

Office Disaster Management Plan

PHASE-I

GUIDELINES

(Focus on all existing hazards)



Bihar State Disaster Management Authority

(Disaster Management Department, Govt. of Bihar)

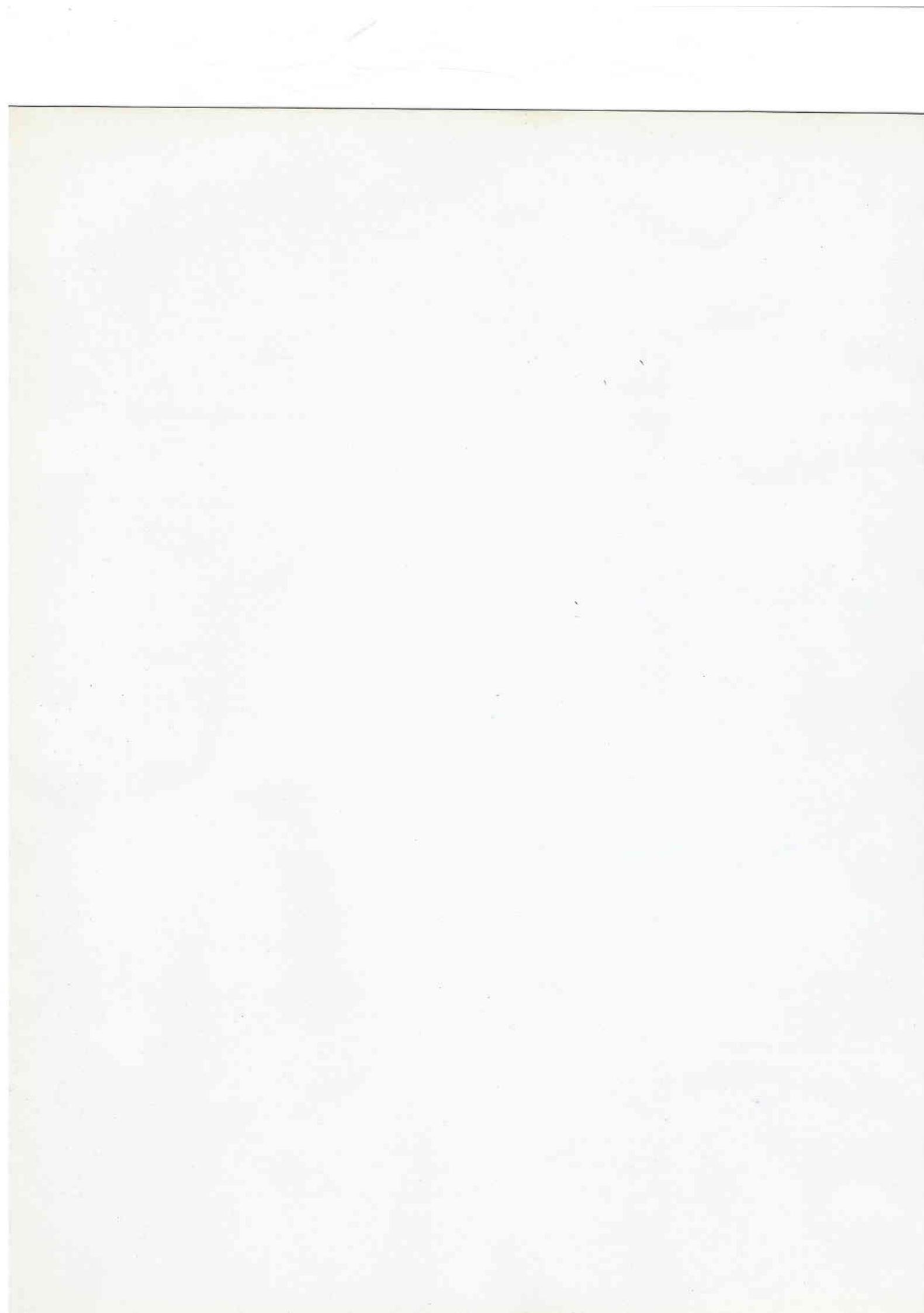
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Govt. of Bihar



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**CHIEF MINISTER
BIHAR**



FOREWORD

Bihar has been repeatedly hit by different disasters of serious magnitude with large scale devastation. Nepal-Bihar Earthquake 1934, Bihar Earthquake 1988, floods in 2004, 2007 & especially Kosi floods in 2008 has exposed the vulnerability of the state, its people, infrastructure and environment.

Disasters always need quick response to reduce the quantum of lives lost and property damaged. Past experiences have shown that the countries, where the government, people and volunteers were better prepared and joined hands together to face the calamities, have recovered faster than the countries that were not so prepared and organized.

Realizing the importance of holistic view on disaster management, Bihar State Disaster Management Authority (BSDMA) has developed guidelines & templates for **Office Disaster Management Plan (ODMP)** in light of the fact that new and complex challenges have emerged. Accordingly, ODMP needs to be undertaken to evolve a concrete action plan for all offices of Bihar from State headquarter to districts & police station level.

This document will help offices not only to prepare for responses but also to incorporate Disaster risk reduction in their day to day life.

I am happy to note that BSDMA is already practising this plan and they deserve commendation for their effort

A handwritten signature in black ink, appearing to read "नीतीश कुमार".

(Nitish Kumar)

आपदा नहीं हो भारी ।
यदि पूरी हो तैयारी ॥

**DEPUTY CHIEF MINISTER
BIHAR**



MESSAGE

Bihar is one of the most disaster prone states in the country and it is prone to multiple hazards. The geographical and topographical situations make the state highly prone to severe and moderate earthquake risks also. Out of the 38 districts in the state, a total no. of 8 districts fall under the highest earthquake seismic zone-V. Bihar is also prone to severe floods every year, affecting almost 28 districts. In addition to the above large scale hazards, the state suffers recurrent village fires during summer which causes loss of lives and livelihoods. Besides those, the state is also vulnerable to high speed winds, heat wave, Road accidents, chemical and industrial hazards, biological hazards such as epidemics. The development is impeded by these natural & manmade disasters.

The Disaster Management Act 2005 envisages a paradigm shift from the erstwhile response centric syndrome to a proactive, holistic and integrated management of disasters with emphasis on prevention, mitigation and preparedness. This national vision, inter alia, aims at inculcating a culture of preparedness amongst all stakeholders and training of different stakeholders is the most important tool to achieve this end.

To attain an effective and efficient Office Disaster Management Plan (ODMP), the pressing need was identification of specific hazards in the offices and formulating disaster response plan based on this assessment. With this objective, the Bihar State Disaster Management Authority (BSDMA) has done a systematic effort to identify the needs of the hour. This ODMP guidelines & template is a brilliant step towards attaining the objective of safer and disaster resilient Bihar.

