

Disaster Management Plan



DIRECTORATE OF INDUSTRIAL SAFETY AND HEALTH,

**Kamgar Bhavan, 5th Floor, Block E, C-20,
Bandra Kurla Complex, Bandra (East),
Mumbai-400 051.**

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Location of Office



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1) PREFACE :

The enclosed Disaster Management Plan is prepared for Office of the Directorate of Industrial Safety & Health, Government of Maharashtra ,Kamgar Bhavan, 5th Floor, Block E, C-20, Bandra-Kurla Complex, Bandra € , Mumbai-400 051.

DISH office is located in the premises of Kamgar Bhavan on 5th, 6th and some part of the 8th Floor and under the control of Labour Ministry, Government of Maharashtra.

The Kamgar Bhvan building is located behind Reserve Bank Of India, Bandra Kurla Complex which is about 2.3 km from Bandra railway station and 2.8 km. from Kurla railway station.

As on today the office is occupied by 12 officers and 47 office staff, working during 0945 hrs. to 1730 hrs in general shift. Apart from office personnel, about 35 visitors maximum are generally present during office timing/visiting hours for their official work related to statutes. Moreover there are 2 security person available on any day in the office premises in three shifts.

The main objective of the office is to ensure Safety, Health and Welfare of the workers in the factory, by effective enforcement of the provisions of the Factories Act and Rules made there under and recognition of Certifying Surgeon and Safety Auditor, Competent Person and registration of Welfare officer.

However, residual risk cannot be eliminated totally and in case there is any deviation in safe practices and possibility of emergency situations, which can cause loss of life and property. Office is committed to ensure effective preplanned timely actions to avoid lives and potential loss.

2) OFFICE PROFILE :

A) About the office :

The main objective of the Directorate of Industrial Safety and Health is to ensure Safety, Health and Welfare of the workers in the factory, by effective enforcement of the provisions of the Factories Act and Rules made there under.

It is also to ensure the protection of right of workers and to redress their grievances. The department has objective of preventing not only the major industrial accidents, but also prevent the accidents causing permanent or partial disablement.

Another important objective of the department is to create awareness about safety amongst the management and workers by arranging seminars, workshops, training programs in co-ordination with the other social partners and industries associations. It is also to promote the concept of Mutual Aid Response Group (MARG). Office believe that workers hands are Nation's asset which they don't want to lose in any case. The department aims at Zero Accident.

B) Disposal of the waste :

The disposal of the waste (combustible material like paper waste etc.) is done through waste collection system of Bruhan Mumbai Municipal Corporation authority by pick up vehicles every day.

