



Bihar State Disaster Management Authority
 (Disaster Management Department, Govt. of Bihar)

OFFICE DISASTER MANAGEMENT PLAN

Template

“Prepare Your Plan Today, Tomorrow May Be Too Late”

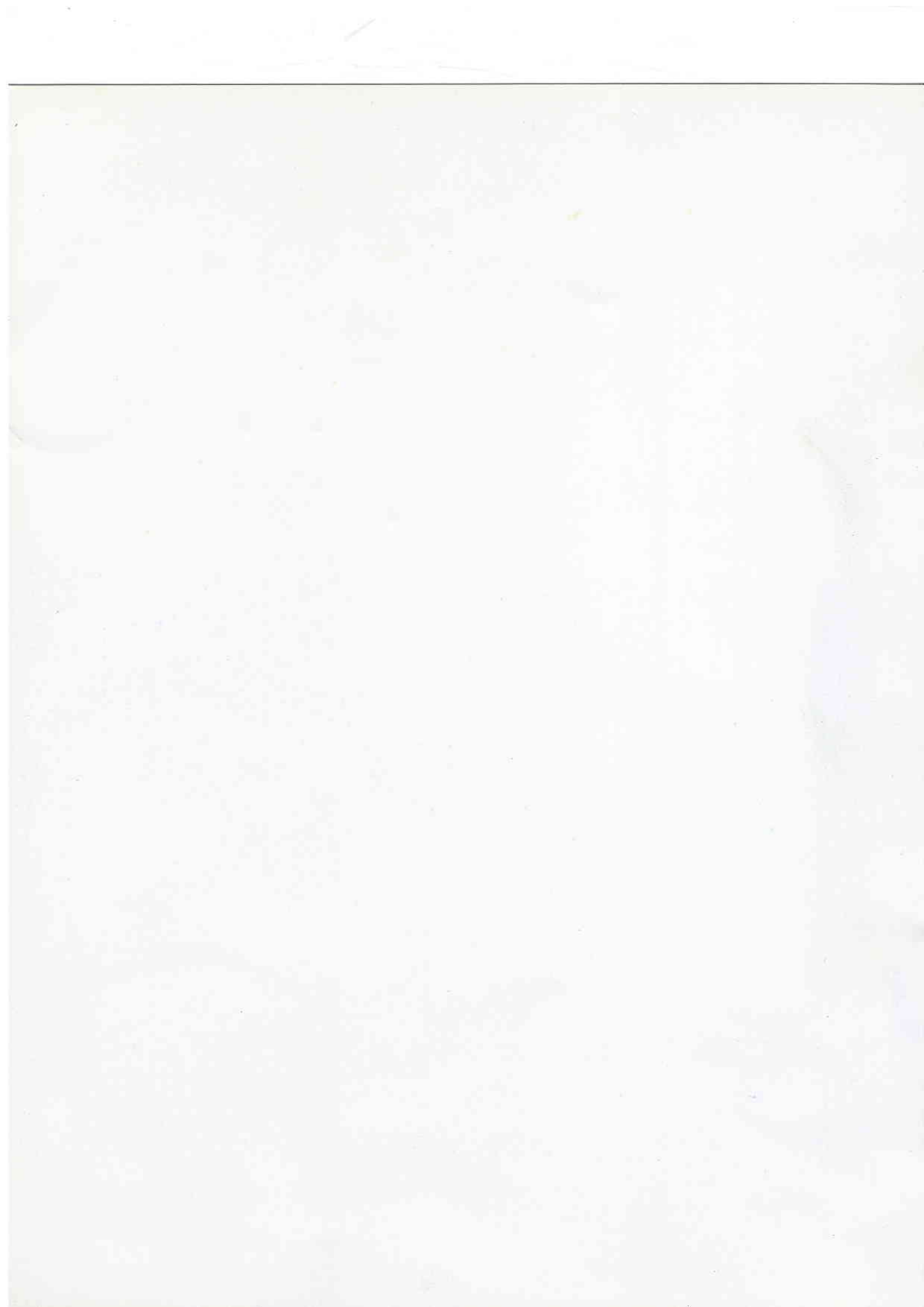
PHASE-I

(Focus on all existing hazards)



Name of the Department/Organisation: _____

Address: _____



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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


(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

(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
30/07/2012



(Anil K. Sinha,)
IAS (retd.)

Chief Secretary Bihar

cum

CEO, BSDMA



अत्यावश्यक
महत्वपूर्ण

पत्रांक-10/विविध/आ0प्र0प्रा0-39/2011/...../प्राधि0

बिहार सरकार

बिहार राज्य आपदा प्रबंधन प्राधिकरण

(आपदा प्रबंधन विभाग)

पंत भवन, द्वितीय तल, पटना-1

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-15, दिनांक-

विषय:- माननीय मुख्यमंत्री, बिहार-सह-अध्यक्ष, बिहार राज्य आपदा प्रबंधन प्राधिकरण की अध्यक्षता में प्राधिकरण की बैठक में दिनांक-08.05.2012 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-08.05.2012 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 संभावना 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।

विश्वासभाजन,

(अशोक कुमार सिन्हा)

