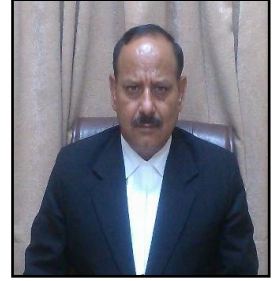


District Courts Chamba, H.P.



Draft Disaster Management Plan

2015



Message

I am extremely happy to present the Disaster Management Plan of Chamba Sessions Division. The plan aimed to reduce potential loss of life and property in disasters as well as ensuring strong preparedness responses and recovery measuring to manage any disaster situation. The plan has been prepared for strengthening awareness and involvement in the implementation of the said plans for quick response of the stakeholders in the event of disasters/hazards. Disaster Management is not the responsibility of the institution only but all the stakeholders' i.e. Judicial Officers, Advocates, Court Officials, Revenue Officer, Medical Officer, Fire & Home Guard officials and Litigants. All will have to bear the responsibility and work for mitigating such disasters/hazards.

I hope that all the persons involved in Disaster Management Plan of Chamba will whole heartedly implement and develop this plan and will result in success in near future.

(Padam Singh Thakur)
District & Sessions Judge,
Chamba,H.P.

Table of Contents

Message from the District and Sessions Judge	2
Table of contents	3
1. Introduction	5
1.1 Definitions.....	6
1.2 The Aim & Objectives of the Disaster Management Plan.....	7
1.3 Profile of District Courts Chamba (Organizational Structure).....	8
1.4 Infrastructure.....	8
2. Hazard, Vulnerability, Capacity and Risk profile	9
2.1 Major Hazards in Chamba.....	9
2.2 Risk Analysis/vulnerability for District Courts Chamba.....	9
2.3 Capacity of Department to deal with disasters.....	10
2.4 Gaps in existing capacity.....	10
3. Disaster Management Committee	12
3.1 Disaster Management Committee of District Courts Chamba	12
3.2 Sub Divisional Level Disaster Management Committee (Taluka Court) at Dalhousie.....	13
3.3 Objectives of committee members.....	14
4. Prevention, Mitigation and Preparedness Plan	15
4.1 Plan for necessary measures (Institutional).....	15
4.2 Capacity Building.....	17

5. Response Plan	18
5.1 Installation of evacuation routes & maps and fire extinguishers.....	18
5.2 Constitution of the Incident Response Teams.....	18
5.3 Actions to be taken at the time of disaster.....	18
5.4 Roles and responsibilities and coordination mechanism for the department...	19
6. Knowledge Management, Review and Updating & Dissemination of plan	21
6.1 System of updating.....	21
6.2 Dissemination of plan to stakeholders.....	21
Annexure	22
Important Contacts	22

1. Introduction

The Disaster Management Act, 2005, the word ‘disaster’ has been defined to mean as a catastrophe, mishap, calamity or grave occurrence in any area, arising from natural or manmade causes, or by accident or negligence which result 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 or magnitude as to be beyond the coping capacity of the community of the affected area and in order to tackle such disasters which is defined to be a continuous and integrated process of planning, organizing, coordinating and implanting measures which are necessary or expedient for prevention of danger or threat of any disaster, mitigation or reduction of risk of any disaster or its severity or consequences, capacity-building ,preparedness to deal with any disaster, prompt response to any threatening disaster situation or disaster, assessing the severity or magnitude of effects of any disaster, evacuation, rescue and relief and rehabilitation and reconstruction, is imperative and need of the hour. Thus it is necessary to prepare a proper disaster management plan to reduce damages of such sudden events.

Section 2 (e) of the Disaster Management Act 2005 defines disaster management as follows:

Disaster Management means a continuous and integrated process of planning, organising, coordinating and implementing measures which are necessary or expedient for-

- 1) Prevention of danger or threat of any disaster.
- 2) Mitigation or reduction of risk of any disaster or its severity or consequences.
- 3) Capacity-building.
- 4) Preparedness to deal with any disaster.
- 5) Prompt response to any threatening disaster situation or disaster.
- 6) Assessing the severity or magnitude of effects of any disaster.
- 7) Evacuation, Rescue and Relief.
- 8) Rehabilitation and Reconstruction.

