

**Bus Stand Safety Initiative  
By**



**Revenue and Disaster Management Department  
Government of Haryana**

**BUS STAND DISASTER MANAGEMENT PLAN**

**Palwal  
2014-15**



***CENTRE FOR DISASTER MANAGEMENT***  
**HARYANA INSTITUTE OF PUBLIC ADMINISTRATION**  
**GURGAON**

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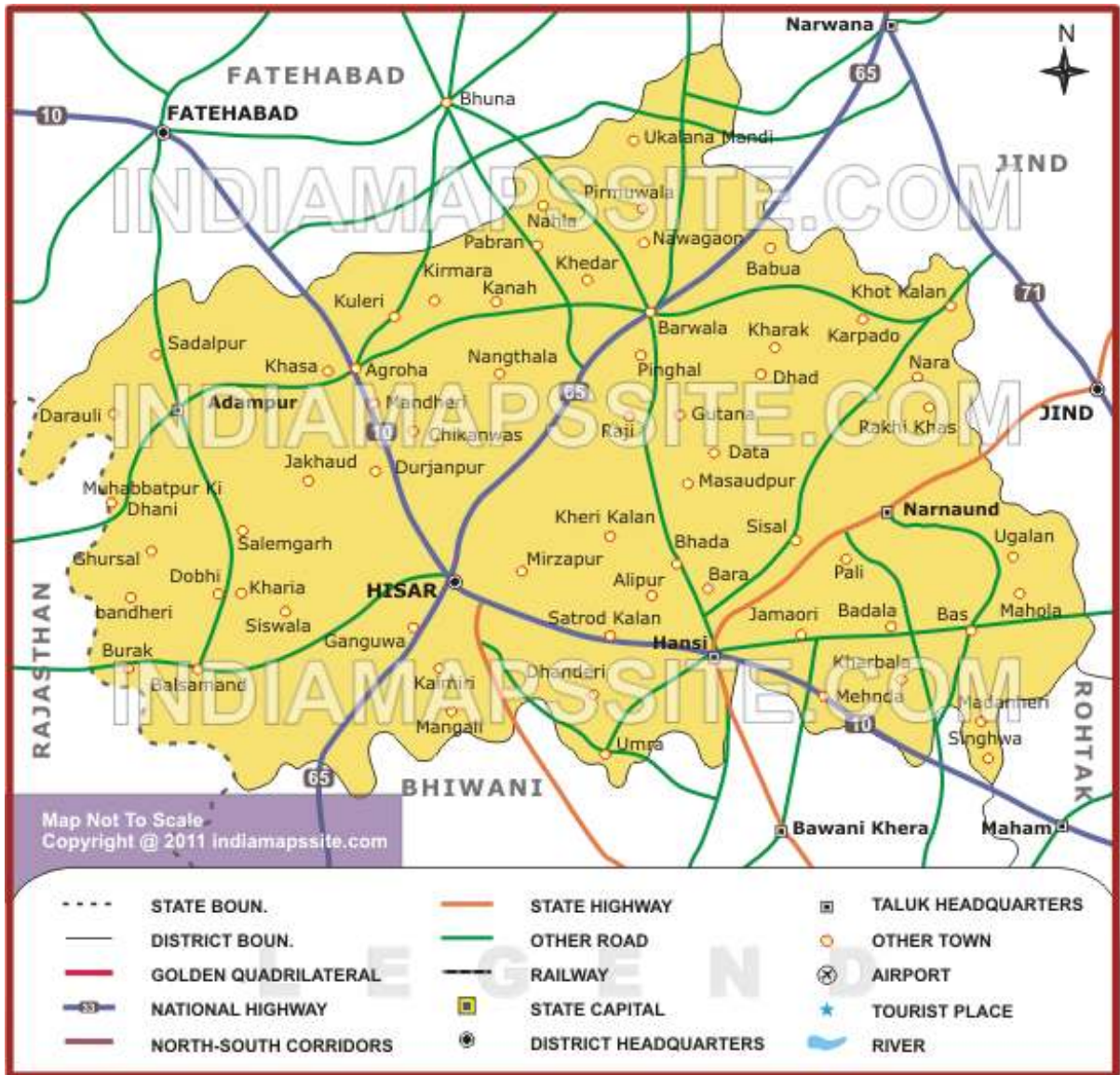
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## **1. Chapter : Introduction**

