111949	Sandeep/Brother	8901505856	Fit
	Sh.Dinesh Kumar	P.S	31	M	B+	9466784707	Pinki	972894707	Fit
	Sh.Narender Sharma	P.S	36	M	B+	8684983800	Mita Devi	9812017074	Fit
	Sh.Dharambir	P.S	49	M	B+	9416882655	Brahmi/Wife	7206201205	Fit
Ms. Yashika, Chief Judicial Magistrate Ist Class	Sh. Bijender Kumar	Clerk Of Court							
	Sh. Bharam Parkash	Reader Grade-II							
	Sh. Neeru Bala	Stenographer Gr-II							
		Stenographer Gr-III							
	Sh. Sunil Kumar	Ahlmad							
	Sh. Raj Kapoor/Vacant	Assistant Ahlmad							
	Sh. Pawan Kumar	Additional Ahlmad							
		Additional Ahlmad							
	Sh. Suraj Bhan	Copyist							
	Sh. Sajjan Kumar	Fine Clerk Summary							

		Clerk							
	Sh. Parveen Jhangu	Driver							
	Sh. Sanjeev Kumar	Office Peon							
	Sh. Jagdish	Orderly							
Ms. Lalita Patwardhan, Civil Judge (Junior Division)	Sh.Satpal	Reader	50	M	B+	9813200459	Sandeep Kumar	9991589542	
	Sh.Ram Avtar	Ahlmad	46	M	AB+	9416426918	Bina Devi	9996654887	
	Ms.Priyanka	Steno	23	F	AB ⁻	8295714677	Hamesh Kumar	9034535361	
	Sh.Sube Singh	Steno	26	M	O+	9466390849	Hema Devi	9468384097	
	Sh.Him Lal	Peon	23	M	O+	9996051437	Prem Prasad	8950613719	
Sh. Jitender Singh, Civil Judge (Junior Division)	Sh.Kailash Chand	Reader							
	Sh.Madan Lal	Ahlmad							
	Sh.Vacant	Additional Ahlmad							
	Sh.Sanjay Kumar	Stenographer							
	Sh.Dinesh Lal	Peon							
Sh. Manoj Kumar Rana, Civil Judge (Junior Division)	Sh.Braham Parkash	ADDITIONAL PEON	44	M	B ⁺	9416883939	wife	9050729406	FIT
	Sh.Satya Narain	Ahlmad	40	M	B ⁺	9466358381	wife	9416418374	FIT
	Sh.Manoj Kumar	Ahlmad	33	M	B ⁺	9991132571	Brother	9671701806	FIT
	Sh.Ajay Kumar	Peon	20	M	A+	8684953021	Brother	9855588824	FIT
Ms. Sunita Gupta, Civil Judge (Junior Division)	Sh.Sudhir Chauhan	Reader	32	M	AB+	9416320130	Mother	9050335570	NA
	Sh.Pankaj	Stenographer Gr-II	25	M	B+	8930517979	Father	9817266358	NA
	Sh.Vikram Singh	Civil Ahlmad	31	M	A+	9466666930	Brother	9466666914	NA
	Sh.Naveen Kumar	Criminal Ahlmad	35	M		9896618922			NA
	Sh.Vikram Singh	Peon	29	M		9896658540	Brother	9050647457	NA

	Sh.Ram Avtar	Niab Court	47	M	O+	9416501877	Son	9050413808	NA
Ms.Sushma, Civil Judge (Junior Division)	Sh.Narender Singh	Reader							
	Sh.Chanderjeet Kumar	Ahlmad							
	Sh.Prem Kumar	Stenographer Gr-II							
	Sh.Sapna	Stenographer Gr-III							
	Sh.Hema Devi	Peon							
Sh.Harish Sabbarwal, Civil Judge (Junior Division)	Sh.Krishan Kumar	Niab Court	52	M	B+	9466357664	Ms Anil Yadav	9416949198	
	Sh.Dilbag Singh	Ahlmad	48	M	O+	9416441619	Bhagwati Devi	9671865179	
	Ms.Neetu	Steno Grade- III	23	F		9812902734	Sh Jile Singh Saini	9812941845	
	Sh.Pawan Kumar	Peon	35	M	O+	9812521629	Sh Duli Chand	8607693982	
	Sh.Sandeep Kumar	Peon	21	M	A+	9813703007	Virender Singh	8901538387	
Sh. Vivek Singh, Civil Judge (Junior Division)	Sh.Sh Vivek Singh	Cj(Jd)	27	M	AB ⁻	8814826111	Dr Ranjeet Y adav/Father	9887410991	Healthy
	Sh.Sh Basant Kumar	Reader		M		9268071620	Hemraj/Cousin Brother	9350073254	Healthy
	Sh.Sh Sunder Pal	Ahlmad		M		9416519409	Hanuman/Brother	9416330083	Healthy
	Ms Asha	Steno		F	O	9988697514	L.D. Saini/Uncle	9466080433	Healthy
	Sh.Nitesh	Peon		M		9355196689	Neeru Devi/Wife	9671921602	Healthy
	Sh.Mukesh	Peon		M		9416417869	Amar Chand/ Father	9996502160	Healthy
In the Court of Smt Sampreet Kaur	Sh.G.K. Tiwari	Reader	54	M		9896095642			
	Sh.Balwan Chand	Copyist	55	M	O+	8901597515	Kuldeep	9871005414	
	Sh.Ravinder Kumar	Asst. Ahlmad	33	M	A+	9416540310	Wife	9416250194	
	Sh.Rajpal	Ahlmad	29	M	O+	9466865406	Wife	9671646908	
	Sh.Sunil Kumar	Steno	26	M	O+	9728336928	Father	9992824754	