मुख्य सचिव, बिहार

-सह-

मुख्य कार्यपालक पदाधिकारी,
बिहार राज्य आपदा प्रबंधन प्राधिकरण

1. Introduction

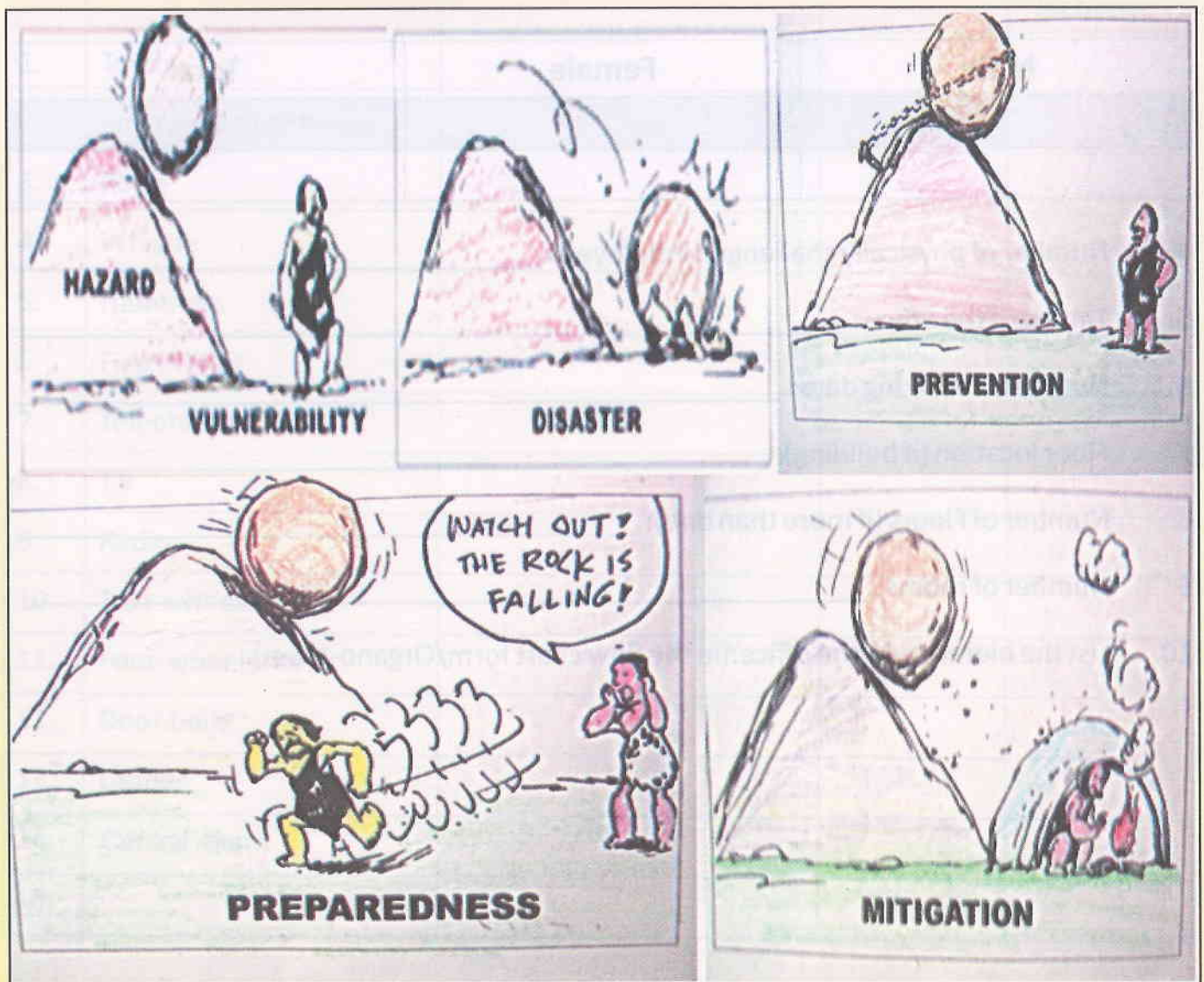
Annexure-I (Do's & Don'ts)

Waste Management Strategy



1. TERMINOLOGY

1. **HAZARD:** Any source of potential damage, harm or adverse health effects on something or someone under certain conditions at work.
2. **VULNERABILITY:** Degree to which people, property, resources, systems, and cultural, economic, environmental, and social activity is susceptible to harm, degradation or destruction on being exposed to a hostile agent or factor or hazard.
3. **RISK:** A probability or threat of damage, injury liability, loss, or other negative occurrence that is caused by internal or external vulnerabilities.
4. **DISASTER:** Incidence causing large scale man and material damage and disrupts the normal functioning of the Society that goes beyond their capacity of coping and demands external help.



2. PROFILE

2.1 Office Profile

1. Name of the department/office: _____
2. Address: _____

3. No. of employees: _____

3.1 Give details

Male	Female	Total

4. Number of physically challenged employees: _____
5. Timing of the office : _____
6. Number of working days : _____
7. Floor location (if building): _____
8. Number of Floors (if more than one): _____
9. Number of rooms: _____
10. List the hierarchy in the office:(in the flow chart form/Organo-gram)

In case of Emergency

2.2 Employees Details

S. N.	Name of the Employee	Mobile No.	Address	Contact No. in Case of Emergency Name/Number
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

Bihar State Disaster Management Authority

S. N.	Name of the Employee	Mobile No.	Address	Contact No. in Case of Emergency Name/Number
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				

(Attach extra sheet, if required)

Bihar State Disaster Management Authority

3. IDENTIFICATION & LISTING OF ALL HAZARDS

S.No	Existing Hazards	Past History (year)	Probable month of Occurrence (Seasonal Disasters)											
			J	F	M	A	M	J	J	A	S	O	N	D
1.	Flood													
2.	Cyclone													
3.	Epidemic													
4.	Earthquake		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5.														

S.No	Hazards	Past History (year) (With Damage Description)
1.	Earthquake	
2.	Fire	
3.	Building Collapse	
4.	Flood	
5.		