I am happy to note that BSDMA is taking several important initiatives towards promoting a culture of preparedness and prevention in the state.

Patna

19/01/2013

(Signature)
23/1/13
(Sushil Kumar Modi,)

**Minister Disaster Management
BIHAR**



MESSAGE

Till recent times, the approach to Disaster Management has been reactive and relief centric. A paradigm shift has now taken place at the national & state level from the relief centric syndrome to holistic and integrated approach with emphasis on prevention, mitigation and preparedness. These efforts are aimed to conserve developmental gains as also minimize losses to lives, livelihood and property.

Preparation of guidelines for various types of disasters constitutes an important part of the mandate of the Bihar State Disaster Management Authority. Formulation of guidelines & template on Office Disaster Management Plan (ODMP) is an important landmark in this direction.

Keeping the vulnerabilities and hazard profile of Bihar in mind, the ODMP is definitely a major step towards the future where a holistic, uniformed and well structured disaster response and mitigation planning will hold the key to an efficient and successful disaster management. The vision is to minimize loss of life and property by strengthening and standardizing response mechanisms, proper scaling of resources, appropriate training at different required levels in the offices and prevention of incidents by spreading a culture of awareness, alertness and preparedness amongst the people.

Let us prepare and prevent, than repair & repent.

Patna

29/01/2013


(Renu Kumari Kushwaha)

Vice- Chairman,
Bihar State Disaster Management Authority
Government of Bihar



MESSAGE

It is usually seen that offices & organisation don't have **Office Disaster Management Plan (ODMP)** though they keep facing various disaster - fire being one of them, which causes destruction of assets, important documents, files and property etc.

Section-32 of Disaster Management Act-2005 makes it mandatory that every government office should prepare an Office Disaster Management Plan of its own.

Bihar has experienced disasters over decades but sufficient attention was not given to the impact of disasters on offices nor to deal with it. Government offices play a vital role in managing disasters and any defunct in these places could affect the overall response strategies consequently.

Taking this into account, BSDMA has recognised the importance of Disaster management plan for each office starting from a practice of its own office at Pant Bhawan and commenced its efforts to come up with separate guidelines and template in this regard.

Evolving the State Guidelines and Template for **Office Disaster Management Plan** has been a very challenging process since this is the first ever document being put together on this subject. It is intended that all offices of state government without any exception, will prepare an office disaster management plan for example Health Department will prepare ODMP of its own department and insure that all its medical colleges, hospitals, PHCs including additional PHCs will have ODMP. Likewise in the education department starting with their own department and process will be extended right from primary schools to colleges & universities.

These guidelines will give a boost to the efforts for managing office disasters and strengthen the state vision of moving towards a more proactive pre-disaster preparedness and mitigation-centric approach. These

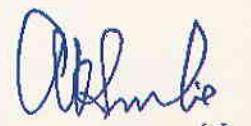
guidelines contain all the details that are required by planners and implementers and will help in the preparation of disaster preparedness plans by all the departments and district administrations in Bihar.

I express my deep appreciation for the wholehearted support and cooperation of various stakeholders and my team in BSDMA especially Mr. Vishal Vasvani, Consultant (Unicef) in preparation of this work.

BSDMA will be happy to support and extend its technical assistance, guidance in preparing this plan wherever required.

Patna

09/01/2013


(Anil K. Sinha)

**Chief Secretary Bihar
cum
CEO, BSDMA**



पत्रांक-10 / विविध / आ०प्र०प्रा०-३९ / २०११ / / प्राधि०

अत्यावश्यक
महत्वपूर्ण

बिहार सरकार
बिहार राज्य आपदा प्रबंधन प्राधिकरण
(आपदा प्रबंधन विभाग)
पंत भवन, द्वितीय तल, पटना-१

१३१

प्रेषक,

मुख्य सचिव, बिहार

—सह—

मुख्य कार्यपालक पदाधिकारी,
बिहार राज्य आपदा प्रबंधन प्राधिकरण।

सेवा में,

सभी प्रधान सचिव / सचिव, बिहार, पटना

सभी प्रमंडलीय आयुक्त, बिहार

सभी जिला पदाधिकारी, बिहार

सभी पुलिस अधीक्षक

पटना-१५, दिनांक-

विषय:- माननीय मुख्यमंत्री, बिहार—सह—अध्यक्ष, बिहार राज्य आपदा प्रबंधन प्राधिकरण की अध्यक्षता में प्राधिकरण की बैठक में दिनांक-०८.०५.२०१२ को लिये गये निर्णय के अनुसार सभी विभागों/कार्यालयों का आपदाओं से बचाव हेतु “कार्यालय आपदा प्रबंधन योजना”—Office Disaster Management Plan (ODMP) तैयार करने के संबंध में।

महाशय,

बिहार राज्य आपदा प्रबंधन प्राधिकरण की छठी बैठक दिनांक-०८.०५.२०१२ में लिये गये निर्णय के आलोक में बिहार राज्य आपदा प्रबंधन प्राधिकरण द्वारा एक “कार्यालय आपदा प्रबंधन योजना”—Office Disaster Management Plan (ODMP) तैयार करने हेतु एक Template एवं मार्गदर्शिका (Guidelines) तैयार की गयी है।

मार्गदर्शिका की प्रति संलग्न करते हुये कहना है कि राज्य के सभी विभागों एवं उनके अधीनस्थ सभी स्तर के कार्यालयों की “कार्यालय आपदा प्रबंधन योजना” हो जिससे आपदा के समय जान—माल के साथ—साथ सरकारी संपत्ति की सुरक्षा हो सके। स्वास्थ्य विभाग के अन्तर्गत मेडिकल कॉलेजों से प्राथमिक स्वास्थ्य केन्द्रों तक एवं शिक्षा विभाग के अधीन विश्वविद्यालयों/कॉलेजों एवं सभी विद्यालयों तक आपदा प्रबंधन योजना तैयार करना अपेक्षित होगा जहाँ जान—माल की क्षति की समावना ज्यादा रहती है। कोई भी विभाग अथवा कार्यालय इस योजना की तैयारी में अपवाद नहीं होगा।

विषय की महत्ता को देखते हुए सभी विभाग/कार्यालय/संस्थान के प्रधान से अनुरोध है कि वे दो माह के अंदर “कार्यालय आपदा प्रबंधन योजना” (ODMP) तैयार करना सुनिश्चित करेंगे तथा अनुपालन प्रतिवेदन प्राधिकरण कार्यालय को भी भेजेंगे। किसी भी प्रकार के परामर्श के लिये बिहार राज्य आपदा प्रबंधन कार्यालय से संपर्क किया जा सकता है।

विवास्थाजन,

(अशोक कुमार सिन्हा)