The Disaster Management Act, 2005 mandates every Government Department to prepare, review and update Disaster Management Plan. Courts, like other institutions are vulnerable to disasters as well. The disruption caused by disaster in working of Courts will severely affect the justice delivery system apart from the loss of life and property. This document describes the various processes and measures that form the comprehensive disaster management plan for District Courts Chamba H.P.

The major outline of this plan is as follows-

- Organizational structure and infrastructure of Courts Chamba H.P
- Vulnerability and capacity to deal with hazards
- Preparedness and response in such situations
- Knowledge Management and Dissemination of plan along with important contacts.

1.1 Definitions:

a) Hazard:

Hazard can defined as a potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economical disruption and environmental degradation.

b) Risk:

Risk is a concept that denotes a potential negative impact to some characteristic of value that may arise from a future event.

c) Disasters:

Disaster is an event of nature or manmade causes that leads to sudden disruption of normal life of society, causing damage to life and property.

d) Mitigation:

Mitigation refers to the structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation and technological hazards.

e) Preparedness:

Preparedness refers to the activities and measures taken in advance to ensure effective response to the impact of hazard, including the issuance of timely and effective early warning and the temporary removal of the people and property from threatened locations.

f) Response:

- (i) The act of responding
- (ii) Reply to an objection in formal disputation.

g) Vulnerability:

Vulnerability is a set of conditions and processes resulting from physical, social, economical and environmental factors, which increases the susceptibility of a community to the impact of hazards.

1.2 The Aim & Objectives of the Disaster Management Plan

The aim of this document is to serve as a ready reference at times of disasters and to assess the preparedness and filling the gaps in capacity to tackle such events in a continuous manner.

The objectives of the Disaster Management Plan shall be as follows:-

- To make the Court secure against disasters
- To plan and implement disaster reduction activities in the Court.
- To effectively prepare and respond to disasters.
- To train and build awareness among Court staff, Advocates and other stakeholders of the court about disasters.
- To coordinate with local government offices and other emergency services.

1.3 Profile of District Courts Chamba (Organizational Structure)

District Courts Complex Chamba H.P houses four courts, namely court of the District and Sessions Judge, Additional District and Sessions Judge, Civil Judge(Sr.Div.)-cum – Chief Judicial Magistrate and Civil Judge (Jr.Div.)-cum-JMIC. The Civil and Sessions Division Chamba has one taluka court at Dalhousie. The District and Sessions Judge is the controlling officer in respect of the judicial officers and employees working in the Civil and Sessions Division Chamba (H.P).

1.4 Infrastructure

The District Court Complex is a two storied building which houses all the courts and offices. The Court of District & Sessions Judge is situated on the ground floor of the building. The Court of Additional District & Sessions Judge and Civil Judge (Sr.Division)-cum-CJM are on the first floor of the building. The court of Civil Judge (Jr.Div.)-cum-JMIC is on the top floor of the building.

The Advocates bar room, Video conference room, library and record rooms are on the top floor of the building whereas the server room is on the ground floor of the building.

The building has ample passages and open spaces for easy approach from different directions. The complex has parking space in the backside and sideways of the building. The entry for the judges is separate and lies on the backside of the building from parking side. The main entry gate falls on the road and easily approachable from outside.

The Mediation Center is situated outside the court complex on the ground floor of an old court building adjacent to the SBI Bank and approximately 50-70 meters away from the court complex.

2. Hazard, Vulnerability, Capacity and Risk profile

District Courts Chamba is highly vulnerable to certain natural and manmade disasters. The Chamba District Courts is prone to major disasters like: Earthquake, landslide, flash floods, fire accidents, and stampede.

2.1 Major Hazards in Chamba

- Earthquakes
- Floods
- Forest Fires
- Domestic fires
- Landslides
- Stampede

2.2 Risk Analysis/Vulnerability for District Courts Chamba

Apart from natural calamities and hazards as stated above, many manmade disasters can have devastating effect on human life and property. Courts being the backbone of justice delivery system, effects of such disaster will be multifold.

District Court Complex Chamba is the hub of activities with advocates, litigants and other stakeholders along with employees and officers. Such a public office is prone to various catastrophes such as-

- Stampede- Normal working hours in courts see a huge rush and crowd. Such a situation is an easy recipe for stampede.
- Fire- Fire whether accidental or manmade has severe impact, reckoning the huge quantity of records and file apart from human life.
- Courts also see under trails and prisoners regularly, some of them are hard core criminals, thus possibility of security hazard cannot be ruled out.