## 1. General Information:-

Bus service is the major means of transport in the district. Palwal . Bus services are provided by Haryana Roadways and other private operators. The city lies on National Highway 2 from Agra to delhi connects it to Sonipat . Besides, there are district roads, village link roads and canal inspection roads.





## 2. Chapter : Bus Stand Profile

### 2.1 Bus Stand Details

1.	Name	General Bus Stand, Palwal	
2.	District and state	Palwal, Haryana	
3.	Address	General Bus Stand, Delhi Road, Palwal	
		Telephone	252103, 240285
4.	Name of Bus Stand Incharge(SSI)	Station Supervisor	
		Sh. Dharamveer singh	
5.	Contact Details	Telephone	240285
6.	<u>Nodal Officers for Disaster Management:</u>	Sh. Kartar Dagger	9466470414
7.	Type of Bus Stand	Inter State	
8.	<u>Bus Stand Timings :</u>		
	Bus Stand Enquiry	06 am to 07 pm	
	Cash Branch	06 am to 07 pm	
	Overtime Branch	09 am to 05 pm	
	Booking Branch	24 hr.	
	Ticket Verification Branch	09 am to 05 pm	
	SS Staff	24 hr. (shift wise)	
	Work Shop Timings	24 hr. (shift wise)	
9.	<u>No. of Drivers</u>	138	
	<u>No. of Conductor s</u>	129	
10.	<u>No. Of Buses</u>	200	
11.	<u>First Aid Kits in a bus</u>	Yes	
12.	<u>Fire Extinguishers in a bus</u>	Yes	
13.	<u>Sitting Capacity of Bus</u>	42	
14.	<u>Bus Insurance</u>	Yes	