4. ASSESSMENT

4.1 Fire Safety Assessment

Tick (✓) for Yes and (X) for No

- ⊙ Are Fire extinguishers installed in the office?
- ⊙ Are they the appropriate ones for the office?
- ⊙ Are they in working condition?
- ⊙ Are they located at appropriate positions?
- ⊙ Are instructions indicated on the extinguishers?
- ⊙ Is the language of instruction understood by all employees?
- ⊙ Are they placed at appropriate height?
- ⊙ Is hydrant present in the office?
 - a. Sand Buckets (numbers)
 - b. Water Buckets (numbers)
- ⊙ Is facility of separate water tanker available in the office?
- ⊙ Is emergency fire fighting training and SOP disseminated to the staff?
- ⊙ Is the inspection conducted periodically?
- ⊙ Are do's and don'ts displayed at appropriate locations within office?
- ⊙ Are employees aware of emergency contact numbers?
- ⊙ Are office maps and escape route displayed in the office?
- ⊙ Is the emergency exit door present in the office?
- ⊙ Which direction do the doors open?(put a tick if it opens towards outside)
- ⊙ Do you dispose newspapers and other flammable scrap regularly?

(Note: Attach the Fire Safety Audit Report)

4.2 Electrical Safety Assessment

Tick (✓) for Yes and (X) for No

- ⊙ Is the central shutdown system in place?
- ⊙ Has the MCB* system installed?
- ⊙ Are the wires coated with insulating material?
- ⊙ Are the electric aisles removed before closing the office?
- ⊙ Are receptacles installed to cover live wires?
- ⊙ Are electrical equipments and wires checked and replaced at regular intervals?
- ⊙ Are those equipments, which get heated installed at least 1 meter away from any kind of highly combustible materials?
- ⊙ Is the earthing properly done in the office?
- ⊙ Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system?

Tick (✓) for No and (X) for Yes

- ⊙ Is there any wiring running under rugs, over nails, or across high-traffic areas?
- ⊙ Is any defective equipment in use in the office?
Specify: _____
- ⊙ Are there any live wires lying or tangled in the open?
- ⊙ Is electricity tapped at any electrical joint?
- ⊙ Is any plug point used for multiple loads?
Specify at how many points: _____

(Note: Attach the Electrical Safety Audit)

* MCB or Miniature Circuit Breaker works as a normal electrical circuit breaker but is a much smaller device.

4.3 Data Safety

Tick (✓) for Yes and (X) for No

- ⊙ Does the office have the list of all important documents? (Guard file*)
- ⊙ Does the office have at least one soft copy of such documents?
- ⊙ Has at least one soft copy of such documents stored in the office e-mail account?(which should be secure)
- ⊙ Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down?
- ⊙ Have such documents been stored away from places which can catch fire easily? For example- PC, printer, AC and joint of cables or circuits.
- ⊙ If office is under flood risk, If yes, does the important files placed above the risk level ?

Tick (✓) for Yes and (X) for No

4.4 Non-Structural Safety Assessment

- ⊙ Are cabinets placed away from the exit door?
- ⊙ Are they properly fixed to the wall?
- ⊙ Are these cabinets empty on the top?
- ⊙ Are desks placed with proper distance between them for easy movement?
- ⊙ Are working desks placed at a proper distance from heavy electrical equipments? eg. Xerox machine
- ⊙ Are window/ split ACs/ coolers properly clamped with the wall?
- ⊙ Are computers (desktops) clamped properly on the table?

4.5 Structural Safety Assessment

Tick (✓) for Yes and (X) for No

How old is your building? _____ years

Is the building structure earthquake resistant?

Is there any portion in the building which shows sign of cracks?

If yes then specify the locations (balcony, corridors, windows, doors)

Has the building safety audit conducted by a structural engineer?

(Note: Please attach Building Safety Audit)