मुख्य सचिव, बिहार

—सह—

मुख्य कार्यपालक पदाधिकारी,
बिहार राज्य आपदा प्रबंधन प्राधिकरण





1. Context

i. Background

Bihar is located in the eastern part of the country (between 83°-30' to 88°-00' longitude). It is an entirely land-locked state and lies mid-way between the humid West Bengal in the east and the sub humid Uttar Pradesh in the west which provides it with a transitional position in respect of climate, economy and culture. It is bounded by Nepal in the north and Jharkhand in the south. The Bihar plain is divided into two parts by the river Ganga which flows through the middle from west to east. There are **38 Districts in the State having 8,442 Panchayats**. There are **853 numbers of Thana** (police stations) in the state. The total population of the State is crossing **10,38,04,637 as per 2011 Census** (provisional) which is equal to **8.58% of the total population of India**.

ii. Vision

The State's vision is to build a safer and disaster resilient Bihar by developing a holistic, proactive, multi-disaster and technology driven strategy for Disaster Management. This will be achieved through inculcating a culture of prevention, mitigation and preparedness to reduce the impact of disasters on people & development gains. The entire process will centre stage the community and will be provided momentum and sustenance through the collective efforts of all government agencies supported by Non-Governmental Organisations (NGOs) and other agencies.

The aim of Office Disaster Management Plan is to reduce risk in offices by appropriate risk reduction measures, preparedness and response planning.

iii. Disaster Risk in Bihar

Bihar is the third most populated state in the country with population crossing 100 million people. The state faces flood, earthquake, drought, cyclones, heat waves, and cold wave as well recurrent fires in villages during summer. 33% of the state receives less than 750 mm rainfall, making Bihar chronically a drought-prone state. Bihar is not only prone to floods and droughts, it is also highly vulnerable to earthquakes being situated in the seismic **zone IV and V**. Bihar accounts for **16.5% of the flood-prone area** and 22% of the flood-affected population in India which exceeds a fifth of India's population. Further, more than half of the population in Bihar lives under potential risk of flooding during the annual monsoon adds to their existing vulnerability and pushes them deeper into poverty.

The **Kosi flood of 2008** was one of the most disastrous floods in the history of Bihar. The flood killed 250 people and rendered 3 million people homeless. More than 300,000 houses were destroyed and at least 340,000 hectares (840,000 acres) of crops were damaged.



The recent Earthquake of Sikkim on a richter scale of 6.8 has also exposed the vulnerability existing in Bihar.

iv. Paradigm shift- Disaster Management Act - 2005

From a response and relief-centric approach to a proactive, and comprehensive mindset towards DM covering all aspects right from prevention, mitigation, preparedness to rehabilitation, reconstruction and recovery.

It also provides for:

- The creation of a policy, legal and institutional framework, backed by effective statutory and financial support.
- The mainstreaming of multi-sectoral DM concerns into the developmental process and mitigation measures through projects.
- A continuous and integrated process of planning, organising, coordinating and implementing policies and plans in a holistic, community based participatory, inclusive and sustainable manner.

The Disaster Management Act 2005 defines disaster as “a catastrophe, mishap, calamity or grave occurrence affecting any area, arising from natural or manmade causes, or by accident or negligence which results in substantial loss of life or human suffering or damage to, and destruction of, property, or damage to, or degradation of, environment, and is of such a nature magnitude as beyond the coping capacity of the community of the affected area”.

Before this act, the disasters were defined only in terms of their natural origin but this definition widened the scope of disaster management by bringing all types of disaster including human induced disaster under its ambit. The Disaster Management Act lays down legal, financial, institutional and coordination mechanisms at the National, State, District and Panchayat levels.

v. Bihar State Disaster Management Authority (BSDMA):

Bihar SDMA was constituted in Nov 2007, The DM Act mandates the SDMA to lay down policies and guidelines for State and Departments to draw their plans. In essence, the SDMA will concentrate on prevention, mitigation, preparedness, rehabilitation and reconstruction. It will coordinate the enforcement and implementation of policies and plans.

iv. 5th BSDMA meeting

During the fifth meeting of the Authority, Hon'ble CM, who also Chairs the Authority took the decision that the guidelines and template of ODMP should be prepared for all offices of Bihar.



2. ODMP

i. Guiding Principles

- To identify the hazard and vulnerabilities present in the office .
- To identify and implement the measures to be adopted for prevention and mitigation of disasters.
- To implement the capacity building and preparedness measures to be undertaken for reducing the hazard risk and vulnerabilities.
- To fix the roles and responsibilities of each staff of the office in relation to the measures specified above.
- To lay down the roles and responsibilities of staffs in responding to any threatening disaster situation or disaster.
- To reviewed and update the ODMP after every six months.

3. First Phase

i. Identification of hazards

The approach to the preparation of the ODMP should be holistic and it should address all the existing hazards of the state. It should also take into account past lessons and experiences and build on good existing systems at different levels. It should address the need to streamline the systems and develop operational and management procedures.

Since ODMP is new concept in Bihar and in its initial phase the plan has limited itself to common disasters like earthquake, fire, flood etc.

ii. Level of Disasters

The levels of disasters have already been categorised and disseminated as L0, L1, L2 and L3, based on the ability of various authorities to deal with them.

L0 denotes normal times which are expected to be utilised for close monitoring, documentation, prevention, mitigation and preparatory activities. This is the planning stage where the plans right from community to the State level shall be put in place. Training on search and rescue, rehearsals, evaluation and updating inventory for response activities will be carried out during this time.

- L1 specifies disasters that can be managed at the district level, however, the state and centre will remain in state of readiness to provide assistance if needed.



- L2 specifies disaster situations that may require assistance and active participation of the state, and the mobilisation of resources at the state level.
- L3 disaster situations arise from large scale disasters where districts and the state may not have the capacity to respond adequately and require assistance from the central government for reinstating the state and district machinery.

First phase of ODMP will cover the common and frequent disasters, the level at which the ODMP will be prepared will depend upon the hazard profile of the district and the past disasters and their intensity.

4. Guiding Principles of ODMP

i. Participatory Approach

Participation from users is now thought to be a prerequisite for any disaster management plan. Working with a participatory planning approach improves motivation, learning and self-realization, sense of ownership and self-esteem, and the possibility among the stakeholders that the identified problems and solutions will truly reflect their needs.

The plans should be prepared through a participatory approach including identification of vulnerabilities and risks, and also be holistic, inclusive, sustainable and environment friendly. The ODMP should be sensitive to the special needs of vulnerable staff such as physically challenged persons and women. A good ODMP is only achieved through participatory approach and activities that build the capacities of working staff to cope with and minimise the effects of a disaster on their lives and work.

ii. Safety First

Safety first is a term used to describe the way in which safety is prioritised and managed in the workplace, and often reflects “the attitudes, beliefs, perceptions and values that employees share in relation to safety”.