### 2.1.1 Details of Staff –

Sr. No.	NAME	Designation	Address
1.	Mehtab singh Kharab	General Manager	2795, urban Estate, Jind
2.	Jaitender Kumar	Account Officer	H.N. 1064, Sector 9, Gurgaon
3.	Dharam Pal	Assistant	VPO, Dujana, Jajjhar
4.	Umesh Kumar	Junior Auditor	VPO, Bawal, The. Bawal, Rewari
5.	Pitam Singh	Clerk	Vill. Pahari, PO. Bahin, Tehsil Hathin, Distt.Palwal
6.	Bhim Singh	Clerk	VPO Asawta Teh. Palwal, Distt Palwal
7.	Sunil Kumar	Clerk	HNo-DC-68,Shyam Nagar, Palwal
8.	Prem Chand	Clerk	VPO-Bhagola Teh & Distt – Palwal
9.	Hem Raj	Clerk	Near Alawalpur Chowk Bansal wali Gali Shyam Nagar Palwal
10.	Subash Chand	Clerk	VPO-Kheri Dossa, Po – Indri Teh - Nuh, Distt – Mewat
11.	Bir Singh	Clerk	V & PO – Ghorī Teh & Distt- Palwal
12.	Raj Kumar	Clerk	Palwal Road By Pass, Durga Colony, Sohna, Gurgaon
13.	Vikram Singh	Clerk	Vill - Kaliyaka, PO – Bhirwati Teh - Nuh, Distt - Mewat
14.	Anoj Kumar	Clerk	Shiv Colony, Railway RoadNear Khota Mandir, Palwal
15.	Sukhdev	Clerk	VPO-Bahin,Teh-Hathin Distt-Palwal
16.	Kartar Singh	Clerk	K.C.336/4 Railway Road Krishana colony Palwal
17.	Rajesh Kumar	Clerk	VPO-Banchari, Teh- Hodal Distt-Palwal
18.	Dinesh Kumar	Clerk	VPO-Jawan,Teh-Ballabgarh Distt-Faridabad
19.	Parwati	Peon	V & PO-Panhera Kalan Teh - Ballabgarh, Faridabad
20.	Amar Chand	Chowkidar	V.P.O.- Khambi, Teh- Hodal, Distt - Palwal
21.	RajMal	Chowkidar	-
22.	Om Parkash	Chowkidar	VPO - Mitrol, Teh-Hodal Distt-Palwal
23.	Man Singh	Inspector	V & PO – Janauli Teh & Distt. - Palwal
24.	Gain Singh	Inspector	VPO- Mitrol,Teh-Hodal Distt-Palwal
25.	Tulshi Ram	Inspector	Vill - Garhi, PO – Hodal Teh - Hodal, Distt - Palwal
26.	Chaman Lal	Inspector	V.P.O.- Mandkola, Teh & Distt- Palwal
27.	Panpat	Sub-Inspector	Kachha Talab , Hodal Teh- Hodal, Distt- Palwal
28.	Ramdev	Sub-Inspector	Vill- Amru, P.O.- Baghola, Teh & Distt - Palwal
29.	Harish Chand	Sub-Inspector	H.No.1401/87, Jawar Nagar
30.	Harkesh Kumar	Sub- Inspector	Vill-Gailpur,PO-&Teh –Palwal Distt-Palwal
31.	Het Ram	Sub- Inspector	V.P.O.- Mandkaula Teh-Hathin, Distt- Palwal
32.	Zile Singh	Sub-Inspector	Vill- Tumsra, P.O.- Shar Khalle Teh & Distt - Palwal
33.	Shyam Bir	Sub-Inspector	Vil-BasKusla,PO-Bhangrola Distt-Gurgaon
34.	Dharambir	Sub-Inspector	Vill-Garhi bajidpur, PO-Damdama Teh-Sohna, Distt-Gurgaon
35.	Dharambir	Sub-Inspector	V.P.O.- Mindkola, Teh- Hathin, Distt - Palwal
36.	Kishan Singh	Sub-Inspector	V.P.O.- Bichhore, Teh- Punahana Distt - Mewat (NUH)
37.	Paltu Ram	Sub-Inspector	VPO-Nagal Jat, Teh-Hathin Distt-Palwal
38.	Partap Singh	Sub-Inspector	Vill- Behbalpur, Distt- Faridabad
39.	Surednder Singh	Sub- Inspector	Vill. Bhagwan Pur P.O. Ramgarh, Distt. Rewari
40.	Satyavir Singh	Sub-Inspector	VPO-Pachgaon (Dhani) Rajawali, Distt-Gurgaon
41.	Gir Raj Singh	Sub-Inspector	V.P.O.- Bhiduki Teh- Hodal, Distt- Palwal
42.	Ram Avatar	Sub-Inspector	V.P.O. Khandora Distt. Rewari
43.	Pritam Singh	Sub-Inspector	Vill- Sihi Sec.08,Near- P.O- Parjapat Mohala
44.	Hari Kishan	Sweeper	VPO-Kot,Teh-Hathin Distt-Palwal
45.	Ram Chander	Sweeper	H.No-137,Balmiki Basti, S Ballabgarh, Distt- Farida
46.	Ramesh Chand	Sweeper	V & PO - Uttawar, Teh – Hathin Distt - Mewat (Nuh)

47.	Sri Chand	Sweeper	Vill - Chhaprola, PO – Dhatir Teh & Distt - Palwal
48.	Devi Dayal	Ticket Verifeir	Vill-Sukhpura, PO-Chudiya, Teh - Khatri, Distt - Jhunjhunu(Raj)
49.	Om Prakash	Store Purchase officer	3119/47 Jawahar Colony N.I.T. Faridabad
50.	Ved Pal	Store Purchase Assistant	MCF - A - 296, Arya Nagar Ballabgarh, Faridabad
51.	Gaj Raj Singh	Store Keeper	Vill-Gailpur, Teh – Palwal Distt – Palwal
52.	Bachu Singh	Yard Master	Vill-banchari, Teh-palwal Distt-Palwal
53.	Ramesh Chand	Yard Master	H.No.158, Ward No.3, Krishna Colony Palwal,
54.	Anil Kumar	Computer Clerk	Vill- Bucholi, Teh- Mahendergarh Distt-Mahendergarh
55.	Virender	Computer Clerk	V.P.O. Mandkola, Teh- Hathin Distt- Palwal
56.	Vinod Kumar	Computer Clerk	Vill-Bahadarpur, Post-Tigaon Ballabgarh, Faridabad