5. MAP MAKING

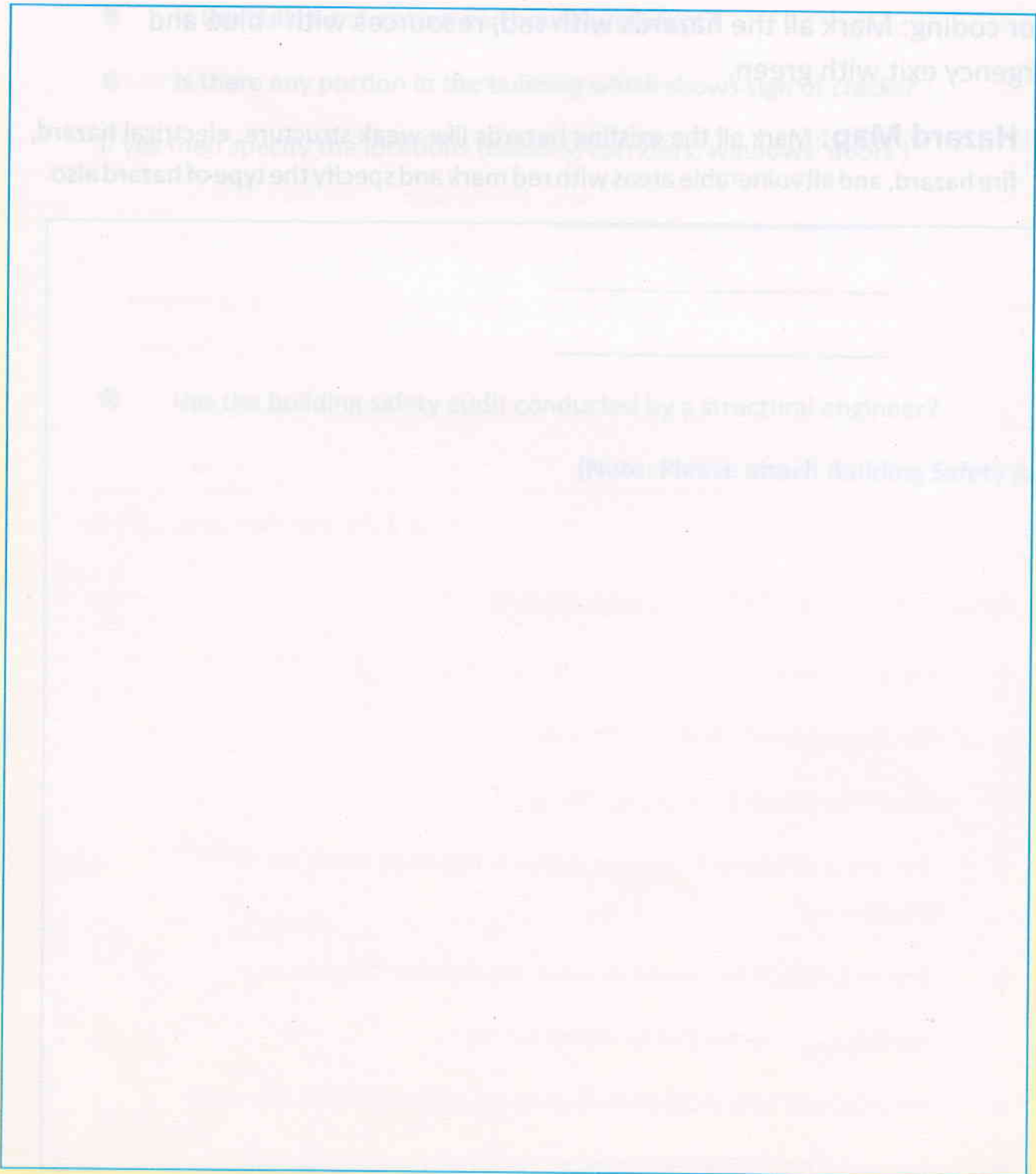
Hazard, Resource & Emergency Exit Map

Color coding: Mark all the hazards with red, resources with blue and emergency exit with green.

5.1 Hazard Map: Mark all the existing hazards like weak structure, electrical hazard, fire hazard, and all vulnerable areas with red mark and specify the type of hazard also.

<p>1. Are such documents kept stored away from places which can catch fire easily? For example: TV, power AC and part of wires or circuits.</p> <p>2. If officials under flood risk in your office, are important files placed above the flood level?</p>	<p>Tick (✓) for Yes and (X) for No</p>
Non-Structural Safety Assessment	
<p>1. Are cabinets placed away from the exit door?</p> <p>2. Are they properly fixed to the wall?</p> <p>3. Are these cabinets empty on the top?</p> <p>4. Are desks placed with proper distance between them for easy movement?</p> <p>5. Are working desks placed at a proper distance from heavy electrical equipments? eg. Rammer machine.</p> <p>6. Are window/ split AC/ coolers properly clamped with the wall?</p> <p>7. Are computer (desktop) monitors properly on the table?</p>	

5.2 Resource Map: List and mark all existing resources in terms of material, equipment etc for example: torch, rope, hydrants (sand/water buckets), fire extinguishers, early warning system.



5.3 Safety Route Map: Mark all the existing exits including emergency exits

<p>Are fire extinguishers installed in the office?</p> <p>Are they the appropriate ones for the office?</p> <p>Are they in working condition?</p> <p>Are they located at appropriate positions?</p> <p>Are instructions displayed on the extinguishers?</p> <p>Are the languages of instructions understood by all employees?</p> <p>Are they placed at appropriate height?</p> <p>Are fire hydrants present in the office?</p> <p>Sand Buckets (numbers) <input type="checkbox"/></p> <p>Water Buckets (numbers) <input type="checkbox"/></p> <p>Are facilities of separate water-cum-urinals available in the office?</p> <p>Are emergency fire fighting training and SOP disseminated to the staff?</p> <p>Are the inspections conducted periodically?</p> <p>Are do's and don'ts displayed at appropriate locations within office?</p> <p>Are employees aware of emergency contact numbers?</p> <p>Are office maps and escape routes displayed in the office?</p> <p>Are the emergency exit doors present in the office?</p> <p>Which direction do the doors open (put a tick if it opens towards outside)?</p> <p>Do you dispose newspapers and other flammable scrap regularly?</p>	
---	--

5.4 Common Meeting Point Map: Please indicate the common meeting point in case of disaster, on the map. This point shall not be located inside the office, rather in open space near building or outside the building .

Are the wires coated with insulating material?

Are the electric wires removed before closing the office?

Are receptacles installed to cover live wires?

Are electrical equipments and wires checked and replaced at regular intervals?

Are those equipments, which get heated, stored at least 1 meter away from any kind of highly combustible materials?

Is the earthing properly done in the office?

Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system?

Tick (✓) for No and (X) for Yes

Is there any wiring running under mats, over mats, or across high traffic areas?

Is any defective equipment in use in the office?

Specify: _____

Are there any live wires lying or tangled in the open?

Is electricity tapped at any electrical joint?

Is any plug point used for multiple loads?

Specify at how many points _____

[N.B. Attach the Electrical Safety Certificate]

6 FORMATION OF TEAMS

Assign the details about Safety wardens:

S.no	Name Safety Warden	Floor Location	Contact details
1.	Building Safety Warden		
2.	Floor Safety Warden		
3.			
4.			
5.			
6.			
7.			
8.			

6.1 Early Warning Team:

Overall objective is to ensure that:

- The warning of the impending disaster reaches 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.