The concept explains how the lack of knowledge and understanding of risk and safety by the employees and organizations aggravate the impact of disaster.

5. Division of ODMP

i. Response Plan

Incident Response Plans are sometimes called Emergency Management Plans. Either term is acceptable, so long as the plan's composition is consistent with good incident



response practice. An Incident Response Plan establishes the recommended organization, actions, and procedures needed to:

- Recognize an incident and respond to it
- Assess the situation quickly and effectively
- Notify the appropriate individuals and organizations about the incident.

Planning for any ‘incident’ requires responding to the 4 questions: What, When, How long & How severe? for example:

- In a Cyclone, one knows what, when and how long- but severity is unknown .
- In an Earthquake , one knows what and how long- but neither when nor how severe it is.
- In a Pandemic, one knows what & when- but neither length nor severity is known .

The best way for scenario building is by preparing for the worst case scenario happened in past and if history is not available, then preparing according to hazard profile and zoning of the region.

The response in ODMP deals with early warning, evacuation and response by various teams.

ii. Mitigation Plan

The mitigation is the act of making a condition or consequences less severe. It can also be defined as the steps taken to contain or reduce the effects of an anticipated or already occurred disastrous event. One example of mitigation would be to avoid buying property that is exposed to hazards, e.g. in a flood plain, in areas of subsidence or landslides.

6. Components of ODMP

i. Identification & Listing of all Existing Hazards

Hazard identification is the process used to identify all the possible threatening situations in the workplace where people may be exposed to injury, illness or disease. The objectives of ODMP are to provide and maintain a safe and healthy workplace.

To effectively manage your office (including health and safety at your workplace) and discharge your moral and legal obligations, it is imperative for office administration to perform the following actions:

- Any potentially hazardous situations (which may cause injury, illness or disease) in your workplace to be identified on an ongoing basis before they occur;
- The likelihood of each of the hazardous situations occurring to be assessed;



- If there is any likelihood of occurrence, appropriate measures to prevent them from occurring to be identified and effectively implemented; and the measures to be continually reviewed to ensure their effectiveness.

Employees working in the offices have day to day experiences of hazards and hence they should be involved in the hazard identification process. Advice should also be sought from people who are associated with the activities and processes in the area because they may provide valuable input. The hazard identification can also be divided into seasonal and non-seasonal hazards. Under seasonal hazards flood, cyclone and epidemic can be marked, whereas non-seasonal can be earthquake, fire, building collapse.

ii. Assessment

Once the hazards have been identified, they should be listed for an assessment to be carried out in consultation with the relevant expert and employees.

The purpose of assessment is to determine whether there is any likelihood of injury, illness or disease associated with each of the potentially hazardous situations identified in the hazard identification process by considering the following :

- Whether any person (workers and visitors) would be exposed to the identified situations under all possible scenarios
- What existing measures are in place to protect the health and safety of people who may be exposed; and
- How adequate the existing measures are for protecting the health and safety of people who may be exposed.

Under ODMP initially five assessments are considered necessary for basic safety and security.

- a. Fire Safety Audit
- b. Electrical Safety Audit
- c. Data Safety
- d. Furniture Mishap
- e. Building Safety Audit

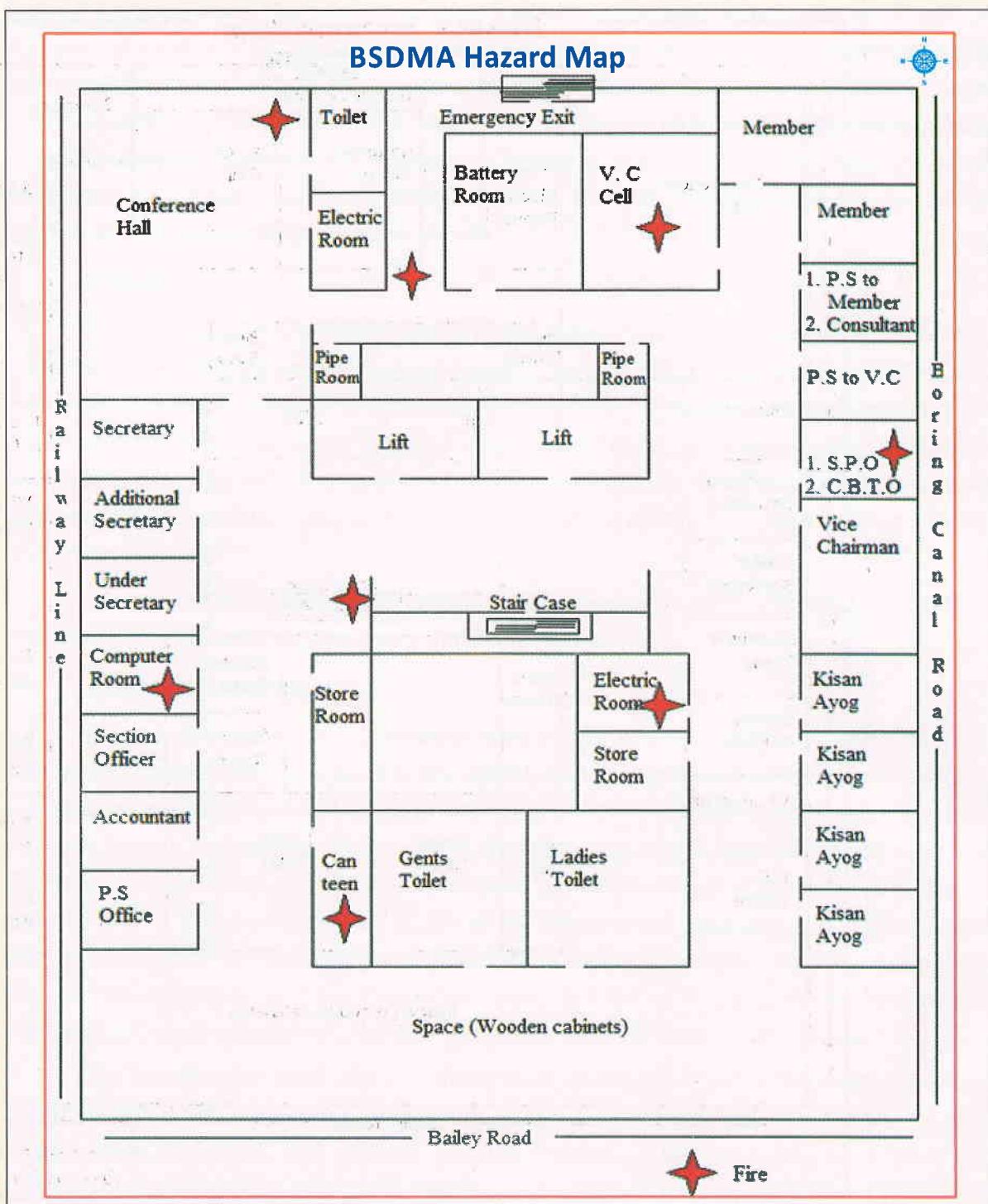
iii. Map Making

Though the maps can be defined as the diagrammatic representation of an area of land or sea showing physical features, cities, roads, etc., in planning response, the maps can provide a real and holistic picture of the incident. Under ODMP, the map making exercise represents the mapping the possible hazard areas, risk areas and resources located within office. The maps which are useful in the plan are the following:



a. Hazard map

The map showing the potential source of hazards like a weak or near collapse areas, old ruined furniture, store room, pantry, vulnerable area or group or areas which can be potential source of damage or are at risk due to the hazard.

