

# **Bus Stand Safety Initiative**

**By**



**Revenue and Disaster Management Department**

**Government of Haryana**

## **BUS STAND DISASTER MANAGEMENT PLAN**

**Draft TEMPLATE**

**2015**

---



**CENTRE FOR DISASTER MANAGEMENT**

**HARYANA INSTITUTE OF PUBLIC ADMINISTRATION**

**GURGAON**

## INDEX

1. Disaster Management:
  - 1.1 Disaster Management meaning, objective, importance
  - 1.2 Types of Disasters
  - 1.3 Importance of Disaster Management Plan
  - 1.4 District Disaster Management Authority : Role and Importance
  - 1.5 Dos or Don'ts of various disasters
2. Bus Stand Profile
3. Hazard Risk, Vulnerability and Capacity (HRVC) Assessment
  - 3.1. Detailed history of Hazards/Accidents in Bus stand
  - 3.2. Risk Analysis
  - 3.3. Identification of Potential Non-Structural Hazards
  - 3.4. Identification of Vulnerable Population
  - 3.5. Capacities
    - 3.5.1. Skilled/Trained Human Resource
    - 3.5.2. Resource Inventory
4. Response Mechanism
  - A. Bus Stand Disaster Management Committee (CDMC)
  - B. Teams Under BSDMC
    1. Building Safety Committee
    2. Early warning, Communication & Awareness Generation Team
    3. Evacuation Team
    4. Fire Safety Team
    5. Search and Rescue Team
    6. First Aid Team
    7. List of volunteer blood donors
    8. Water and Sanitation Team
    9. Road Safety Team
    10. Coordination Team
5. Evacuation Plan with Evacuation Map
6. Mock Drill
7. Assessment check list

Dedicated to those victims,  
Who are trapped between devil and death during a  
journey..

## 2. Chapter : Bus Stand Profile

### 1.1 Bus Stand Details

1.	Name	Haryana Roadways, Sirsa	
2.	District and state	Sirsa, Haryana	
3.	Address	General Manager, Haryana Roadways, Sirsa	
		Telephone	01666-221274
		Fax	01666-221274
		Email	gmhrsrs@yahoo.in
4.	Name of Bus Stand Incharge(SSI)	Sh. Subhash Chander, SI.	
5.	Contact Details	Telephone	01666-220866
		Mobile	94664-05014
		Email	gmhrsrs@yahoo.in
6.	<u>Nodal Officers for Disaster Management:</u> Transport Manager Roadways	Name with Contact Details : Manoj Sharma 9466550067	Email Id: gmhrsrs@yahoo.in
7.	Type of Bus Stand	Inter State	
8.	<u>Bus Stand Timings :</u>		
	Bus Stand Enquiry	24 Hr.	
	Cash Branch	24 Hr.	
	Overtime Branch	09:00 AM-05:00 PM	
	Booking Branch	04:00AM -10.00 PM	
	Ticket Verification Branch	09:00 AM-05:00 PM	
	SS Staff	04:00AM-08:00 PM	
Work Shop Timings	24 Hr.		

9.	<u>Staff Details</u>	Male	Female	Total
	Bus Stand Enquiry	2	0	2
	Cash Branch	5	0	5
	Over Time Branch	2	0	2
	Booking Branch	12	0	12
	Ticket Verification Branch	3	0	3
	SS Staff	3	0	3
	Work Shop	116	0	116
10.	<u>Drivers Details</u>	Male	Female	Total
	Local/City Bus Service	0	0	0
	Long Route Buses	245	0	245
	<u>Conductor Details</u>	Male	Female	Total
	Local/City Bus service	0	0	0
	Long Route Buses	268	0	268
11.	<u>No. Of Buses</u>			
	Local/ City Buses			
	Long Route Buses			
	No. of Semi Deluxe Buses			
	No. of Deluxe Buses			
	Total	133		
12.	<u>First Aid Kits in a bus</u>	No. of kits 85	Capacity per first aid kit	
13.	<u>Fire Extinguishers in a bus</u>	No. and Type 92	Capacity	
14.	<u>Sitting Capacity of Bus</u>	52		
15.	<u>Bus Insurance Details</u>	All buses are insured by New India Insurance		