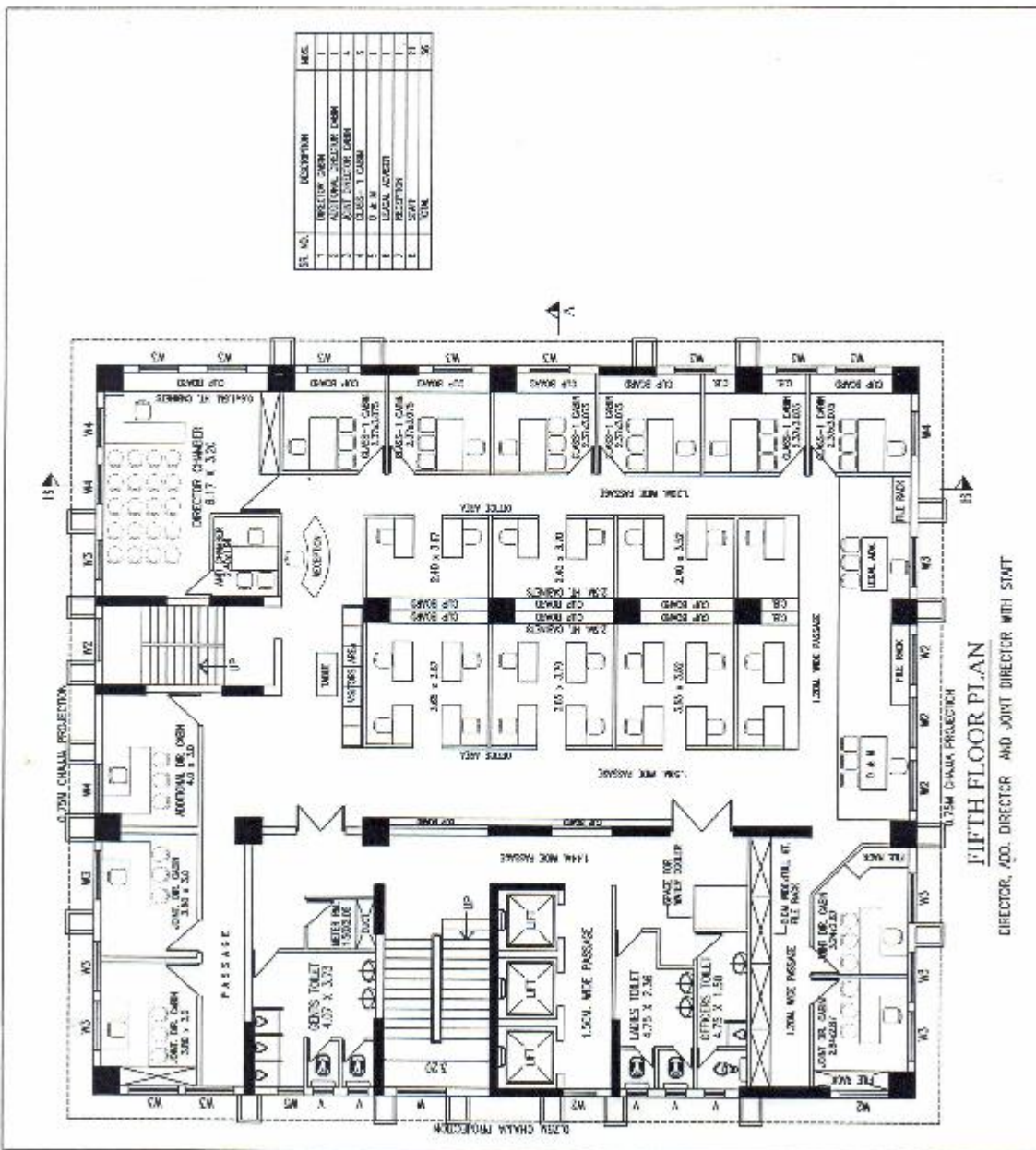
C) MAN POWER – The office is occupied by 12 officers and 47 office staff during 1030 hrs. to 1745 hrs. in general shift. Apart from office personnel, about 35 visitors maximum are generally present during office timing/visiting hours for their official work related to statutes.

D) The enclosed Disaster management Plan is prepared for Office of Directorate of Industrial Safety & Health, Kamgar Bhavan, 5th Floor, Block E, C-20, Bandra-Kurla Complex, Bandra (E), Mumbai-400 051.