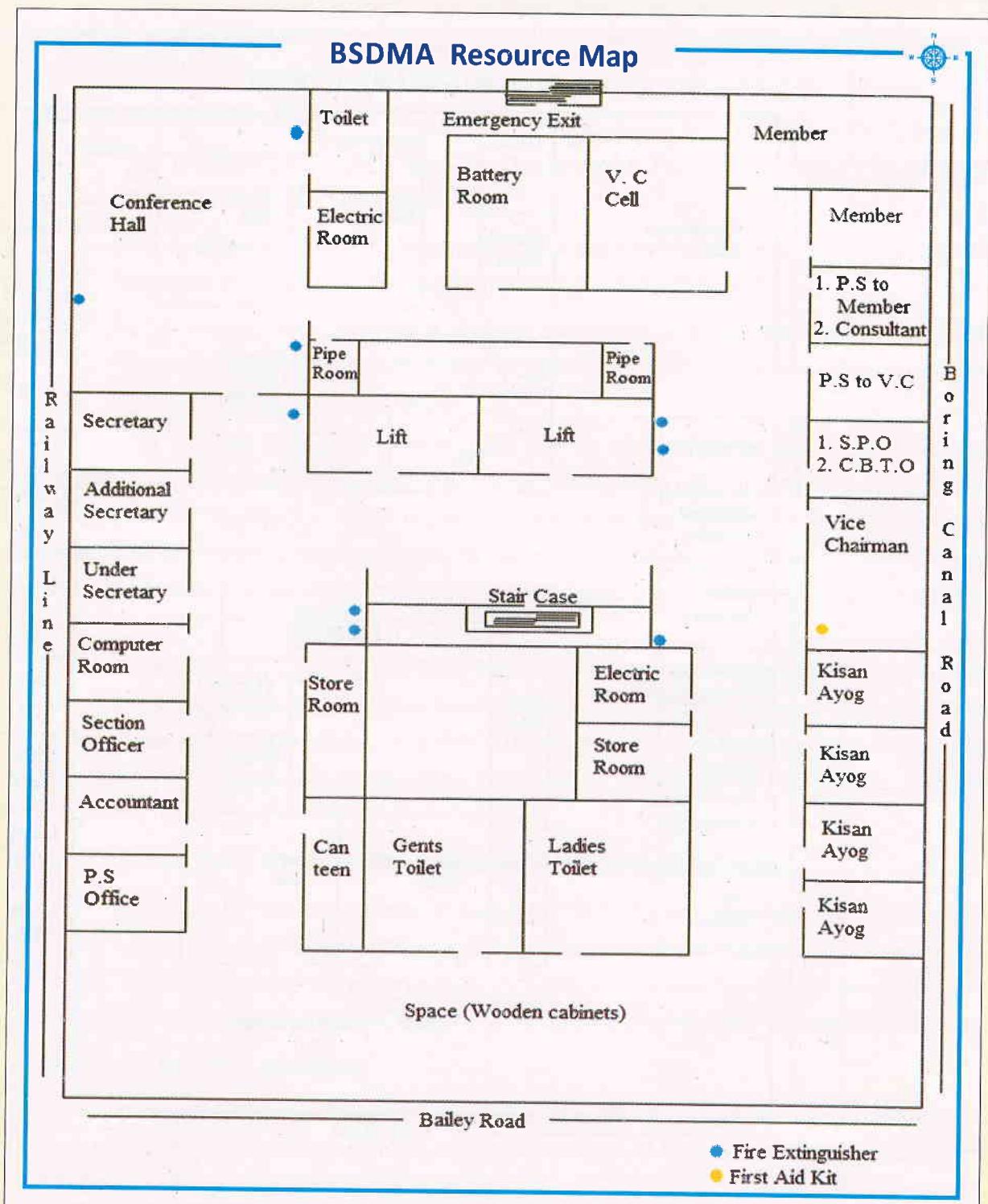


Specimen copy for reference



b. Resource map

The resource map shows the location of resources and facilities like fire extinguishers, hydrants (sand buckets & water sources) rope, whistle, ladder, torch etc.