Members of Early Warning team

S.no	Name	Address	Contact Number
1.			
2.			
3.			
4.			
5.			
6.			
	Epidemic		

6.2 Search & Rescue Team

Objective: To trace and locate people who are physically trapped and distressed in office, to rescue these persons, move them to safe locations identified in advance and to organize further care.

Members of Search & Rescue team

S.no	Name	Address	Contact Number
1.			
2.			
3.			
4.	Building		
5.	Collapse		
6.	Flood		

6.3 Communication Team

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

Members of Communication team

S.no	Name	Address	Contact Number
1.			
2.			
3.			
4.			
5.			
6.			

6.4 Safety & First-Aid Team:

Objective of First Aid team is to provide primary health care to the ill or injured until advanced medical care is provided and the patient is transported to a hospital.

Member of Safety & First-Aid team

S.no	Name	Address	Contact Number
1.			
2.			
3.			
4.			
5.			
6.			

Basic First Aid Kit:

 Thermometer	 Sterile Gauze	 Scissor	 Paracetamol Tablet
 ORS	 Glucose Powder	 Elastic Bandage	 Sterile Gloves
 Absorbent Cotton	 Adhesive Bandage	 Antiseptic lotion	 Analgesic Spray

Note : Expiry date should be checked and replaced by new one.

7. RESOURCE FACILITIES

S.no	Name	Address	Distance in Km	Contact numbers
1.	Hospital/health care			
2.	Police station			
3.	Fire Brigade			
4.	Ambulance			
5.	District Magistrate			
6.	Jal-Nigam			
7.	Municipality			
8.	PWD			
9.				
10.				

8. TRAINING & MOCK DRILLS Tick (✓) for Yes and (X) for No

1. Are employees trained in Safety and first-aid?

1.1 Indicate the number of trained employees _____

2. Are employees trained for search and rescue?

2.1 Indicate the number _____

2.2 Do employees have the Search and rescue equipments?

3. Specify the list of equipments

S.no	Name of the equipment	Number of equipments	Location	Person Incharge
1.	Torch			
2.	Emergency light			
3.	Rope			
4.	Whistle			
5.	Hammers			
6.	First-Aid kit			
7.	Telephones			
8.	T.V			
9.	Radio			
10.	Two-wheelers			
11.	Four-wheelers			
12.	Door bells			
13.	Ladder			
14.	Central Alarm			
15.				

4. Training

S.no	Name of the training prog.	Last conducted (date)	Number of employees attended	Which organisation conducted
1.	First-aid			
2.	Fire safety			
3.	Search & Rescue			
4.	Early warning			
5.				
6.				
7.				
8.				

5. Mock-drills

S.no	Name of the training prog.	Last conducted (date)	Number of employees attended	Which organisation conducted
1.	Fire			
2.	Earthquake			
3.	Flash flood			
4.	Evacuation			
5.				
6.				
7.				
8.				

9. PLAN UPDATE

- ☉ Ideally the plan must be updated every 6 months.
- ☉ The contact details must be updated every 3 months.
- ☉ The plan should be explained by floor safety warden to the new employees.

Plan Updating Format:

S.no	Plan Updating date	Person who updated	Signature of concerned authority
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

"Preparation is the best solution"

10. Annexure

10.1 Annexure-I (Do's & Don'ts)

दफ्तर में जब आग लगे...
आग लगने पर

✓ क्या करें	✗ क्या ना करें
 <p>रुकें, लेटें लुढ़कें</p>	 <p>खिजली का मेन स्विच ऑफ नहीं करना</p>
 <p>कमरे में धुआं भरने पर घुलनों के बल रेंगना</p>	 <p>आग लगने पर इधर-उधर भागना</p>
 <p>रत की बाल्टियों एवं अग्निशामक यंत्र का प्रयोग करना</p>	 <p>दमकल को फोन नहीं करना</p>

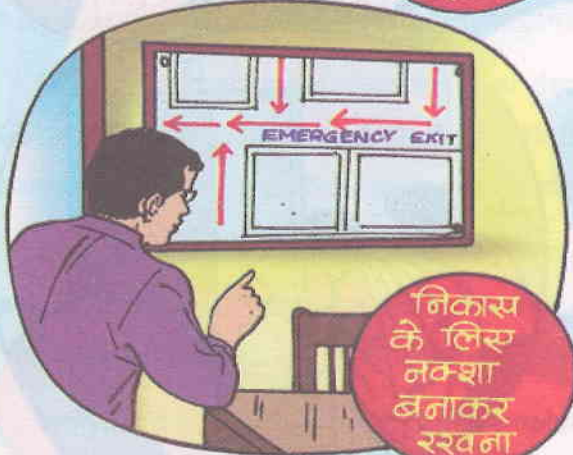
जब ऑफिस में आरंभ भूकंप...

भूकंप से पहले

✓ क्या करें



आपातकालीन किट तैयार रखना



निकास के लिए नक्शा बनाकर रखना



आलमोरा को दीवार से 'रख' कब्जे से कर रखना

✗ क्या ना करें



आपातकालीन निकास बाधायुक्त होना



कांच की तस्वीरें या डिस्प्ले बोर्ड सुरक्षित तरीके से न टांगना



काम करने की जगह पर करीब में आलमोरा रखना

जब ऑफिस में आरंभ भूकंप...

भूकंप के दौरान

✓ क्या करें



✗ क्या ना करें



ऑफिस में जब तबियत बिगड़ जाए..