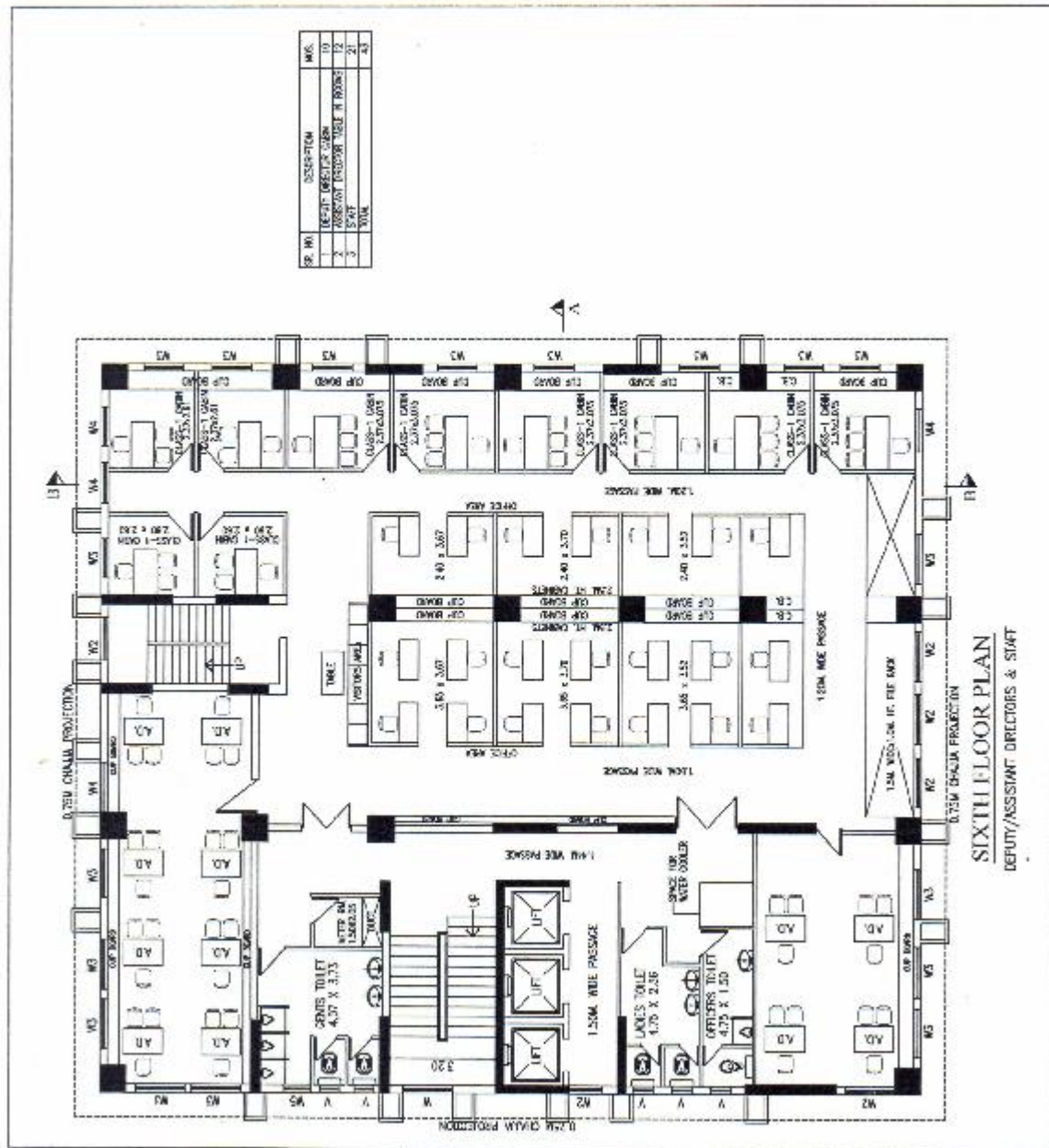
E) NAMES OF PERSONS RESPONSIBLE WITH THEIR PHONE NUMBERS

Sr. No.	Name of the Person	Code	Mobile	Landline
1	Mr. S.P.Rathod	022	9423367598	26572504
2	Mr.Rajiv Porey	022	9819598081	26572509
3	Mr.A.A.Tamboli	022	9422645272	26572558
4	Mr. Avinash Madavi	022	9595232735	26572522

Plan of 5th Floor



Plan of 6th Floor



NO.	DESCRIPTION	NO.
1	REST ROOM	10
2	ASSISTANT DIRECTOR'S OFFICE	11
3	ASSISTANT DIRECTOR'S OFFICE	12
4	OFFICE	13
5	OFFICE	14

SIXTH FLOOR PLAN
DEPUTY/ASSISTANT DIRECTORS & STAFF

3. DISASTER MANAGEMENT PLAN - PREAMBLE :

In spite of various preventive and precautionary measures taken, the possibility of a mishap cannot be totally ruled out. Hence, the need to prepare a Contingency Plan for dealing with incidences which may still occur and are likely to affect LIFE and PROPERTY both within the office and in the immediate neighborhood.

Such an emergency could be the result of malfunction of work discipline or non-observance of operating instructions at Occupational Laboratory. It could, at times, be the consequence of acts outside the control of human like severe storm, flooding, earthquake or deliberate acts of arson or sabotage.

This Disaster management plan explains the code of conduct of all personnel in the office along with the actions to be taken in the event of an Emergency. This plan gives the guidelines for employees and others. It not only defines responsibilities but also informs about prompt rescue operations, evacuations, rehabilitation, co-ordination and communication.

EMERGENCY :

An Emergency is a situation which may lead to or cause large scale damage or destruction of life, property or environment within or outside the office. Such an unexpected situation may be too difficult to handle for the normal work force within the office.

NATURE OF EMERGENCY:

The emergency specified in the Disaster management plan refer to occurrence of one or more of the following event

- a) Fire,
- b) Major Accident such as structural or building collapse,
- c) Natural calamities like storm, flood, earth quake, Sabotage, act of terrorism, civil commotion, air raid etc.