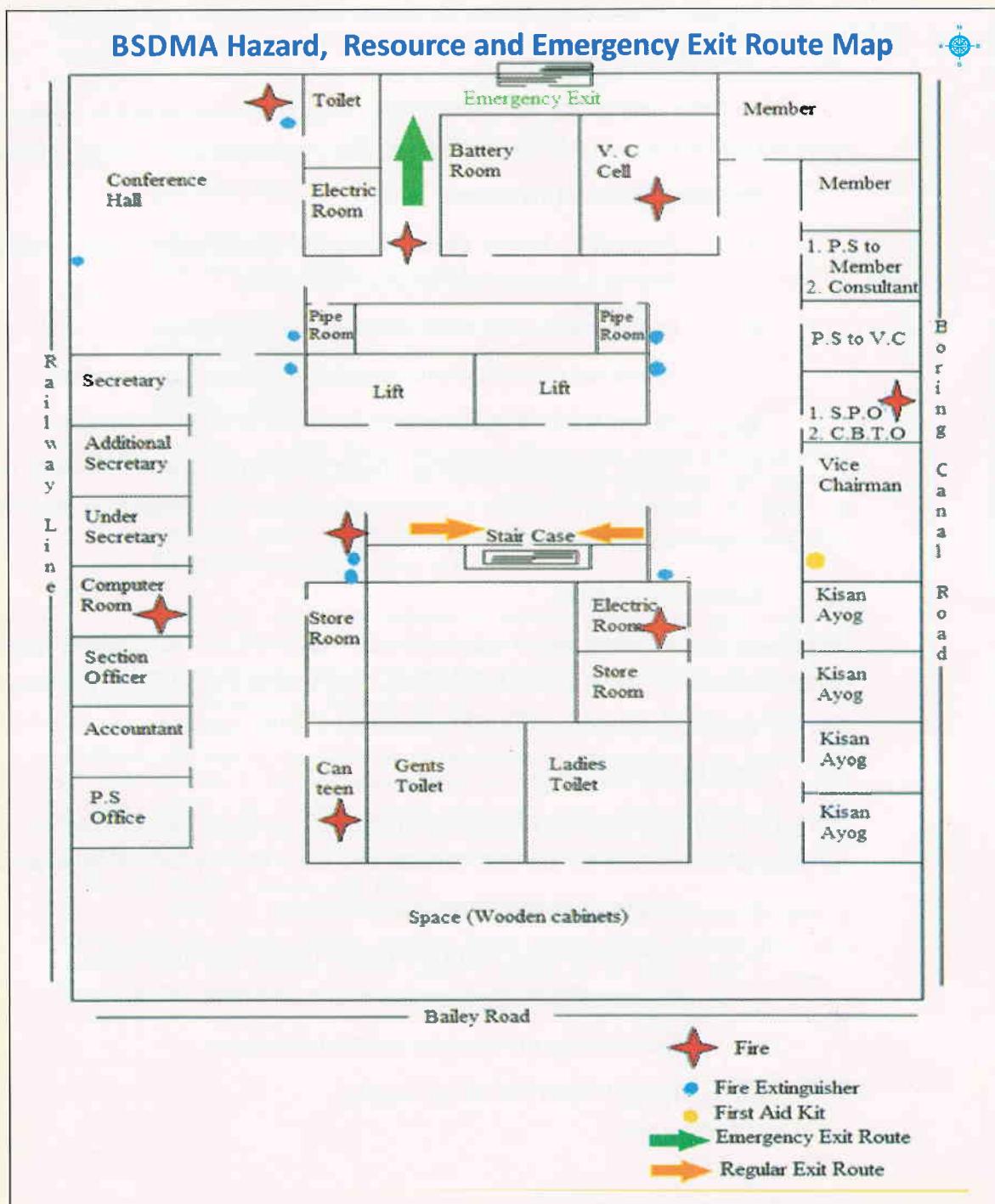


Specimen copy for reference



C. Safety route map and Common meeting point

The safety route map shows the alternative routes clearly marked on maps and displayed at all important places like reception area, toilets, pantry, near staircase etc. so that it is visible to staff and visitors. These evacuation maps should show the emergency exits, list the assembly area and highlight the safe evacuation routes out of the building.



Specimen copy for reference



iv. Formation of Teams

a. Early Warning

The warning of the impending disaster must reach every single person in the office, thereby allowing people to take timely action to protect their lives. Accurate information should be provided regularly as events unfold. Information flows quickly and reliably upwards to manager/administrator level and downwards up to security guard level

b. Search & Rescue

To trace and locate people who are trapped or distressed in office, to rescue these persons, move them to safe locations identified in advance and to arrange for further care.

Responsibilities of S&R team

- a. 3-member teams search assigned areas; other team members stay with Search & Rescue Coordinator for support.
- b. Locate and quickly move victims to a safe location.
- c. Spend not more than one minute with each rescued victim
- d. Report the findings to Search & Rescue Team Coordinator.
- e. Other Search & Rescue Team Members are dispatched to areas where needed, only after receiving reports on initial search from all Search & Rescue Teams.

c. Communication

Members of Communication teams should have all the emergency numbers like fire, ambulance, police, and District authorities. They should know how to handle equipments and must be aware of whom to inform in a given situation.

d. Safety & First Aid

Team has to provide primary first-aid to the injured until advanced medical care is provided and the patient is transported to a hospital. **The team has the following responsibilities :**

- a. Setting up first-aid area in a safe place.
- b. To secure first-aid supplies and its regular maintenance.
- c. To coordinate with Search and Rescue Teams.
- d. Determining the need for medical assistance.
- e. To administer first aid as needed.



v Resource Facility

The physical, technical and financial resources that are available with different employees and office should be enlisted (number, type, location, condition etc), which could be utilized for emergency response when needed. A list of emergency responders like Police, Ambulance, PWD, Fire, Hospitals, and District Magistrate with contact details should also be prepared.

vi. Training & Mock-Drill

Mock drill is an exercise / scenario organized to assess the level of preparedness and to ascertain the response procedure pertaining to any disaster is followed.

- To test emergency preparedness level of the office.
- To correct mistakes of various role players in the office.
- To avoid misunderstanding in roles and responsibilities
- To have a better coordination among the teams
- To make the employees used to reacting instantly/correctly
- To check proper functioning of instruments used by disaster response teams as per ODMP guidelines.

The training is necessary component of the plan to develop the skills of the staff/ employees. The following training can be imparted :

- a. **First-Aid**
- b. **Fire Safety**
- c. **Search & Rescue**
- d. **Early warning & Evacuation**

vii. Plan Update

The office plan needs to periodically evaluated and updated. The suggested period for plan updating is 6 months whereas all important numbers must be updated quarterly. This is the responsibility of the floor safety warden, he/she has to make sure that the plan is effective and is taken seriously by all concerned.

7. The Road Ahead

The ODMP is just a beginning. Our aim is to reach each and every household of Bihar and transform our vision “Disaster Risk Reduction for all” to each and every section of the society.



8. Annexure-i

दफ्तर में जब आग लगे...

आग लगने से पहले

✓ क्या करें



रेत भरी
बालिहां
तैयार
रखना

✗ क्या ना करें



अधिग्रहण का प्रयोग
नहीं
जानना



निकासकी
योजना स्वं
अधिग्रहणक
यांत्र तैयार
रखना



प्रायमिक
चिकित्सा
किट तैयार
रखना



बिजली
के सॉकेट
पर अधिक
भार देना



ऑफिस
बढ़ होते समय
बिजली के
उपकरण बंद
न करना



दृप्ति में जब आग लगतो...