16.	No. of differently abled persons	<b>Male</b>	<b>2</b>		
		<b>Female</b>	nil		
		<b>Total</b>	2		

**1.1.1 Details of Staff –permanent and contractual (add additional sheet if needed):**

Suresh Kumar Kaswan, HCS	General Manager	1666221274
Ashwani Kumar	Accounts Officer	1666221274
Mohan Lal	Superintendent	1666221274
Akashdeep Singh	Assistant Distt. Attorney	1666221274
Prem Chand	Resident Section Officer	1666221274
Chander Bhan	Statistical Assistant	1666221274
Ajay Kumar	Accountant	1666221274
Om Parkash Gill	Assistant	1666221274
Jagdish Chander	Assistant	1666221274
Rajinder Singh Thaska	Junior Auditor	1666221274
Subhash Chander	Junior Auditor	1666221274
Anil Kumar	Cashier	1666221274
Mukesh Kumar	Clerk	1666221274
Budh Dev	Clerk	1666221274
Murari Lal	Clerk	1666221274
Dharmbir	Clerk	1666221274
Satvinder Singh	Clerk	1666221274
Prem Kumar	Clerk	1666221274
Madan Lal	Clerk	1666221274
Bhim Singh	Clerk	1666221274
Prithvi Raj	Clerk	1666221274
Davinder Singh	Clerk	1666221274
Sadhu Ram	Clerk	1666221274
Surjeet Singh	Clerk	1666221274
Chiman Rai	Clerk	1666221274
Ram Chander	Clerk	1666221274
Jagjeet Singh	Clerk	1666221274
Net Ram	Clerk	1666221274
Chand Ram	Clerk	1666221274
Iqbal Singh	Clerk	1666221274
Brij Lal	Clerk	1666221274
Om Parkash	Clerk	1666221274
Arjun Dass	Typist	1666221274
Madan Gopal	Computer Operator	1666221274
Suresh Kumar	Computer Operator	1666221274
Kulbir Singh	Computer Operator	1666221274
Sh. Keshav Saini	Steno Typist	1666221274
Gurpal Singh	Dafftri	1666221274
Subhash Chander	Peon	1666221274
Ramesh Lal	Peon	1666221274
Tarsam Chand	Peon	1666221274
Harjeet Singh	Chowkidar	1666221274
Raj Kumar	Chowkidar	1666221274
Ram Shakal	Chowkidar	1666221274

Charanjeet Kaur	Water Carrier	1666221274
Ramesh Chander	Chief Store Keeper	1666221274
Atama Ram	Traffic Manager	1666221274
Ram Naraiian	Inspector	1666221274
Ramesh Kumar	Inspector	1666221274
Mahinder Singh	Inspector	1666221274
Jug Lal Poonia	Inspector	1666221274
Balbir Singh	Inspector	1666221274
Budh Ram	Inspector	1666221274
Sant Ram	Inspector	1666221274
Parhlad Singh	Inspector	1666221274
Ramji Lal	Inspector	1666221274
Vijay Kumar	Inspector	1666221274
Dalbir	Inspector	1666221274
Pirthvi Singh	Inspector	1666221274
Gurtej Singh	Sub-Inspector	1666221274
Sukhdev Singh	Sub-Inspector	1666221274
Hans Raj	Sub-Inspector	1666221274
Sucha Singh	Sub-Inspector	1666221274
Subhash Chander	Sub-Inspector	1666221274
Mahabir Singh	Sub-Inspector	1666221274
Harmeet Singh	Sub-Inspector	1666221274
Dinesh Bhagat	Sub-Inspector	1666221274
Sita Ram	Sub-Inspector	1666221274
Ramesh Kumar	Sub-Inspector	1666221274
Mahander Kumar	Sub-Inspector	1666221274
Balwant Singh	Sub-Inspector	1666221274
Sahib Ram	Sub-Inspector	1666221274
Devi Lal	Sub-Inspector	1666221274
Rohtash Kumar	Sub-Inspector	1666221274
Dharambir Singh	Sub-Inspector	1666221274
Gopal Singh	Sub-Inspector	1666221274
Ladhu Ram	Sub-Inspector	1666221274
Majer Singh	Sub-Inspector	1666221274
Pawan Parkash	Sub-Inspector	1666221274
Sukhdev Singh	Sub-Inspector	1666221274
Brij Lal	Sub-Inspector	1666221274
Ami Chand	Sub-Inspector	1666221274
Uddar Singh	Sub-Inspector	1666221274
Ami Chand	Sub-Inspector	1666221274
Om Parkash	Sub-Inspector	1666221274
Subhash Chander	Sub-Inspector	1666221274
Ram Kumar	Sub-Inspector	1666221274
Mange Ram	Sub-Inspector	1666221274
Hans Raj	Sub-Inspector	1666221274
Jai Chand	Sub-Inspector	1666221274
Sohan Lal	Sub-Inspector	1666221274