OBJECTIVES :

The objective of the major emergency procedure should be to make maximum use of the combined resources of the works and the outside services to

- effect the rescue and treatment of casualties;
- safeguard other people;
- minimise damage to property and the environment;
- initially contain and ultimately bring the incident under control;
- identify any deed and provide for the needs of relatives;
- provide authoritative information to news media;
- secure the safe rehabilitation of affected areas;
- Preserve relevant records of equipment by the subsequent enquiry into the cause and circumstances of the emergency.

4. ELEMENTS OF PLANNING :

- A)** Name and address of the person furnishing the information
Mr.S.P.Rathod,
Director In charge,
Directorate of Industrial Safety & Health, Maharashtra State, Mumbai.
Ph – , Office – 022-26572504 / 09 / 22 / 58

Key Personnel of the organization and responsibilities assigned to them in case of an emergency.

1. Site Controller : The Site controller or his nominated officer will assume overall responsibility for the site and its personnel. His duties are to:

- i) Assess the magnitude of the situation and decide if staff need to be evacuated from their assembly points to identified safer places:
- ii) Exercise direct operational control over areas other than those affected;
- iii) Undertake a continuous review of possible developments and assess in consultation with office personnel for evacuation if required;
- iv) Liaise with senior officials of Police, Fire Brigade, Medical, local authorities and provide advice on possible effects on areas inside and outside the office.
- v) Look after rehabilitation of affected persons on discontinuation of emergency:
- vi) Issue authorized statements to news media and ensure that evidence is preserved for enquiries to be conducted by the statutory authorities. \

Mr. S.P. Rathod, Director I/C, ISH is the Site Controller.

2. Incident Controller : An Officer nominated to act as the Incident Controller. Immediately on knowing about an emergency, he will rush to the incident site and take overall charge and report to the Site Controller. On arrival, he will assess the extent of emergency and decide if major emergency exists and inform the Communication Officer accordingly. His duties will be to ;

- i. Direct all operations to stop within the affected area taking into consideration priorities for safety of personnel, minimize damage to the plant, property and environment and minimize loss of materials;
- ii. Provide advice and information to the local fire service, if required;
- iii. Ensure that all non-essential persons of the areas affected are evacuated to the assembly point and the areas are searched for casualties.
- iv. Set up communication points and establish contact with Emergency Control Centre in the event of failure of electric supply and internal telephones;
- v. Report on all significant developments to the site controller and
- vi. Have regard to the need to preserve the evidence so as to facilitate any enquiry into the cause and circumstances which caused or escalated the emergency.

Mr. A.A. Tamboli, Dy. Director, ISH is the incident controller.

3. He will also work as Liaison Officer and will be stationed at the main entrance during the emergency. He will, under the direction of the Site Controller, handle Police, Press and other enquiries, receive reports from roll - call leaders from assembly points and pass on the absentee information to the Incident Controller. His responsibilities shall be :
 - i. To ensure that casualties receive adequate attention/to arrange additional help if required and inform relatives;
 - ii. To control traffic movements and ensure that alternative transport is available when need arises; and
 - iii. When emergency is prolonged, arrange for the relief of personnel and organize refreshments/ catering facility.

B. RESPONSIBILITIES OF EMERGENCY PERSONNEL AFTER WORKING HOURS ;

The responsibility lies with security staff who is present during the period depending shift timings.

5. INFRASTRUCTURE :

EMERGENCY CONTROL CENTRE : Emergency Control Centre is set up at Site / Incident Controller office. The Control Centre is the focal point in case of an emergency from where the operations to handle the emergency are directed and coordinated. It will control site activities and furnished with external and internal telephone connections, list of essential telephone numbers list of key persons and their addresses.

ASSEMBLY POINT : Assembly point is set up farthest from the location of likely hazardous events, (near main gate) where persons from office area and visitors would assemble in case of emergency. Up-to-date list of pre-designated employees of various departments (Shift-wise) must be available at these points so that roll call could be taken. Pre-designated persons would take charge of these points and mark presence as the people come into it. Sign board is required to be displayed at this location for visual control.

COMMUNICATION SYSTEM : Since office set up is small, all such communication is done verbally or through cell phones/landlines.

An adequate number of external and internal telephone connections are installed.