आग लगने पर

✓ क्या करें



रुकें,
लेटें
लुटकें

✗ क्या ना करें



छिपती
का मैन सिवच
ऑफ नहीं
करना

कमरे में
घुआंभरने पर
घुटनों के बल
रेंगना



आग
लगने पर
झैंझैर-उथर
भागना

रेत की
बालिट्हों स्वं
अधिनष्ठामक
यत्र का प्रयोग
करना



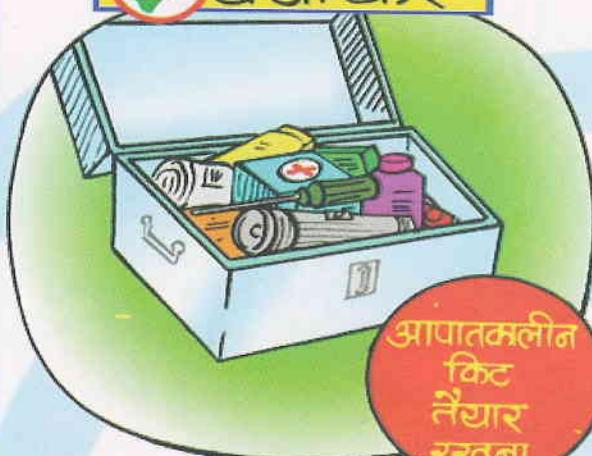
दमकल
को फोन
नहीं
करना



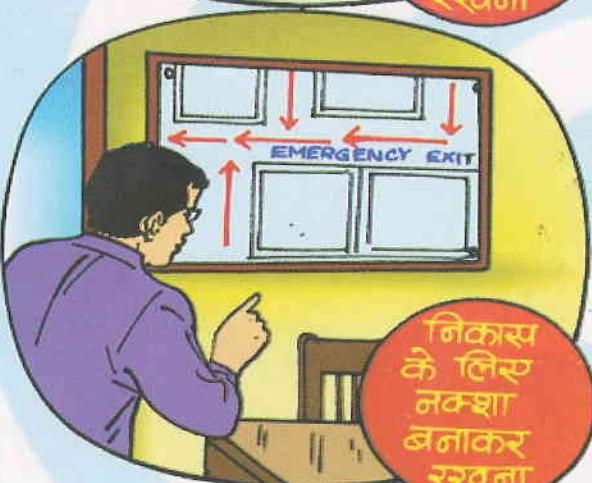
जब ऑफिस में आर्स भूकंप...

भूकंप से पहले

✓ क्या करें



आपातकालीन
किट
तैयार
रखना

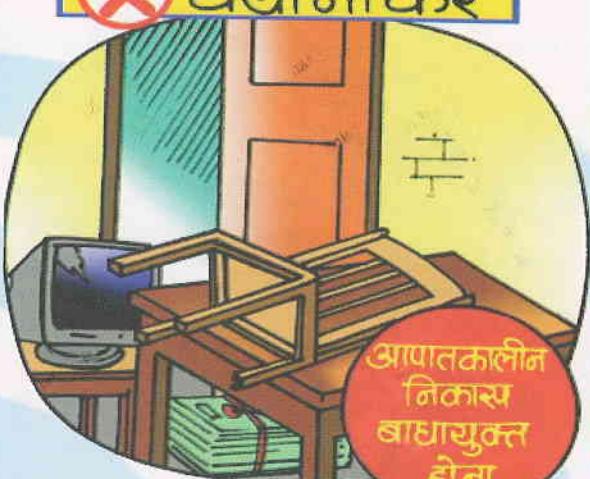


निकास
के लिए
नक्शा
बनाकर
रखना



आलमीरा
की दीवार से
'रल' क्षजि से
कम कर
रखना

✗ क्या ना करें



आपातकालीन
निकास
बाधायुक्त
होना



फाँसी की
तस्वीरें द्या
डिस्प्ले बोर्ड
सुरक्षित तरीके
से न टांगना



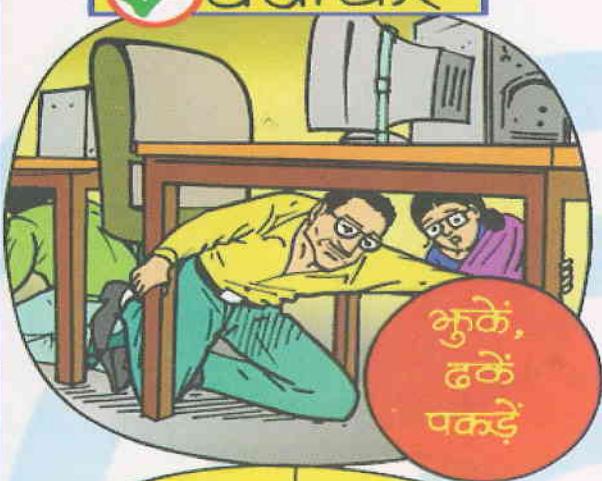
काम
करने की जगह
पर करीब में
आलमीरा
रखना



जब ऑफिस में आर्स भूकंप...

भूकंप के दौरान

✓ क्या करें



झुकें,
ढंकें
पकड़ें

✗ क्या ना करें



आलमारी
के पास रहना

दो
दीवारों के
कोने में खड़े
हो जाएं



भारती
लिफ्ट का
प्रयोग
करना

रुट

बिजली
की ऊपूर्ति
बंद कर
दें

स्क्रिडमी,
रवास्कर कंच
की स्क्रिडकी के
पास रहना





ऑफिस में जब तंबियत किंगड़ जाए..