Bhagat Ram	Sub-Inspector	1666221274
Mohan Lal	Sub-Inspector	1666221274
Madan Lal	Sub-Inspector	1666221274
Om Parkash	Sub-Inspector	1666221274
Hansa Singh	Sub-Inspector	1666221274
Ram Phal	Mali	1666221274
Prem Kumar	Sweeper	1666221274
Bhoop Singh	Sweeper	1666221274
Lilu Ram	Sweeper	1666221274
Ramesh Kumar	Sweeper	1666221274
Vijay Kumar	Sweeper	1666221274
Surender Pal	Sweeper	1666221274
Satywan	Sweeper	1666221274
Ranjeet Singh	Sweeper	1666221274
Bugan Lal	Sweeper	1666221274
Jai Pal	Sweeper	1666221274
Sanjay Kumar	Sweeper	1666221274
Bhawanr Singh	Ticket Varifier	1666221274
Jagjeet Singh	Ticket Varifier	1666221274
Suresh Kumar	Ticket Varifier	1666221274
Manoj Kumar	Works Manager	1666221274
Kuldeep Jangra	Store Purchase Officer	1666221274
Rajinder Kumar	Store Purchase Assistant	1666221274
Krishan Kumar	Store Keeper	1666221274
Jashwant Singh	Store Keeper	1666221274
Hawa Singh	Assistant Store Keeper	1666221274
Nanak Chand	Assistant Store Keeper	1666221274
Madan Lal	Diesel Pump Clerk	1666221274
Sugriv	Diesel Pump Clerk	1666221274

**1.1.2 Details of Drivers and Conductors Staff –permanent and contractual  
(add additional sheet if needed):**

Ajaib Singh	Conductor	1666221274
Ajay Kumar	Conductor	1666221274
AJAY KUMAR	Conductor	1666221274
AJIT SINGH	Conductor	1666221274
Ajmer Singh	Conductor	1666221274
Amar Nath	Conductor	1666221274
Ammi Lal	Conductor	1666221274
ANIL KUMAR	Conductor	1666221274
ANIL KUMAR	Conductor	1666221274
ANIL KUMAR	Conductor	1666221274
Anup Singh	Conductor	1666221274
Arjun Dass	Conductor	1666221274
Ashok Kumar	Conductor	1666221274
Atma Ram	Conductor	1666221274

Bajrang Lal - I	Conductor	1666221274
Balbir Chand	Conductor	1666221274
Balbir Chand	Conductor	1666221274
Balbir Singh	Conductor	1666221274
Baldev Chand	Conductor	1666221274
Baldev Singh	Conductor	1666221274
Baldev Singh	Conductor	1666221274
Baljit Singh	Conductor	1666221274
Balkar Singh	Conductor	1666221274
Balvinder Singh	Conductor	1666221274
Balwant Singh	Conductor	1666221274
Balwant Singh	Conductor	1666221274
Balwant Singh	Conductor	1666221274
Banshi Lal	Conductor	1666221274
Barij Lal	Conductor	1666221274
Bhoop Ram	Conductor	1666221274
Bhoop Singh	Conductor	1666221274
Biker Singh	Conductor	1666221274
Bir Singh	Conductor	1666221274
Brahm Pal	Conductor	1666221274
BRIJ LAL	Conductor	1666221274
CHARAN SINGH	Conductor	1666221274
CHARAT SINGH	Conductor	1666221274
Chinder Pal	Conductor	1666221274
Dalip Kumar	Conductor	1666221274
Darshan Singh	Conductor	1666221274
Dasrath Singh	Conductor	1666221274
Daya Nand	Conductor	1666221274
Daya Ram	Conductor	1666221274
Devinder Singh	Conductor	1666221274
Dharam Dutt	Conductor	1666221274
Dharam Pal	Conductor	1666221274
Dharampal	Conductor	1666221274
DHARMENDER	Conductor	1666221274
DHARMINDER	Conductor	1666221274
FAKIR CHAND	Conductor	1666221274
Gaja Nand	Conductor	1666221274
Ganga Ram	Conductor	1666221274
GAUTAM JHORAR	Conductor	1666221274
Goma Ram	Conductor	1666221274
Gopal Krishan	Conductor	1666221274
Gulshan Kumar	Conductor	1666221274
Gurjant Singh	Conductor	1666221274
Gurrmeet Singh	Conductor	1666221274
GURVINDER SINGH	Conductor	1666221274
Harbhajan Lal	Conductor	1666221274
Hardev Singh	Conductor	1666221274