	Sh.Tikaram	Nazir	34	M	O+	9467597121	Ravinder Yadav/Father	01281- 249230	
	Sh.Balraj	Beliff	39	M	B-	9416424372	Wife	8930100694	
	Sh.Ranbir	P.S	48	M	O+	8814946008	Wife		
	Sh.Jaibhagwan	P.S	57	M	O+	9468113894	Wife	9812413370	
	Sh.Bhuwanchand Pandey	P.S	38	M	O+	9416817723	Wife		
	Sh.Mahender Singh	R.K	41	M		9729115955	Wife		
	Sh.Shailendra Srivastava	D.R.K	35	M	O+	8814888055	Neetu/Wife	8395838509	
	Sh.Kuldeep Kumar	Chaukidaar	40	M	O+	9671918320	Son	881481640	
	Sh.Mahender Singh	Sweepar	32	M	O+	8607490939		8607490939	
In the Court of Sh. Sandeep Kumar	Sh.Attar Singh	Reader	51	M	A+	9671995199	Shakuntala/Wife	9050442688	
	Sh.Ravinder Kumar	Steno	23	M	O+	9813654653	Rajnish/Brother	9050896700	
	Sh.Narender Singh	Ahlmad	33	M	B+	9541857276	Kuldeep/Father	9812704814	
	Sh.Om Parkash	Peon	44	M	A+	9896346229	Brother/Ved Prakash	9812093835	
Sh Anmol Singh Nayyar	Sh.Braham Parkash	Reader	49	M	A+	9991617386	Karan Singh/Brother	9416306469	No
	Ms.Santosh	Steno	49	F	B+	9416426992	Jagmohan Sharma	9671258393	No
	Sh.Pawan Kumar	Ahlmad	40	M	A+	9991381505	Minu Goyal/Wife	9812661400	No
	Sh.Parmender Singh	Additional Ahlmad	27	M	AB+	9468264622	Jitender/Brother	8930051400	No
	Sh.Kishori Lal	Peon	32	M	AB+	9996766901	Anju Bala/Wife	9034804656	No

Annexure V: List of Trained Staff of Judicial Complex, Rewari in Fire and Search & Rescue

Sr. No	Name	Contact No.
1.	Kamal Kishor Joshi	8950359788
2.	Ashok Kumar	9729649970
3.	Umesh kumar	9034338613
4.	Shailendra Naresh	8814888055
5.	Jaikamal	9466782620
6.	Vikas	9050046365
7.	Avinash Chaubey	8802894650
8.	Anuj	9728571052
9.	Sumit Kumar	9295741557
10.	Umesh Kumar	7206878110
11.	Deepak Kumar	9887421533
12.	Rahul Kumar	9896066306
13.	Vikas Yadav	9466885932
14.	Bijender	8222813722
15.	Sudhir Kumar Singh	9996914154
16.	Vijay Kumar	9671249260
17.	Lokesh Kumar	9466769514
18.	Surender Pal Singh	9466222355
19.	Bijender Kumar	9466084321
20.	Hitesh Bajaj	9729144808
21.	Mahesh Yadav	9416581966
22.	Kirorimal	9991604157
23.	Aslam Shek	9896309770
24.	Sunil Kumar	9466356611

Annexure VI: List of Trained Staff of Judicial Complex, Rewari in First Aid, Evacuation, Coordination and Communication

Sr. No.	Name	Contact no
1.	Sh. Suneel Kumar	9416888088
2.	Sh. Vinod kumar Gupta	9466695880
3.	Sh. Mohinder Pal Singh	9466013617
4.	Sh.Devendra Kumar	9416775501
5.	Sh. Navin Kumar	9295275211
6.	Sh. Bijender Singh	9416889189
7.	Sh. Neeraj Kumar	7404316957
8.	Sh. Ajay Kumar	8901111971
9.	Sh. Hawa Singh	9466613332
10.	Sh. Beerbhan	9729331279
11.	Sh. Satish chauhan	9416980779
12.	Sh. Surender Pal	9896209930
13.	Sh. Rajkumar	9466274761
14.	Sh. Vikas yadav	9991464520
15.	Sh. Deepak Sahrma	9466041870
16.	Sh. Kusum Lata	9541229868
17.	Sh. Ravinder YAdav	9496449449
18.	Sh. Gajesh Kumar	9416321748
19.	Sh. Dhanesh Kumar Yadav	9466880778
20.	Sh. Anshul chawla	9728877099
21.	Sh. Manmohan saini	9896734655
22.	Sh. Pravin Jajoria	8685868510
23.	Sh. Chandrajeet Kumar	8929477584
24.	Sh. Karan Singh	8901173223
25.	Sh. Birender Mishra	8607623435
26.	Sh Sandeep Kumar Ranga	9466850192
27.	Sh. Raj Kumar yadav	9467177483
28.	Sh. Vinod Lamba	9466433810
29.	Sh. Shbahadur Singh	9466080601
30.	Sh. Anandkumar	9416709525

