

**DISASTER MANAGEMENT PLAN
2014**



**TOWN AND COUNTRY PLANNING DEPARTMENT
HIMACHAL PRADESH, SHIMLA- 171009**

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HIMACHAL PRADESH**

2014

INTRODUCTION

The State of Himachal Pradesh is highly vulnerable to natural disasters. The State is highly prone to earthquakes as it falls under Seismic Zones IV & V. Then there are disasters like floods, cloudbursts, snow avalanches, landslides etc. visiting the State from time to time.

Consequent upon enactment of the Disaster Management Act, 2005, the Government of Himachal Pradesh decided to initiate effective and serious efforts towards mitigation and management of disasters. Section 23(7) of the Disaster Management Act, 2005 stipulates that every **Department** shall have its own Disaster Management Plan in order to reduce the potential loss of life and property on account of a disaster by way of ensuring preparedness, response, relief and rehabilitation measures for same.

1. Profile of the Department

The Town and Country Planning Department was initially created as a cell in the H.P. Public Works Department in the year **1964** and continued to be so up to the year 1979. During the year 1979 an independent Directorate of Town & Country Planning was created but charge of the post of Director continued to be held by the Engineer- in-Chief (B&R) of the Himachal Pradesh Public Works Department till 1993, when an independent Director was appointed as Head of the Department. The Head office of the Department is situated at Shimla and besides this, there are 7 Divisional and 5 Sub-Divisional Town Planning Offices in the State. While the Divisional Town Planning Offices are headed by Town & Country Planners, the Sub-Divisional Town Planning Offices are headed by Assistant Town & Country Planners.

1.2 Infrastructure

The Directorate of Town and Country Planning, Himachal Pradesh is situated in its own building/premises at Kasumpti on Shimla-Dhalli bye-pass road. It is a six storey building having 23 rooms. The office building has ample passages, gallery and stairs for easy approach to its different parts. The main entrance gate is at the road level i.e. Ground Floor. There also exists an

alternative exit at G 4 level though the same is least used by public as well as employees working in the office building.

2. Hazard ,Vulnerability, Capacity and Risk Profile

2.1 Nature, frequency and intensity of disaster to which the Directorate building is prone to or in likely to be impacted in future

The building housing the Directorate of Town and Country Planning, Himachal Pradesh at Kasumpti ,Shimla is prone to or likely to be impacted in future by the following disasters:-

Sr. No.	Type	Level of Vulnerability
1.	Fire	High
2.	Land slide	High
3.	Soil erosion	High
4.	Flood	Low
5.	Cloudburst	Medium
6.	Traffic hazard	Medium
7.	Structural failure	High
8.	Stampede	Low
9.	Overall vulnerability	Medium

2.2 Historical / past disasters / losses in the Department

Between the years 1977 to 1993 the Directorate of Town and Country Planning, Himachal Pradesh was functioning in a Government building situated at United Services Club, Shimla-1. On **28.6.1993**, a major **fire** broke out in which the office building was reduced to ashes. However fortunately no loss of life occurred since the incident took place at around **5.30 P.M.** when majority of staff had left the office building. The entire office record was destroyed in the fire. It took a number of years to rebuild the office record. After this incident the office was temporarily shifted to a private building near hotel Himland and subsequently to Block No. 26 at SDA complex, Kasumpti. Later on the Department got constructed its own building at Kasumpti in the year **1996** in which the Directorate is located now.

2.3 Causes of losses / damages:

The fire broke out from the staff canteen situated in the basement floor of the building at **U.S. Club** due to the **leakage of LPG cylinder**. Moreover the entire structure of the building was made of wood and thus was highly prone to fire hazard. There was also no fire system installed in the premises.