✓ क्या करें



भरपुर
ऑफिसीजन
के लिए रखुमे
में दिटा
हैं।



आस्पास
भीड़ न
लगाना



प्राथमिक
चिकित्सा
किट का
इस्तेमाल
करना



फर्ट स्ड
बॉक्स लौशो
की पहुंच के
स्थान पर
रखना



तुरंत
अस्पताल
ले जाना



तुरंत
परिजनों को
स्थित
करना



8. Annexure-ii

Office Disaster Management Plan Report format

Name of the Organisation/Department : _____

Address: _____

District: _____ Pin Code: _____

Phone Number: _____ Fax: _____

Date of completing the Plan: _____

Proposed date for updating the Plan: _____

Name of the Officer Incharge of preparing ODMP: _____

Designation: _____

Email: _____ Mobile No. : _____

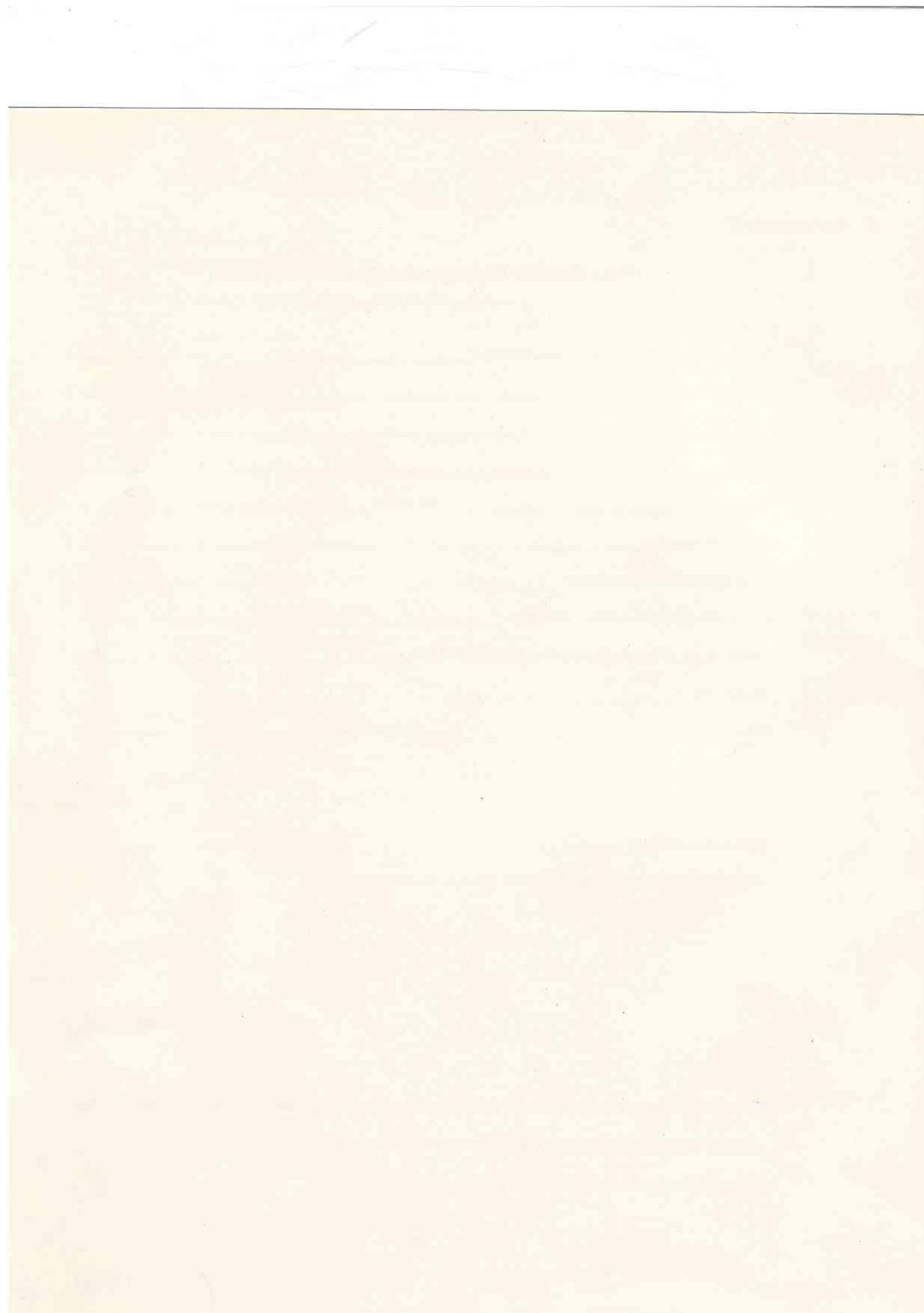
Signature with Seal: _____

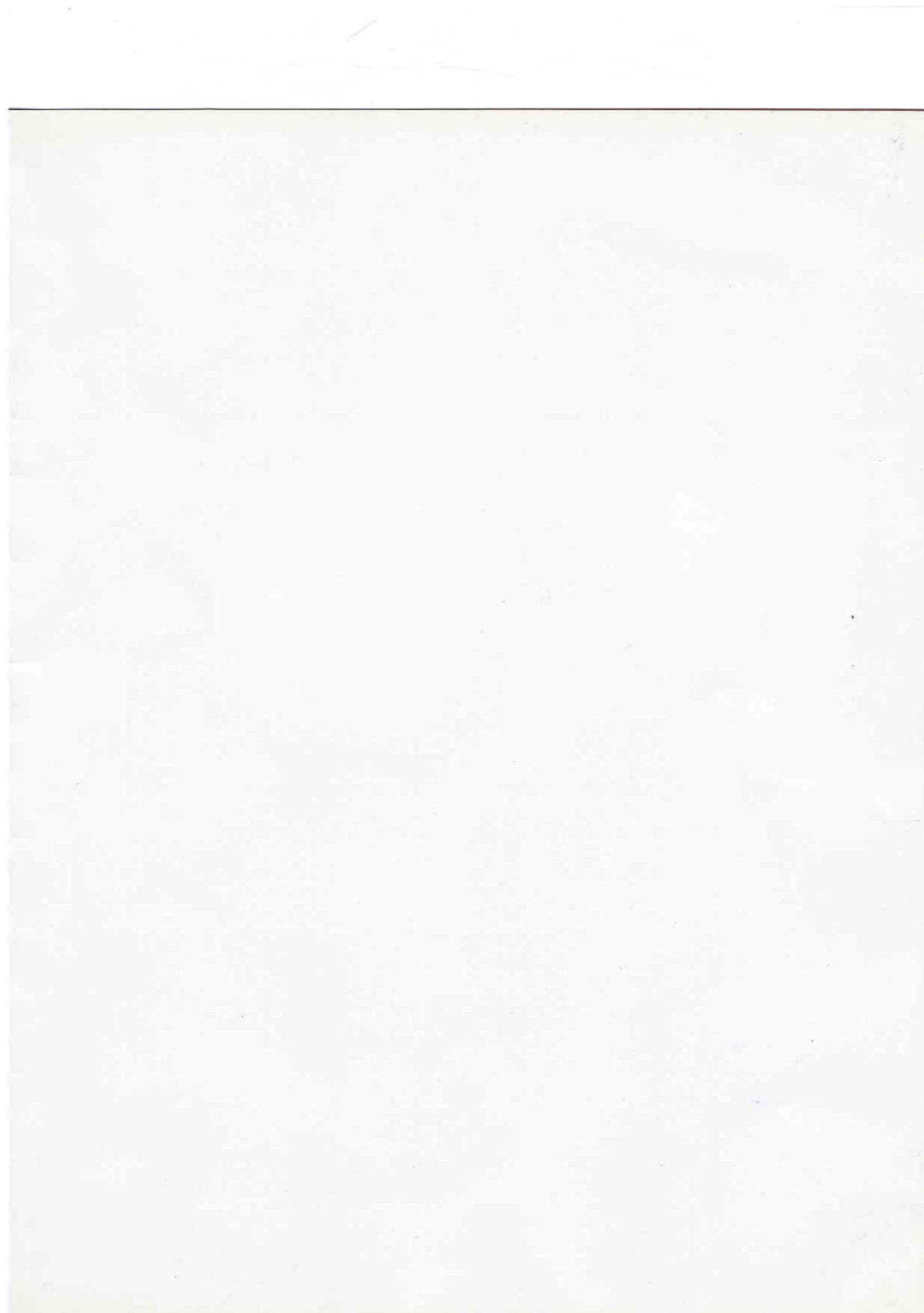
Challenges faced in preparing ODMP- (Attach sheet if required)

- 1.
- 2.
- 3.
- 4.

Kindly Fax this report to the Secretary Bihar State Disaster Management Authority (BSDMA) on fax number: 0612-2532311 with copy to respective District Magistrate.

Or email this report to: odmreport@bsdma.org





आपदा नहीं हो भारी ।
यदि पूरी हो तैयारी ॥



बिहार स्टेट टेक्स्टबुक पब्लिशिंग कॉरपोरेशन लि० पाठ्य-पुस्तक भवन, बुद्ध मार्ग, पटना-८०० ००१ द्वारा आदेशित
तथा न्यू फाइन आर्ट ऑफसेट पटना द्वारा ७००० प्रतियाँ मुद्रित