✓ क्या करें



भरपूर
ऑक्सीजन
के लिए रकुले
में निटा
दें।



आसपास
भीड़ न
लगाना



प्राथमिक
चिकित्सा
किट का
इस्तेमाल
करना



फर्स्ट स्ट्र
डॉकर्स लोगों
की पहुंच के
स्थान पर
रखना

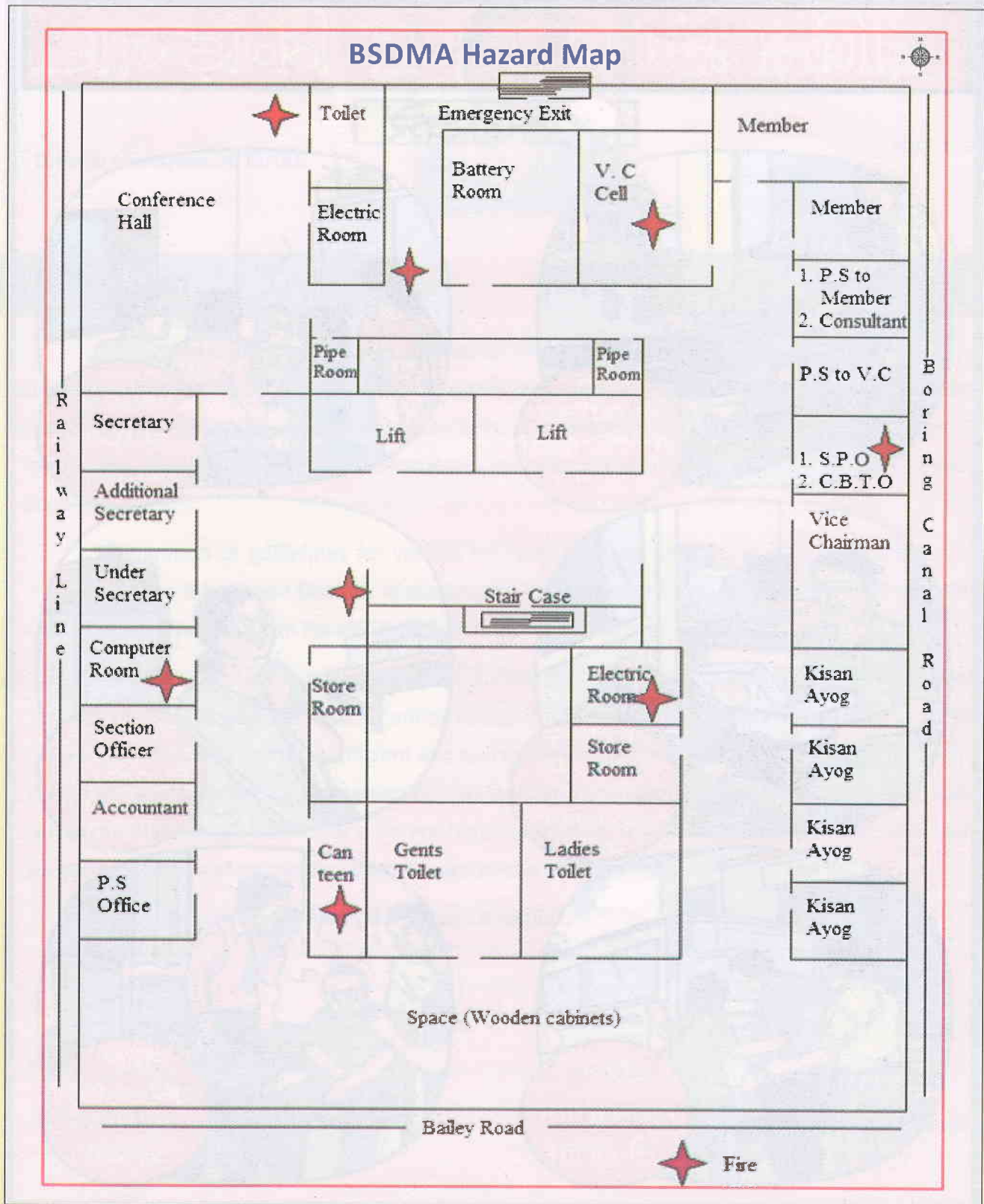


तुरंत
अस्पताल
ले जाना

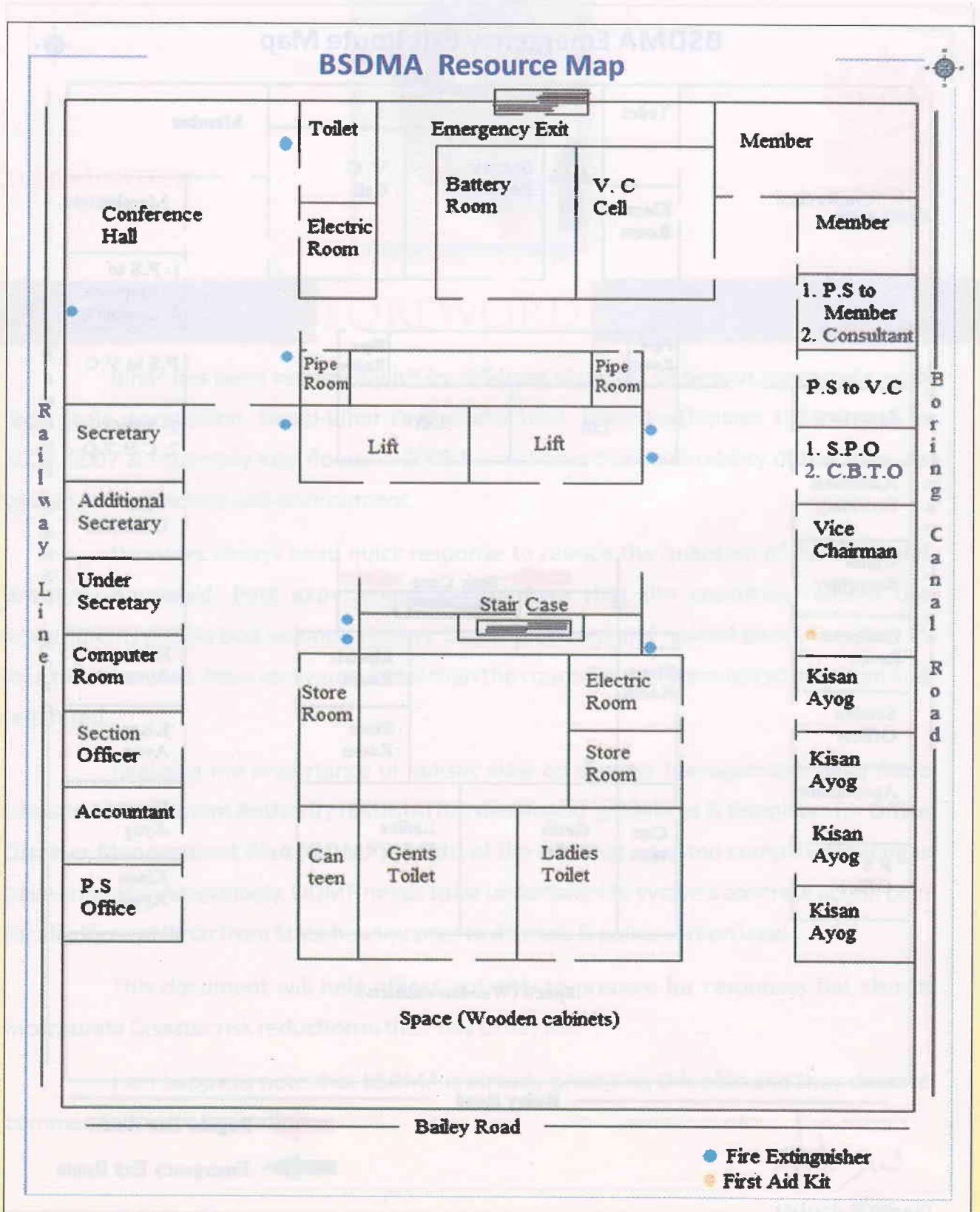


तुरंत
परिजनों को
सूचित
करना

10.2 Annexure-II (Specimen Map)

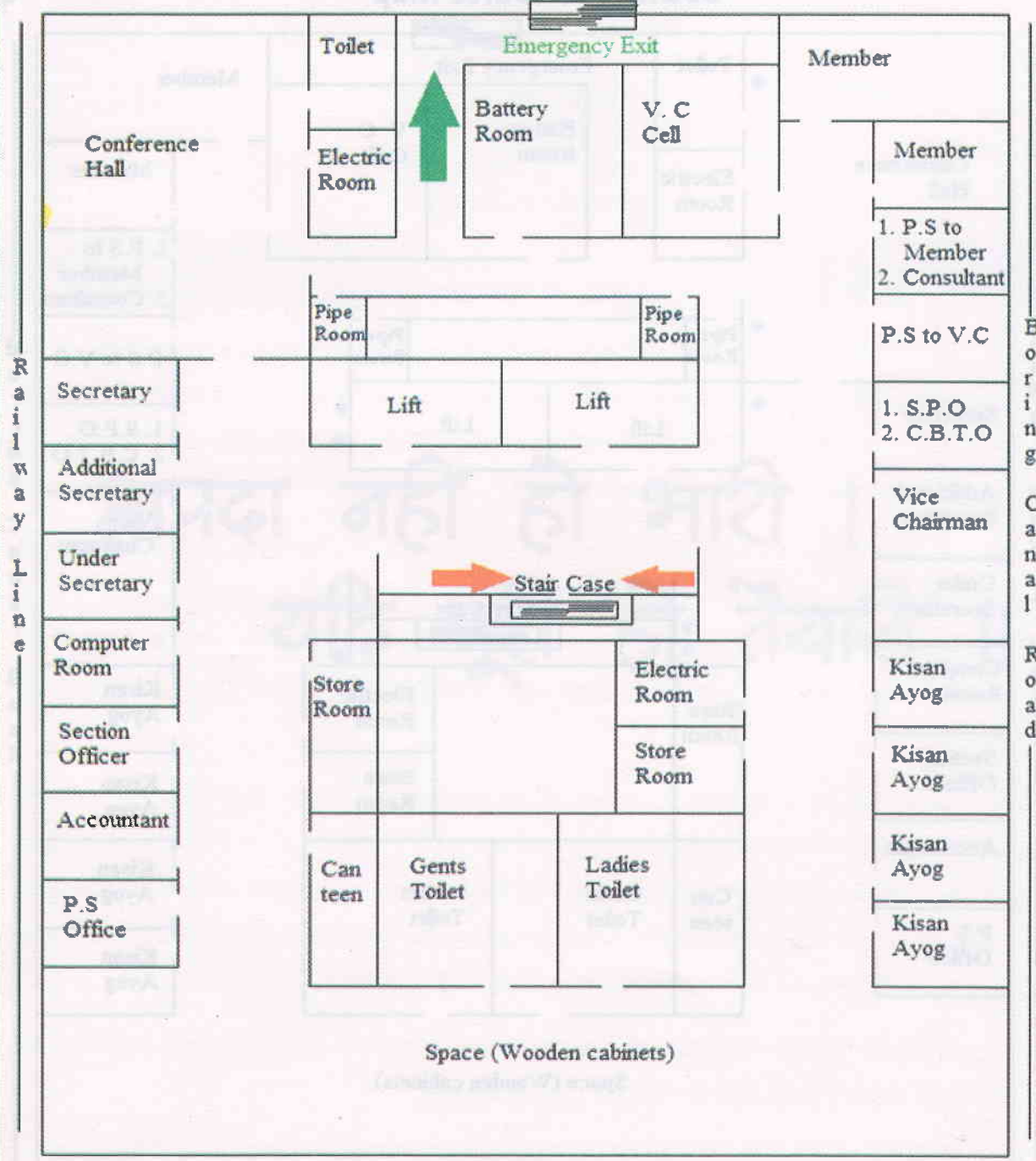


Specimen copy for reference



Specimen copy for reference