2.4 Risk Analysis/ Vulnerability of the Directorate building at Shimla

Apart from the natural calamities and hazards as mentioned above, many man made disasters can have devastating effect on human life and property. Directorate of TCP is a public office, hence many persons visit this office during day time and there is sometimes a rush of vehicles on/near the parking floor. There is a risk of accidents as the office building is located right on the Highway and is on the valley side of it. Moreover there is direct entry to the building from main road which is a possible source of an accident.

The Directorate building at Shimla is prone to various hazards as below:

- i) **Accident** :- On working days the Directorate building witnesses a rush of vehicles on main road. Such a situation is an easy recipe for accidents.
- ii) **Fire**: - Fire whether accidental or otherwise may have a severe impact in view of huge quantity of office record apart from human life and public property.
- iii) **Landslides**: There is always a risk of landslides in the building as it is constructed on a hill slope protected with breast walls. Due to heavy rains, there is a risk of landslides and potential damage to the building.
- iv) **Flood & cloud burst** :- In a hilly area, there is always a risk of flash flood & cloud burst . This is all the more so as the structure is located on the valley side of the Highway.

2.5 Capacity of the Directorate building to deal with disasters:

The Directorate of TCP building is structurally well built with sufficient open corridors. There are two inlets/outlets in the office premises, one facing towards the Highway, which is the main entrance/exit and another at the lowest basement floor level. Both the entries/outlets can be used during an emergency / disaster. The close proximity of the office building to the major

Government offices like Social Justice & Empowerment, Food & Civil Supplies, Excise & Taxation and nearness to the private hospitals namely Tenzin & Astha, which are about 1 to 1.50 Kms from the office is an added advantage. The office building is easily approachable for relief vehicles such as fire fighting tenders and ambulances etc. For quick response, in the event of disaster, there are four vehicles (three vehicles of the Directorate & one vehicle of the Division office).

2.6 Gaps in existing capacity

Self assessment of capacity is essential to deal with disasters effectively. The Disaster Management Plan must focus on lacunae and shortcomings, so that they can be corrected well before some untoward event happens. The Directorate building has certain gaps in capacity such as:-

- i) **No signboards:** There are no signboards to help people at main gate namely exit signboard etc. for people to navigate inside the building. There is also no **emergency exit plan** for this purpose displayed at certain conspicuous points.
- ii) **No online Inventory of Emergency Resources:** There is no online comprehensive database of Disaster Management related inventory and organized information dissemination system with the Department. This is very important for mobilizing specialized equipment & skilled human resources to respond immediately during disaster.
- iii) **No Mock Drill:** No mock drills have ever been conducted to ascertain the preparedness for dealing with such disaster.
- iv) **Lack & awareness among Staff:** No training or awareness campaigns have ever been conducted in the Department to train the staff & make them aware of the impending dangerous on the office. However one such workshop has been organised just recently on **18.10.2014** to create awareness amongst staff in this regard.
- v) **Lack of Adequate parking:** The existing parking provision in the office building is very inadequate. Just four vehicles can be parked and there is no space for an emergency vehicle to be parked.
- vi) **Lack of barrier free facilities:-** There is no provision in the building for the evacuation of persons with disability.

3. Prevention, Mitigation and Preparedness Plan:

3.1 Constitution of Disaster Management Committee

A Disaster Management Committee needs to be constituted on priority basis, consisting of Director(TCP) as its Chairman , the State Town Planner, TCP (HQ), TCP(Shimla) as the members and ATPI(HQ) as its Member Secretary. The Committee will monitor the implementation of Disaster Management Plan and supervise the work of the quick response teams.

3.2 Capacity Building:- To handle any disaster effectively, it is necessary to have proper training of the staff involved in the Disaster Management Plan from time to time.

3.3 Regular Mock Drills:- Regular drills should be conducted in collaboration with the State Disaster Management Authority. Mock drills may be planned for each disaster separately under the overall supervision of the Disaster Management Committee of the Department.

3.4 Installation of adequate firefighting equipment & testing of the already installed equipments: - It is quite essential that adequate firefighting equipments may be installed in the building as per the standards of the Fire Fighting Department and the already installed equipment & apparatus may be tested on regular basis.