## Chapter 3. Hazard Risk, Vulnerability and Capacity (HRVC) Assessment

### 3.1 Building Details

1	Number of buildings in the premises	Basement	(Yes / No) No												
		Storey	01												
2	Bus Stand Area	100 square feet													
3		No. of Rooms	Number of Staircases	No. of fire exits	No. of toilets male	No. of Toilets female	No. of Fire Extinguishers	No. of First Aid Boxes	Electric Panels	Drinking water points	Waiting room	Others	Canteen	Te a stall/ Kitchen	
	<b>Ground Floor</b>	9	-	-	2	2	-	-	1	4	1	-	2	1	
4	Location of														
	1. Enquiry cell	Ground Floor													
	2. Luggage Room	Ground Floor													
	3. Canteen	Adjacent to entrance													
	4. Staff Parking	Adjacent to entrance													
	5. Public Parking	Local Bus Stand													
	6. City Bus parking	Main Bus Stand													
	7. Long route bus parking	Inside bus stand campus													
	8. Workshop														

### 3.2 Possible Hazards:

Hazards (in and around the Bus Stand)	Hazard Probability (High / Med / Low)
Road Accidents	H
Flood	M
Earthquake	L
Building collapse	L
Epidemic / Contagious disease	L
Fire	H



Heat Wave	L
Cold Wave	L
Industrial / Chemical hazard	L
Stampede	M
Animal Bite	L
Snake Bite	L
Food Poisoning	L
Others (specify)	L
Staff strikes	M

### 3.3 Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
	<b>Inside Bus stand</b>	
1.	Gas cylinders	Canteens
2.	Other fuel (petrol/diesel/kerosene etc.)	Feeling station
3.	Chemical bottles	-
4.	Main Electrical Boards	Bus stand, workshop
5.	Hanging Electrical Wires	-
6.	Suspended Ceilings	-
7.	Unfixed Almirah/cabinets	Offices
8.	Unfixed wall Frames	-
9.	Doors/ Windows	Every room
10.	Open drains/ gutter	-
11.	Trees	-
12.	Defected staircases	-
13.	Severely cracked walls	-
14.	Others (specify)	-
	<b>Outside Bus stand</b>	
1	Trees	-
2	Power Lines	-
3	Towers	-
4	Others (specify)	-

### 3.4 Resource Inventory

#### A. Equipments within Bus Stand and also nearby Bus stand:

Sr. No.	List of Items	Details of the item	Person Incharge
1.	First Aid Kits	201	Conductors
2.	Fire Extinguishers	151 in Buses 15 in Workshop	Conductors Works Manager
3.	Sprinkler System	-	

4.	Ladder	Yes	Works Manager
5.	Rope	-	
6.	Stretchers	-	
7.	Torches	Yes	Watchman
8.	Hammers	10	Works Manager
9.	Generators / UPS	-	Works Manager
10.	Sand Buckets	5	Works Manager
11.	Gas cutter	1	Works Manager
12.	Welding set	1	Works Manager
13.	Crane – pickup wan	1	Works Manager
14.			