2.3 Capacity of Department to deal with disasters

District Court Complex is structurally well built with ample open spaces. There are multiple exit routes which are critical in hazardous situations. Open passageways and shafts in the complex aid to sufficient lighting and ventilation which is helpful at times of fires.

Proximity of the complex to major Government departments and hospital is an added asset. The court complex is easily approachable for relief vehicles such as firefighting vans and ambulances etc. For quick response, in the event of disaster there are four vehicles of judicial officers that can be used for rescue and relief work

2.4 Gaps in existing capacity

Self assessment of capacity is essential to deal with disasters effectively and that too, in continuum. The disaster management plan must focus on lacunae and shortcomings so that they can be corrected well before some untoward event happens.

District Courts Complex, Chamba has certain gaps in capacity necessary to deal with disaster effectively-

- Lack of firefighting facility or equipments: - there are no fire extinguishers and alarms installed in the complex. No provision for setting up of fire hydrants has been done.
- No signboards to help people navigate viz. Exit signboards etc. guiding people to navigate inside the building are available.
- Mock Drill:- No mock drill has been conducted to ascertain the preparedness for dealing such disasters.
- Lack of awareness among staffs and advocates- No training or awareness material is available for court staff.
- Clogged Exits: - Main exit points are clogged by the haphazard sitting arrangements of advocates and notaries.

- Parking- Parking of vehicles in orderly manner in the premises is not followed which may hamper easy approach in critical times.

3. Disaster Management Committee

3.1 Disaster Management Committee of District Courts Chamba (H.P)

District level Disaster Management Committee consisting of the following members:-

1	Addl. District & Sessions Judge, Chamba	Chairman
2	Civil Judge(Sr.Divn.)-cum-CJM,Chamba	Member Secretary
3	Civil Judge(Jr.Divn.)-cum-JMIC,Chamba	Member
4	Addl. District Magistrate, Chamba	Member
5	District Attorney/Public Prosecutor, Chamba	Member
6	President, Bar Association, Chamba	Member
7	Superintendent of Police, Chamba	Member
8	Chief Medical Officer, Chamba	Member
9	Executive Engineer (I&PH), Chamba	Member
10	Executive Engineer (Electricity), Chamba	Member
11	Executive Engineer (PWD), Chamba	Member
12	Commandant Home Guards/Fire, Chamba	Member
13	Executive Officer, MC,Chamba	Member

3.2 Sub divisional level Disaster Management Committee (Taluka Court) at Dalhousie

Sub divisional level Disaster Management Committee of Taluka Court at Dalhousie consisting of the following members:-

1	Civil Judge (Jr.Div.)-cum-JMIC Dalhousie	Chairman
2	Superintendent G-II	Member Secretary
3	Sub Divisional Magistrate (C) Dalhousie	Member
4	Assistant District Attorney Dalhousie	Member
5	President of Bar Association Dalhousie	Member
6	Dy. Superintendent of Police Dalhousie	Member
7	Sr. Medical Officer Dalhousie	Member
8	Executive Engineer (I & PH.) Dalhousie	Member
9	Executive Engineer (Elect.) Dalhousie	Member
10	Executive Engineer(PWD) Dalhousie	Member
11	Commandant Home Guards/Fire Chamba	Member
12	Executive Officer MC Dalhousie	Member