BSDMA Emergency Exit Route Map

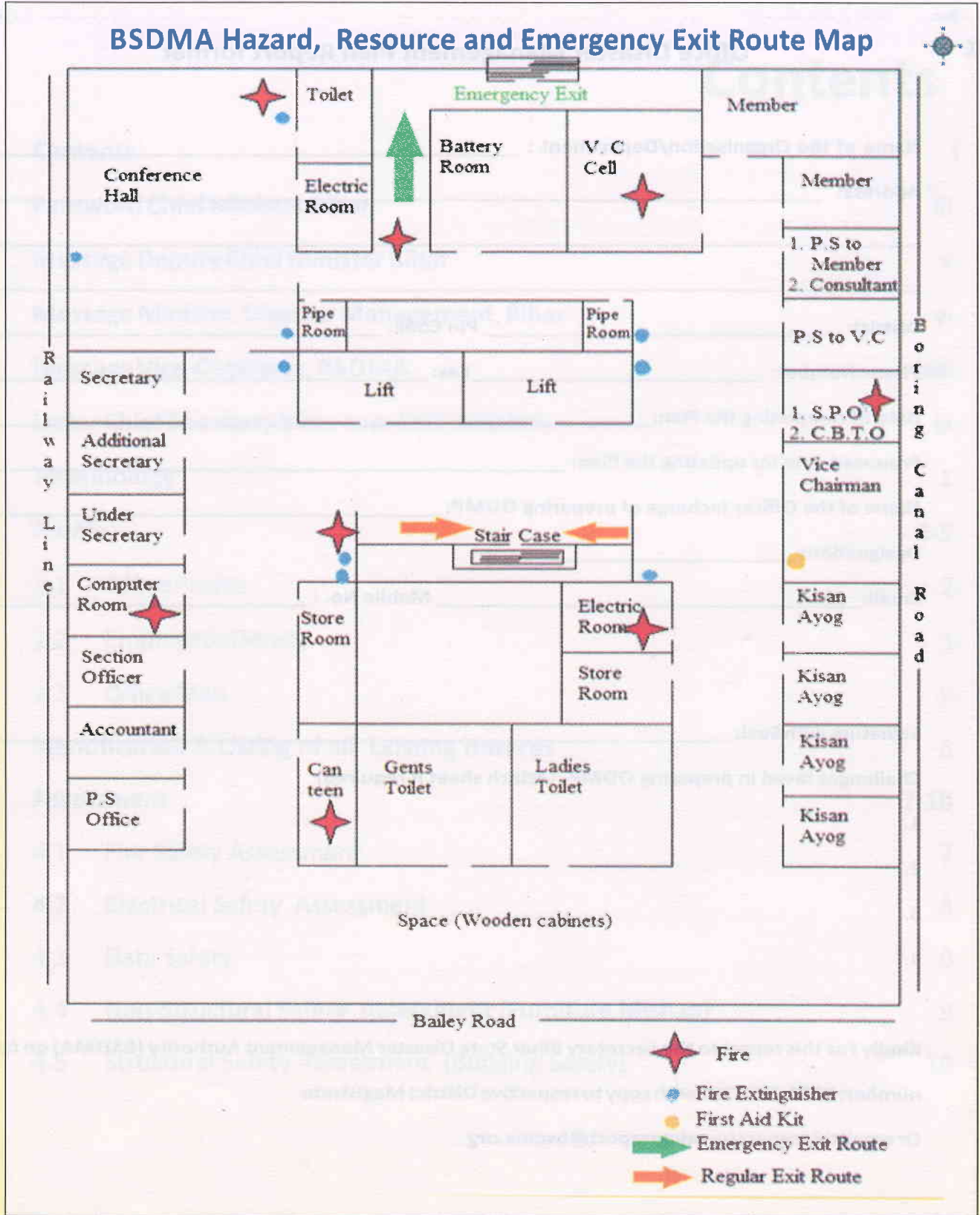


- Member
- Member
- 1. P.S to Member
- 2. Consultant
- P.S to V.C
- 1. S.P.O
- 2. C.B.T.O
- Vice Chairman
- Kisan Ayog
- Kisan Ayog
- Kisan Ayog
- Kisan Ayog

- Regular Exit Route
- Emergency Exit Route

Specimen copy for reference

BSDMA Hazard, Resource and Emergency Exit Route Map



Specimen copy for reference

10.3 Annexure-III (Reporting Format)

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: odmpreport@bsdma.org



Bihar State Disaster Management Authority

(Disaster Management Department, Govt. of Bihar)

2nd Floor, Pant Bhawan, Bailey Road, Patna-800001

Tel. : +91 (612) 2522032, Fax. : +91 (612) 2532311

visit us : www.bsDMA.org; e-mail : info@bsDMA.org



Govt. of Bihar

बिहार स्टेट टेक्स्टबुक पब्लिशिंग कॉरपोरेशन लि० पाठ्य-पुस्तक भवन, बुद्ध मार्ग, पटना-800 001 द्वारा आदेशित
तथा न्यू फाईन आर्ट ऑफसेट पटना द्वारा 7000 प्रतियाँ मुद्रित