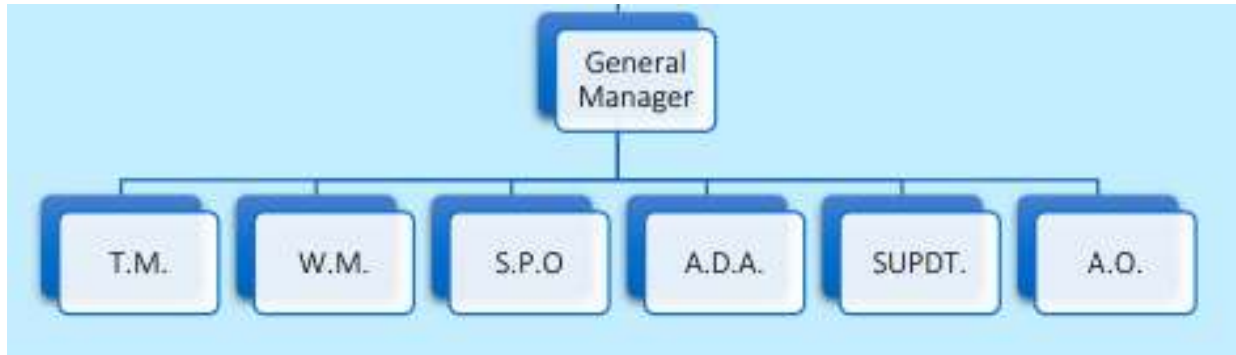
### B. Transport Facilities

Sr. No	Type of Vehicle	Total No
1	Car	1
2	Gyp	1
3	Pick-up	1
4	Truck	1
5	Diesel Tanker	1

### C. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Post	1.5	298071	Agra Delhi Stand, Palwal
2	Fire Station	1.5 km	252101	Fire Brigade, Agra Chwok, Palwal
5	General Hospital, Palwal	2 km	100	General Hospital,, Palwal
7	Ambulance Services	2 km	100	General Hospital,, Palwal

## Chapter 4. Response Mechanism



### A. Roles and Responsibility of Bus stand Disaster Management Committee (SDMC)

- Help Bus stand in preparation & evaluation of Disaster Management Plan
- Look into structural safety of Bus stand
- Work out financial aspects of preparedness & mitigation measures.
- Arrange conduct of Mock Exercises on various types of disasters twice a year.  
During disaster, help in coordinating various groups and teams

#### Suggested list for Bus stand Disaster Management Committee

Sr. No.	Designation	Role in BSDMC
1.	General Manager/ Transport Manager Haryana Roadways	Chairperson
2.	Bus Stand In Charge (SSI) act as incident commander	Vice Chairperson
3.	Staff Incharge	Member
4.	Workshop Manager	Member
5.	Staff Training Cell Incharge ( Trainers of Drivers and Conductors)	Member
6.	Representative from Revenue and Disaster Management Department/District Administration/ Municipal Corporation	Member
7.	Representative from Fire Services (from closest Fire Station)	Member
8.	Representative from Police department (from closest Police Station)	Member
9.	Representative from Health Department (local Doctor)	Member
10.	A warden from Civil Defence	Member

#### Bus Stand Disaster Management Committee

Sr. No.	Designation	Role in BSDMC
1	General Manager, Haryana Roadways, Palwal	Chairperson
2	General Manager, Technical, HR, Palwal	Vice Chairperson

3	Accounts Officer	Member
4	Works Manager	Member
5	Transport Manager	Member
6	SPO	Member
7	District Revenue Officer, Palwal	Member
8	Dy. Civil Sergyion, Palwal	Member
9	Dy. SP, Palwal	Member
10	Fire Station Officer, Palwal	Member

## **B. Teams Under Bus Stand Disaster Management Committee (BSDMC)**

- 1. Building Safety team/ Committee: Bus stand incharge** responsible for Safety Audits, Repairs and maintenance, maintenance of fire extinguishers, electrical appliances etc.
- 2. Staff Training Team:** Responsible for organizing regular Trainings of Drivers and Conductors for First Aid, Fire Safety and Rescue in case of any emergency

### **3. Evacuation Team**

#### **Roles and responsibilities:**

- Identify safer locations and routes.
- Prepare Bus stand location map and floor maps of the bus stand
- Prepare evacuation plan in consultation with bus stand disaster management committee
- Practice Duck, Cover & Hold at first sign of earthquake.
- Ensure evacuation in a disciplined manner along designated evacuation route.