3.3 Objectives of committee members

The main objectives of these committee members are to:-

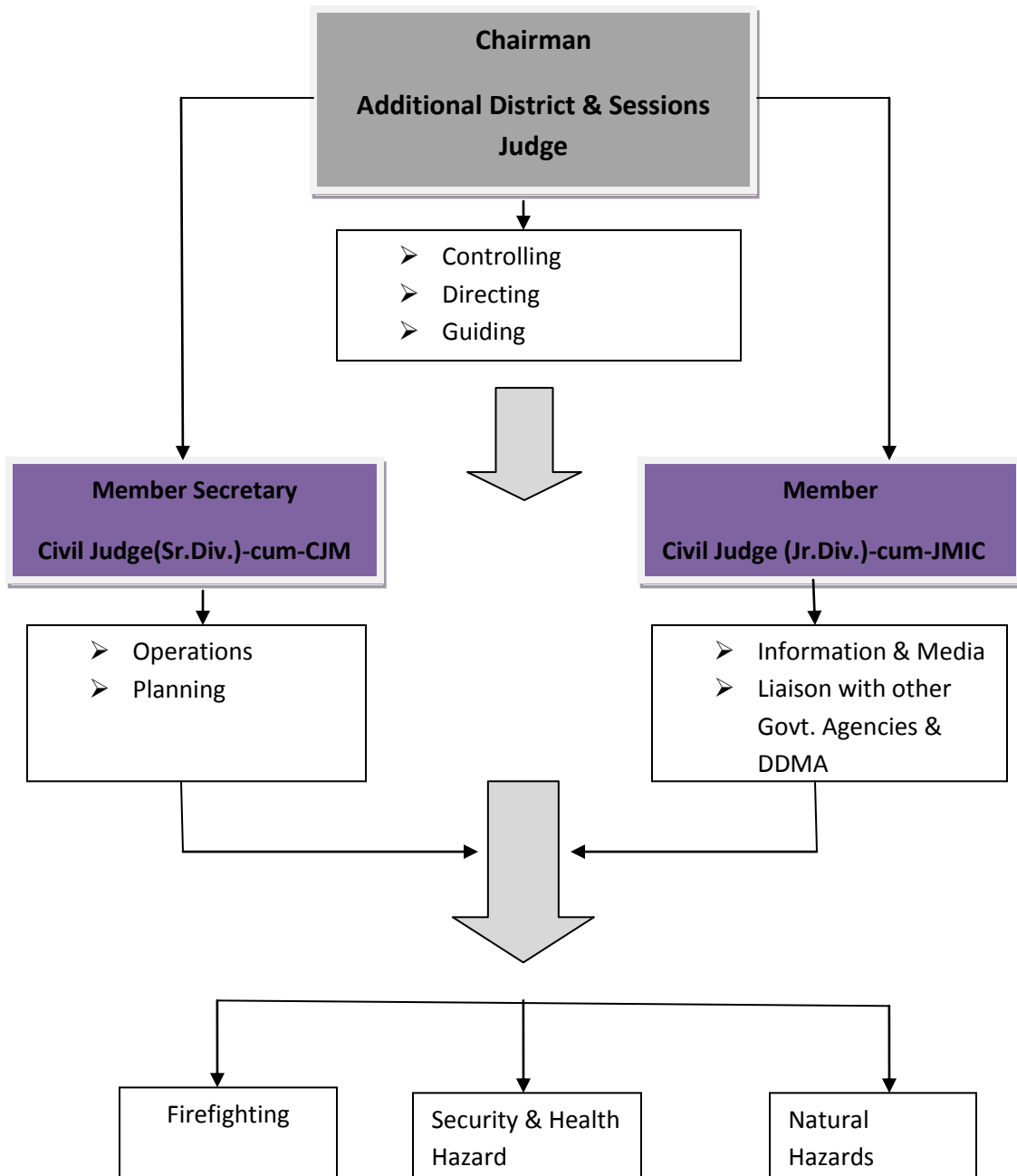
- Provide a forum for communication, information exchange and developing Consensus.
- Co-ordinate, eliminate duplication and reduce gaps in services.
- Mobilize and provide timely assistance and material support at the time of Disaster.

4. Prevention, Mitigation and Preparedness Plan

(Institutional)

4.1 Plan for necessary measures

The Additional District and Sessions Judge is the chairman, Civil Judge (Sr.Div.)-cum – CJM is the member secretary and Civil Judge (Jr.Div.)-cum-JMIC is the member of the Disaster Management Committee of the District Court Complex, Chamba which functions under the overall supervision of the District & Sessions Judge. The Disaster Management Committee of the District Courts, Chamba monitors the implementation of Disaster Management Plan and supervises all the quick response teams. The structure of the Disaster Management Committee at institutional level is as under:-



4.2 Capacity Building

To handle any disaster effectively, it is necessary to have proper capacity. District courts plan to have regular capacity building exercise in collaboration with other Government Agencies and District Disaster Management Authority. Mock drills are planned to be organized for staff and bar members.

5. Response Plan

5.1 Installation of evaluation routes & maps and fire extinguishers

District Courts Complex Chamba plans to install signboards depicting exit routes in various parts of the building to help people navigate easily in exigencies. Such signboards are to be installed in corridors and pathways. Fire extinguishers are also to be installed in different points in the judicial court complex, near record rooms, store rooms and server room. Apart from these, ladders, ropes and first aid boxes are to be arranged.