6. OUTSIDE ORGANIZATIONS IF INVOLVED IN ASSISTING DURING ON-SITE EMERGENCY :

TYPES OF ACCIDENT & RESPONSIBILITY ASSIGNED

In case of emergency stated above, outside agencies will required to be called for carrying their respective roll.

- A) Fire Brigade - For rescue & salvage operation
- B) Police –
 - i) to communicate the correct information to other agencies & media.
 - ii) traffic & mob control by cordoning off the area,
 - iii) to take charge and give information to relatives of casualties.
- C) Hospitals & Doctors – emergency medical treatment of affected persons.
- D) Technical –
 - a) to give necessary technical assistance to service agencies
 - b) to investigate the cause of accident
- F) Transporters a) transportation of casualties & properties.
- G) Neighboring residential area/buildings.

Details of liaison arrangement between the organization.

All the organization involved in assisting during an emergency were contacted and apprised of the details about the occupation; likely emergency incidents; steps taken to avoid / reduce risk mitigation methods, resources availability etc. They are informed about their role in case of above emergencies. The details are as follows

Collector Office, Bandra : 022 26556799 / 022 26556806

Police

Sr. No.	Name of Police Station	Tel No.
1	Commissioner of police	022
2	B.K.C. Police Station	022 26504481 022 26504482
3	Police	100

Fire Brigade Station

1	Fire Brigade	022 26522426
2	Fire	101

Ambulance Services

1.	Gurunanak Hospital, Govt. Colony	022 4222 7777
2.	Urban Health Centre, Govt. Colony	022 26425611 022 26553317
3.	Bhabha Hospital, Bandra (West)	022 2642 2541 022 2642 2775
4.	Ambulance	102 / 108

Hospitals

Sr. No.	Name of Hospital	Tel. No.
1.	Gurunanak Hospital, Govt. Colony	022 4222 7777
2.	Urban Health Centre, Govt. Colony	022 26425611 022 26553317
3.	Bhabha Hospital, Bandra (West)	022 2642 2541 022 2642 2775

7. DETAILS ABOUT THE SITE

Fifth floor : 32 persons

Director and Additional /Joint /Deputy Director's cabine

Office Staff

Sixth floor : 25 persons

Deputy Director

Conference room

Occupational Health - Laboratory

Office Staff

Eight Floor : 2 persons

Record Room

a) Location of dangerous substances :

Occupational Health -Laboratory

Sr. No	Chemical Name	Physical Hazard	Health Hazard	Maximum Storage
1	Acetic Acid	Flammable liquid and vapour	Causes severe skin burns and eye damage	1 litre
2	Acetone	Highly flammable liquid and vapour	Causes serious eye irritation May cause drowsiness or dizziness	1 litre
3	Liquor Ammonia		Causes serious eye damage Causes skin irritation	2.5 litre
4	Benzene	Highly flammable liquid and vapour	Causes damage to organs through prolonged or repeated exposure.Causes serious eye irritation Causes skin irritation.May be fatal if swallowed and enters airways.May cause cancer	500 ml
5	Benzidine		Harmful if swallowed.May cause cancer	25 gm
6	Boric Acid		May damage fertility or the unborn child	500 gm
7	Carbon Tetrachloride		Causes damage to organs through prolonged or repeated exposure.Suspected of causing cancer Toxic if inhaled.Toxic if swallowed Toxic in contact with skin	500 ml

8	Chloroform		Causes damage to organs through prolonged or repeated exposure. Causes serious eye irritation Causes skin irritation. Harmful if swallowed Suspected of causing cancer	2.5 litre
9	Carbon Disulfide	Highly flammable liquid and vapour	Causes damage to organs through prolonged or repeated exposure. Causes serious eye irritation Causes skin irritation	500 ml
10	Cedarwood Oil		May be fatal if swallowed & enters	1 litre
11	Cadmium Chloride - Anhydrous		Causes damage to organs through prolonged or repeated exposure. Fatal if inhaled May cause cancer. May cause genetic defects May damage fertility or the unborn child Toxic if swallowed airways	100 gm
12	Diethylamine	Highly flammable liquid and vapour	Causes severe skin burns and eye damage Harmful if inhaled. Harmful if swallowed Harmful in contact with skin	500 ml
13	Dithizone		Causes serious eye irritation. Causes skin irritation May cause respiratory irritation	25 gm
14	Ethyl Ether	Extremely flammable liquid and vapour May form explosive peroxides	Harmful if swallowed May cause drowsiness or dizziness	1 litre
15	Ethylenediamine Tetraacetic Acid		Causes serious eye irritation	500 gm
16	Ferric Ammonium Sulfate		Causes serious eye irritation. Causes skin irritation	500 gm
17	Formaldehyde		Causes severe skin burns and eye damage May cause an allergic skin reaction May cause cancer. Toxic if inhaled. Toxic if swallowed Toxic in contact with skin	500 ml
18	Giemsa Stain		Causes serious eye irritation	1 litre
19	Hydrochloric Acid	May be corrosive to metals	Causes severe skin burns and eye damage May cause respiratory irritation	2.5 litre