<b>Sr. No.</b>	<b>NAME</b>	<b>Designation</b>
1.	Dharam Pal	Assisatnt
2.	Umesh Kumar	Junior Auditor
3.	Pitam Singh	Clerk
4.	Bhim Singh	Clerk
5.	Sunil Kumar	Clerk
6.	Prem Chand	Clerk

### **4. Fire Safety Team**

#### **Roles and responsibilities:**

- Proper maintenance of fire extinguishers. (Check the expire date)
- Ensuring proper fire extinguishers for proper site.
- Monitoring the electric supply points.
- Switch of the main power if possible in case of emergency.
- Members of this team should be able to carry and use fire extinguishers.

Sr. No.	NAME	Designation
1.	Hemraj	Clerk
2.	Man Singh	Inspector
3.	Amar Chand	Chowkidar
4.	Anoj Kumar	Clerk
5.	Vikram Singh	Clerk
6.	Bir Singh	Clerk

## 5. Search and Rescue Team

### Roles and responsibilities:

- After everyone is out take a round around the premises to see if anybody is left behind. (Note: not to go near the effected of danger zone).
- If there is a heavy earthquake situation, the team is not to go inside but to take a round from a safe distance from the building and call the emergency response team.
- If people are trapped identify if possible the areas where they are trapped.
- Brief the Emergency Response Team about the situation.

Sr. No.	NAME	Designation
1.	Tulsi Ram	Inspector
2.	RajMal	Chowkidar
3.	Kartar Singh	Clerk
4.	Dinesh Kumar	Clerk
5.	Rajesh Kumar	Clerk
6.	Panpat	Sub-Inspector

## 6. First Aid Team

### Roles and responsibilities:

- Administer first aid and record all cases & treatment.
- Accompany search & rescue teams during search.
- Help in evacuating seriously injured.
- Aid the physically handicapped.

Sr. No.	NAME	Designation
1.	Chaman Lal	Inspector
2.	Raj Kumar	Clerk
3.	Harish Chand	Sub- Inspector
4.	Harkesh Kumar	Sub Inspector
5.	Ramdev	Sub-Inspector
6.	Het ram	Sub-Inspector

## **7. Bus/Road Safety Team**

### **Composition**

- Drivers and Conductors (traveling in respective buses).

### **Roles and responsibilities:**

- Maintenance of first aid kits in buses
- Instruct passengers to crouch down between seats and in aisle until shaking stops, move out and stay till contact with DM department
- Assist giving first aid to injured
- Establish communication with local Control Room
- **Arrange the contact numbers of all hospitals falling on the bus route.**
- **Arrange contact numbers of police stations falling on the bus route**

## **Chapter 5. Mock-Drill**

Mock drills are the way of testing the Bus Stand Disaster Management Plan. The mock drill on earthquake, fire, etc. should be conducted once in every six months, and the deficiencies should be assessed for the purpose of updation of the plan. This section of the plan should clearly indicate the steps to be followed to conduct the mock drills and the responsibilities of the teachers, non-teaching staff and students should be delineated. If required, the bus stand authorities should invite the Fire Service Officers, doctors from Health Department, trainers from Red-Cross Society trained Civil Defence volunteers and volunteers from NGOs for support in conducting the mock drills.

### **Earthquake drill:**

1. Practice drop, cover and hold.
2. Once evacuation starts, evacuate buses in less than 1 minute without pushing and falling.
3. Evacuate bus stand in less than 4 minutes using different exits.
4. Look out for nears and dears
5. Stay away from weak areas / structures.
6. Perform head counts when reach at assembly area.
7. Help those who need assistance

### **Fire Drill:**

1. Evacuate from the site.
2. Practice Stop, Drop and Roll in case your clothes catch fire.
3. Cut off electricity from main switch and remove or close down gas connections.
4. Evacuate bus in less than 1 minute without pushing and falling.
5. In case of heavy smoke, crawl out safely from the bus.
6. Evacuate Bus stand in less than 4 minutes using different exits/fire exits.
7. Help those who need assistance.