Sr.No	Item	Quantity
1	Exit Sign Board	20
2	First Aid Box	2
3	Ladders & Ropes	2(each)
4	Fire Extinguishers	12

5.2 Constitution of the Incident Response Teams

Quick response teams that comprise court officials are constituted with specific tasks assigned to them and these teams are supervised by the Disaster Management Committee. These teams will act in coordination at times of any hazard whether natural such as earthquake or manmade. Any changes in the teams will be updated in subsequent Disaster Management Plans.

5.3 Actions to be taken at the time of disaster

Following are the list of actions to be taken at the time of disaster:-

- a) Plan and supervise search and rescue operations.
- b) Allocate clear responsibilities to the officers/officials and provide them necessary resources along with necessary delegations.
- c) Collect and maintain full information of the disaster and steps taken to tackle it
- d) Mobilize resources from outside the district if the situation so warrants
- e) Last but not least, keeping informing the higher authorities about the whole incident.

5.4 Roles and responsibilities and Coordination mechanism for the department

Every official in the response teams has clear roles and responsibilities. Disaster specific teams have the responsibility to act quickly and coordinate with the concerned agencies in such situations. Each team has one senior official who has to supervise the efforts of other team members. Below is the list of teams constituted:-

Team for Firefighting			
Sr.No.	Member	Name	Responsibility
1	Superintendent Grade-1	Sh.Bhagat Singh	Coordination among team members
2	Court Manager	Sh.Vipin Jaryal	Mobilize local efforts in firefighting
3.	Personal Assistant	Sh.Mohinder Singh	Information and Communication
4	Clerk-cum-Typist o/o Civil Judge-(Sr-Divn.)-cum-CJM, Chamba	Sh.Anil Soni	Rescue & Evacuation
5	Summary Clerk o/o Civil Judge(Sr.Div.)-cum-CJM, Chamba	Sh.Pawan Kumar	Rescue & Evacuation
6	Naib Najir, o/o District & Sessions Judge, Chamba	Sh.Kuldeep Singh	Coordinating with Firefighters, First Aid.
7	System officer	Sh.Amandeep Pathania	Turning off MCB switches and securing Server.
8	Record Keeper, o/o District & Sessions Judge, Chamba	Sh.Hem Raj	Efforts to limit damages to records and files.
9	Copyist-II o/o District & Sessions Judge, Chamba	Sh.Bihari Lal	Efforts to limit damages to records and files pertaining to copying agency.
10	Translator o/o District & Sessions Judge, Chamba	Sh.Azad Hussain	Efforts to limit damages to books and files.

Team for tackling Health/Security Hazard

1.	Superintendent Grade II, o/o Civil Judge (Jr.Div.)- cum-JMIC,Chamba.	Sh.Gian Singh	Arrangement of Ambulance and transportation sick to hospital
2	Naib Nazir,, o/o Civil Judge (Jr.Div.)-cum- JMIC,Chamba.	Smt.Sapna Devi	First Aid & Transportation
3	Criminal Ahlmad o/o Civil Judge (Jr.Div.)-cum- JMIC,Chamba.	Sh.Praveen Kumar	Coordination with police
4	Criminal Ahlmad o/o Civil Judge (Sr.Div.)-cum- CJM,Chamba.	Sh.Dev Raj	Search, Rescue & Evacuation

Natural Hazards

1	Superintendent Grade II, o/o Civil Judge (Sr.Div.)- cum-CJM,Chamba	Sh.Uttam Chand	Coordination with District Disaster Management Authority
2	English Clerk, o/o District & Sessions Judge, Chamba	Sh.Rajender Singh	Search, Rescue & Evacuation
3	Civil Nazir, o/o District & Sessions Judge, Chamba	Sh.Chaman Lal	First Aid & Transportation
4	Daftri, o/o District & Sessions Judge, Chamba	Sh. Narotam	Information & Communication

6. Knowledge Management, Review and Updating & Dissemination of Plan

6.1 System of updating Disaster Management Plan

Every system should be updated after some time because technology and requirements also changes with time, similarly the disaster management plan of District Courts Chamba also need to update time to time.

Disaster management planning is a continuous activity and thus it requires regular updating. The document of Disaster Management Plan of District Courts Chamba H.P is to be updated as and when there are major changes in any aspect of it. Review of the plan will be done by the committee on yearly basis. The updating and review will also serve as a ready reference for self assessment for preparedness.