20	Hydrofluoric Acid		Causes severe skin burns and eye damage Fatal if inhaled.Fatal if swallowed Fatal in contact with skin	1 litre
21	Hydrogen gas	Extremely flammable gas		1 cylinder of 46.7 litre
22	Hydroxylamine Hydrochloride	May be corrosive to metals	Causes serious eye irritationCauses skin irritation Harmful if swallowed.Harmful in contact with skin May cause an allergic skin reaction May cause damage to organs through prolonged or repeated exposure.Suspected of causing cancer	100 gm
23	Isopropanol	Highly flammable liquid and vapour	Causes serious eye irritation May cause drowsiness or dizziness	1 litre
24	Mercuric Chloride		Fatal if inhaled.Fatal if swallowed Fatal in contact with skin.May cause damage to organs through prolonged or repeated exposure	100 gm
25	Mercury - Elemental		Causes damage to organs through prolonged or repeated exposure.Fatal if inhaled	100 gm
26	Methanol	Highly flammable liquid and vapour	Causes damage to organs.Toxic if inhaled Toxic if swallowed.Toxic in contact with skin	1 litre
27	Nitric Acid (>6 molar)	May intensify fire; oxidizer	Causes severe skin burns and eye damage	2.5 litre
28	Perchloric Acid	May cause fire or explosion; strong oxidizer	Causes severe skin burns and eye damage	1 litre
29	Phenol		Causes severe skin burns and eye damage May cause damage to organs through prolonged or repeated exposure.Suspected of causing genetic defects Toxic if inhaled.Toxic if swallowed Toxic in contact with skin	500 gm
30	Phosphoric Acid		Causes severe skin burns and eye damage	1 litre
31	Picric Acid	Explosive	Toxic if inhaled.Toxic if swallowed Toxic in contact with skin	1 litre
32	Potassium Permanganate	May intensify fire; oxidizer	Harmful if swallowed	500 gm

33	Potassium cyanide	may explode when heated.	Early symptoms include headache, dizziness, fast heart rate, shortness of breath, and vomiting. ^[2] This may then be followed by seizures, slow heart rate, low blood pressure, loss of consciousness, and cardiac arrest.	500 gm
34	Pyridine	Highly flammable liquid and vapour	Harmful if inhaled.Harmful if swallowed	500 ml
35	Sodium Bisulfite		Harmful in contact with skin Contact with acids liberates toxic gas Harmful if swallowed	100 gm
36	Sodium Borohydride	In contact with water releases flammable gases which may ignite spontaneously	Causes serious eye damage Causes severe skin burns and eye damage Harmful if inhaled Toxic if swallowed	100 gm
37	Sodium Hydroxide	May intensify fire; oxidizer	Causes severe skin burns and eye damage	500 gm
38	Sodium Nitrate		Causes serious eye irritation	500 gm
39	Sodium Nitrite	May intensify fire; oxidizer	Toxic if swallowed	500 gm
40	Sulfanilic Acid		Causes serious eye irritation. Causes skin irritation May cause an allergic skin reaction	100 gm
41	Sulfuric Acid		Causes severe skin burns and eye damage	2.5 litre
42	Thiourea		Harmful if swallowed.Suspected of causing cancer	500 gm
43	Toluene	Highly flammable liquid and vapour	Causes skin irritation.May be fatal if swallowed and enters airways. May cause damage to organs through prolonged or repeated exposure.May cause drowsiness or dizziness.Suspected of damaging fertility or the unborn child	500 ml
44	Toluidine, o-		Causes serious eye irritation. May cause cancer Toxic if inhaled.Toxic if swallowed	100 gm
45	Triton X-100		Causes serious eye damage Harmful if swallowed	500 ml