4. Response Plan

4.1 Installation of Evacuation routes & Maps and other tools:- It is required 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. Apart from above, ladders, ropes and first aid boxes are to be arranged.

Sr. No.	Item	
1.	Exit Signboard	15
2.	First Aid Boxes	4
3.	Ladders & Rope	2 each

4.2 **Barrier free access:-** Plans are to make provision of lift to the person with disability.

4.3 Constitution of quick Response Teams:

Quick Response teams of the staff of the TCP Department have been constituted with specific tasks assigned to them and these teams are supported by the Disaster Management Committee. These teams will act in co-ordination in the event of a Disaster or hazard whether natural or man made. The Quick Response Teams have been constituted as under:-

4.3.1 Team for fire fighting

Sr. No.	Name & Designation	Rules & Responsibilities
1.	Sh. Satish Sharma, TCP(HQ)	Co-ordination among team members
2.	Sh. Dharam Chand, Supdt.Gd.-I	Mobilize local efforts in fire fighting
3.	Sh. Ramesh Chand, Jr.Asstt.	Co-ordination with fire fighters & first aid.
4.	Sh. Surat Ram, Process Server	Turning of MCB switches & main switch.
5.	Sh. Anil Sharma, Jr.Asstt.	Rescue & Evacuation
7.	Smt. Krishna Thakur, Jr. Asstt.	Efforts to limit damage

4.3.2 Health & Security team.

- Arrangement of Ambulance
- Transportation of the sick and infirmed persons to the hospital
- First Aid
- Coordination with the Police

4.3.3 Natural Hazard

- Co-ordination with the State Disaster Management Authority

- First aid & Transportation
- Search, Rescue and Evacuation
- Information & communication

5 Management, Review and updating & Dissemination of Disaster Management Plan.

Disaster Management Planning is a continuous process in itself and needs to be reviewed/updated on regular basis. The job of updation of Disaster Management Plan is hereby entrusted to **ATP(I)-HQ**. The review of this plan shall be done by the Disaster Management Committee on yearly basis

5.1 Dissemination of Plan to staff.

The Disaster Management Plan is to be disseminated to all the staff members of the Department.

6 Important contact numbers of the Department.

Exchange No.	0177- 2624762
State Town Planner	2625752, 9418470359
Town & Country Planner (H.Q)	2611450, 9418072391
Supdt. Grade- I	2624737, 9418376631
Town & Country Planner, Shimla	2622595, 9418070676

7. Important Emergency Numbers

The Mall, Shimla	Fire Station	101, 2658976
Chhota Shimla	Fire Station	2623269
	Ambulance	108, 2804648
	Police Control Room	2621714
	IGMC Hospital	2803073, 2814725
	DDU Hospital	2654071
	Kamla Nehru Hospital	2624841

**TOWN AND COUNTRY PLANNING DEPARTMENT
HIMACHAL PRADESH**

No: HIM/TP/Disaster Management/2014-

Dated:

To,

The Principal Secretary(Rev.) to the
Government of Himachal Pradesh,
Shimla.

**Subject : Preparation of Departmental Disaster Management Plan
under Section 23(7)& 40 of Disaster Management Act- 2005.**

Sir,

This is with reference to your office letter No. Rev(DMC)(F) 4-2/2008 dated 30.05.2014 on the subject cited above. The Department has prepared Disaster Management Plan which is enclosed herewith for taking further necessary action, please.

Yours faithfully,

Encls : As above.

Director,
Town & Country Planning Deptt.
Himachal Pradesh, Shimla.

Copy to the Additional Chief Secretary(TCP), to the Government of Himachal Pradesh, Shimla with reference to his office letter No. TCP-F(2)-2/2012 dated 09.06.2014 for information, please.

Director,
Town & Country Planning Deptt.
Himachal Pradesh, Shimla.