## **Chapter 6 : Assessment check list**

### **A. Fire Safety Assessment**

1. Are fire extinguishers installed in the Bus stand?
2. Are they in working condition?
3. Are staff members trained to use fire extinguishers?
4. Are they located at appropriate positions (hazardous locations)?
5. Are they placed at appropriate height (accessible height)?
6. Are instructions indicated on extinguishers?
7. Is the language of instructions understood by all?
8. Is hydrant point in the Bus stand?
9. Are there Sand Buckets in the Bus stand? (specify in Numbers)
10. Are there Water Buckets in the Bus stand? (specify in Number)
11. Is emergency fire fighting training and SOP disseminated to the staff?
12. Are do's and don'ts displayed at appropriate locations?
13. Are emergency contact numbers displayed at appropriate locations?
14. Are Bus stand maps and escape routes displayed at appropriate locations in the Bus stand?
15. Is the emergency exit door present in the Bus stand?
16. Do you dispose flammable scrap at proper sight regularly?
17. Are the Fire Safety Norms followed in the Bus stand?
18. Is fire safety audit conducted annually?  
(Attach fire safety audit report)

### **B. Electrical Safety Assessment**

1. Is the central shutdown system in place?
2. Has the MCB system been installed?
3. Are the wires coated with insulating material?
4. Are receptacles installed to cover live wires?



5. Are electrical equipments and wires checked and replaced (if required) at every six months?
6. Are those equipments which get heated, installed at least 1 meter away from any kind of combustible material?
7. Is the earthing properly done in the Bus stand?
8. Is any defective electrical equipment in use in the Bus stand?

Specify:

9. Are there any lives wires lying or tangled in open?
10. Is any plug point used for multiple loads?

Specify at how many points:

(Attach electric safety audit report)

### **C. Non Structural Safety assessment**

1. Are the cabinets/*almirahs* placed away from exit doors?
2. Are cabinets/*almirahs* properly fixed to the wall?
3. Are these cabinets/*almirahs* empty on the top?
4. Are desk placed with proper distance between them for easy movement?
5. Are evacuation routes, passages and stairways clear from obstacles (like flower pots, cupboards, bookshelves, big dustbins etc.) for evacuation?
6. Are fans and lights secured with ceiling?
7. Are bottles used for storing the chemicals in laboratories secured and protected against shattering?

### **D. Structural Safety assessment**

1. How old is Bus stand building?
2. Is building structure earthquake resistant?
3. Is there any portion in the building which shows sign of cracks?  
If yes, specify the locations
4. Are the Building Safety Norms followed in the Bus stand?
5. Has the building safety audit conducted by the structural engineer?

**. Emergency Mock Drill Reporting Format**

Person Completing the Format/ Designation		Date
Time Alarm Sounded:	Time Drill Concluded:	Time to Evacuate
Type of Drill	Notification / Alert Method	Weather Conditions
<input type="checkbox"/> Fire / Evacuation <input type="checkbox"/> Bomb Blast <input type="checkbox"/> Shelter-in-Place <input type="checkbox"/> Earthquake <input type="checkbox"/> Medical Emergency <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
<b>Participants</b>		<b>Situation at Start of Drill:</b>
<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 Hours
Participants have 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		
<b>Problems Encountered</b>		
<input type="checkbox"/> Congestion in hallways <input type="checkbox"/> Alarm not heard <input type="checkbox"/> Employees unsure of what to do/doesn't <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 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 problems <input type="checkbox"/> Other:	
<b>Mitigation / Plans for Improvement</b>		
<input type="checkbox"/> Additional training for emergency response teams members. <input type="checkbox"/> Additional staff training <input type="checkbox"/> Address need for additional equipment/resources <input type="checkbox"/> Improved emergency supplies	<input type="checkbox"/> Cooperative planning with responders <input type="checkbox"/> Revised emergency response procedures <input type="checkbox"/> Other:	