List of Dangerous Instruments used in laboratory

Sr.No.	Name of Instrument	Use
1	Centrifuge machine	Separation of blood components
2	Muffle Furnace	
3	X-ray	Evaluate radiographic abnormalities in chest provoked by inhalation of dust.
4	Gas Chromatography	Estimation of solvent vapors/organic chemicals
5	Muffle furnace	for analytical purpose
6	Distilled water apparatus	for making pyrogen free distilled water for routine laboratory requirements.
7	Hot Plate	for analytical purpose
8	Water bath	for analytical purpose
9	Electrical oven	for analytical purpose
10	Refrigerator	For storage of blood sample and chemicals

Dangerous Instrument Law and Legal Definition. A **dangerous instrument** is any **instrument**, article, or substance which, under the circumstances in which it is used, attempted to be used, or threatened to be used, is highly capable of causing death or serious physical injury.

b) Seat of key person :

Except security staff, the seat of key persons is located on Fifth floor in office building.

c) Emergency control centre :

The Emergency Control Centre is the place from which the operations to handle the emergency are directed and co-ordinated. It will be attended by the Site/ Incident Controller.

Emergency Control Centre contain :

- a) an adequate number of external telephones.
- b) an adequate number of internal telephones;
- c) following are the resources;
 - i. Fire extinguishers
 - ii. the fire water system and additional sources of water
 - iii. assembly point
 - iv. vehicle parking;
 - v. Smoke detectors
- d) note-pads, pens, pencils to record all messages received and sent by whatever means;
- e) nominal roll of employees or access to this information

Fire Fighting Equipments :

The fire hydrant and sprinkler installation in office building is complete. The same would help in combating the emergency instantly till outside help is arrived. It is recommended to complete the same immediately to maintain emergency preparedness.

Also there are portable fire extinguishers in the office area to take care against the primary fire incidences.

Similarly fire fighting training imparted to the employees present in the office including mock drills periodically to ascertain preparedness.

Sr.No.	Name of the equipment	5 th Floor	6 th Floor	8 th Floor
1.	Fire Extinguisher	6	8	7
2.	Fire hydrants	1	1	1
3.	Smoke Detector	23	25	4

Water storage :

There are five water tanks on ground floor.

Tank no 1 – for rain harvesting water of capacity 25,000 lits

Tank no 2, 3 & 4 for firefighting of 25,000 lits each

Tank no 5 - 20,000 lits

One overhead tank of capacity – 25,000 lits

There is water hydrant line at entire premises there are hydrants points on each floor.

Assembly point :

The area of assembly point has been set on the ground floor near entry gate of Kamgar Bhavan.

Emergency escape facility :

Three lifts and two stair case are provided to the office building. Either could be used to rush to assembly point in case of emergency.

Do not use lift in case of fire.

8. LIKELY DANGERS TO THE OFFICE AND THE EXTENT OF EFFECTS

- **Fire :**

Combustible material like office stationary, old record, wooden furniture and flammable solvents at Laboratory etc. may cause localized fire if ignited. Exposure will be to limited area if attacked instantly.

- **Natural calamities :**

Calamities like earth quack, thunder storm etc. may cause damage to the building for which emergency evacuation may help in preventing human loses.

9. PROCEDURE FOR CONDUCTING MOCK DRILL

The success of this plan is very much dependent on planned and unplanned mock drills. Mock drill should be carried out regularly, which helps to familiarize employees with their roles and prove the current accuracy of details of the Disaster management plan.

Procedure for mock drills :

- a) Inform all the employees about importance and procedure of mock drill and the signal to be given.
- b) Fix the date and location of the emergency for mock drills without knowledge of the employees.
- c) Mock drills will be monitored by observers (who will be one of the Senior Officers) not involved in the exercise.
- d) Raise the alarm for Emergency.
- e) After hearing the siren site controller with required number of employees will move to emergency site to combat emergency.
- f) He will depute persons for calling the fire Brigade.
- g) Rescue/evacuation team should work in co-ordination with emergency team.
- h) Office Superintendent will be responsible for head count.
- i) Site/Incident Controller will address system about drills to the employees assembled at Assembly Point.
- j) All clear signal should be given once situation in under control and safe to occupy.