6.2 Dissemination of plan to stakeholders.

The plan is to be disseminated to the stakeholders namely Court staff, advocates litigants and general public by uploading the Disaster Management Plan on District Court, Chamba, H.P. website and displaying the same on the notice board of the Court Complex.

Annexure
Important Contact Numbers

Emergency Numbers	
Emergency Services	108
Police	100
Fire	101
Ambulance	102
District Control Room	1077

District Courts Chamba, H.P			
Designation	Office Phone No.	Residence Phone No.	Mobile No.
District & Sessions Judge, Chamba	01899-222728 01899-222729	01899-222727	94180-01161
Additional District & Sessions Judge, Chamba	01899-224835	01899-224338	89883-65702
Civil Judge (Sr.Div.)-cum-CJM, Chamba	01899-222259	01899-222438	94181-52600
Civil Judge(Jr.Div.)-cum-JMIC, Chamba	01899-222468	01899-222526	98052-62491
Civil Judge(Jr.Div.)-cum-JMIC, Dalhousie	01899-240649	01899-240800	94185-01234

DC office Chamba, H.P			
Designation	Office Phone No.	Residence Phone No.	Mobile No.
Deputy Commissioner, Chamba	01899-224847 01899-225371	01899-225380	88947-35555
Additional Deputy Commissioner, Chamba	01899-222540	01899-220488	94180-58601
AC to DC, Chamba.	01899-222408	01899-220172	94184-79677

Electricity Department			
Designation	Office Phone No.	Residence Phone No.	Mobile No.
Suptd. Engineer	01899-240628	01899-240935	94180-53875
XEN Chamba	01899-222429	01899-222430	94180-66710
XEN Dalhousie	01899-240612	01899-242702	94181-88378

Irrigation & Public Health Department			
Designation	Office Phone No.	Residence Phone No.	Mobile No.
Suptd. Engineer	01899-222581	01899-222582	94184-95333
XEN Chamba Division	01899-222410	01899-222413	94180-10523
XEN Dalhousie Division	01899-240644	01899-240645	94184-64481

H.P Public Works Department			
Designation	Office Phone No.	Residence Phone No.	Mobile No.
S.E.(Dalhousie)	01899-240606	01899-240630	94181-11090
XEN Chamba Division	01899-222229	01899-222731	94180-64162
XEN Dalhousie Division	01899-240618		94180-69411

Police Department			
Designation	Office Phone No.	Residence Phone No.	Mobile No.
Superintendent of Police	01899-222242	01899-222741	94180-67672
Addl.SP	01899-224158	01899-224159	94180-02992
DSP	01899-222380	01899-224842	98055--06600
SHO City Chamba	01899-222736		94180-31285

Fire Station/Health/Transport/Home Guards			
Designation	Office Phone No.	Residence Phone No.	Mobile No.
Station Fire Officer, Chamba	01899-222290	01899-225115	94185-16807
CMO Chamba	01899-222325 01899-224495	01899-223010	94180-00535
Regional Manager, HRTC, Chamba	01899-222250	01899-222215	94180-00535
Commandant, Home Guard, Chamba	01899-222280	01899-222456	94184-52310

Prosecution Department			
Designation	Office Phone No.	Residence Phone No.	Mobile No.
Distt. Attorney	01899-222469 01899-223348	01899-224788	94181-22395
Dy.D.A	01899-222469		94180-60022

NHPC Projects			
Designation	Office Phone No.	Residence Phone No.	Mobile No.
G.M Chemera-I	01899-263043		
G.M Chemera-II	01899-220210 01899-220030	01899-220149	
G.M Chemera-III	01899-279536 01899-279575	01899-220143	

Press/Media			
Designation	Office Phone No.	Residence Phone No.	Mobile No.
Sh. B.K.Prashar (The Tribune)	01899-225370	01899-225370	94180-67650
Amar Ujala	01899-226200		

SDMA/NDRF/NDMA			
Designation	Office Phone No.	Residence Phone No.	Mobile No.
CEO,HP State Disaster Management Authority , Shimla	0177-2621022		
DG, National Disaster Response Force , New Delhi	011-26712851	011-23386566	
Member, National Disaster Management Authority, New Delhi	011-26701740		