Hari Krishan	Conductor	1666221274
HARI SINGH	Conductor	1666221274
Harish Kumar	Conductor	1666221274
Harjit Singh	Conductor	1666221274
Harnek Chand	Conductor	1666221274
HASAN KUMAR	Conductor	1666221274
Hemant Parik	Conductor	1666221274
Inder Pal	Conductor	1666221274
INDER PAL	Conductor	1666221274
INDRAJ SINGH	Conductor	1666221274
Iqbal Singh	Conductor	1666221274
Jagdish Chander	Conductor	1666221274
Jagdish Chander	Conductor	1666221274
Jagdish Kuamr	Conductor	1666221274
Jagsir Singh	Conductor	1666221274
Jangir Singh	Conductor	1666221274
Jarnail Singh	Conductor	1666221274
JARNAIL SINGH	Conductor	1666221274
Jasbir Singh	Conductor	1666221274
Jashkaran Singh	Conductor	1666221274
Jaspal Singh	Conductor	1666221274
Jaspal Singh	Conductor	1666221274
Jaspal Singh	Conductor	1666221274
Jaspal Singh	Conductor	1666221274
JEETAM SINGH	Conductor	1666221274
JITENDER KUMAR	Conductor	1666221274
JOGINDER SINGH	Conductor	1666221274
KAPTAN SINGH	Conductor	1666221274
Karishan Gopal	Conductor	1666221274
Karishan Kumar	Conductor	1666221274
Karishan Lal	Conductor	1666221274
Kashmir Chand	Conductor	1666221274
KEHAR SINGH	Conductor	1666221274
KISHAN LAL	Conductor	1666221274
Krishan Kumar	Conductor	1666221274
Krishan Lal	Conductor	1666221274
Krishan Lal	Conductor	1666221274
Krishan Lal	Conductor	1666221274
Krishan Lal	Conductor	1666221274
KULDEEP KUMAR	Conductor	1666221274
KULDEEP SINGH	Conductor	1666221274
KULDEEP SINGH	Conductor	1666221274
Lekh Raj	Conductor	1666221274
LILU RAM	Conductor	1666221274
Madan Lal	Conductor	1666221274
Madan Lal	Conductor	1666221274
MADAN LAL	Conductor	1666221274
Mahabir Parshad	Conductor	1666221274

Mahabir Singh	Conductor	1666221274
Mahabir Singh	Conductor	1666221274
Mahabir Singh	Conductor	1666221274
Mahabir Singh	Conductor	1666221274
MAHABIR SINGH	Conductor	1666221274
MAHENDER SINGH	Conductor	1666221274
MAHENDER SINGH	Conductor	1666221274
Mander Singh	Conductor	1666221274
MANOJ KUMAR	Conductor	1666221274
MOHAN LAL	Conductor	1666221274
MUNISH KUMAR NOLIYA	Conductor	1666221274
Munshi Ram	Conductor	1666221274
Naib Singh	Conductor	1666221274
NANAK RAM	Conductor	1666221274
Nand Lal	Conductor	1666221274
NANDLAL	Conductor	1666221274
NARENDER KUMAR	Conductor	1666221274
NARESH KUMAR	Conductor	1666221274
Naresh Kumar	Conductor	1666221274
NARESH KUMAR	Conductor	1666221274
NARESH KUMAR	Conductor	1666221274
Naresh Kumar	Conductor	1666221274
Naresh Kumar	Conductor	1666221274
NARESH KUMAR	Conductor	1666221274
Naresh Singh	Conductor	1666221274
Nazam Singh	Conductor	1666221274
Neki Ram	Conductor	1666221274
Om Parkash	Conductor	1666221274
Om Parkash	Conductor	1666221274
Om Parkash	Conductor	1666221274
OM PARKASH	Conductor	1666221274
Paramjeet Singh	Conductor	1666221274
PARDEEP KUMAR	Conductor	1666221274
Parhladh Singh	Conductor	1666221274
PARVEEN KUMAR	Conductor	1666221274
PAWAN KUMAR	Conductor	1666221274
PAWAN KUMAR	Conductor	1666221274
PAWAN KUMAR	Conductor	1666221274
Pawan Kumar	Conductor	1666221274
Piara Singh	Conductor	1666221274
Piyara Singh	Conductor	1666221274
PREM SAGAR	Conductor	1666221274
Radhy Sayam	Conductor	1666221274
RAGHUVIR SINGH	Conductor	1666221274
Rai Singh	Conductor	1666221274
Rai Singh	Conductor	1666221274
Raj Kumar	Conductor	1666221274

RAJ KUMAR	Conductor	1666221274
Raj Pal	Conductor	1666221274
RAJENDER KUMAR	Conductor	1666221274
RAJESH	Conductor	1666221274
Rajesh Kumar	Conductor	1666221274
Rajesh Kumar	Conductor	1666221274
Rajinder Kumar	Conductor	1666221274
Rajinder Kumar	Conductor	1666221274
Rajinder Singh	Conductor	1666221274
Rajinder Singh	Conductor	1666221274
Rakesh Kumar	Conductor	1666221274
RAKESH KUMAR	Conductor	1666221274
Rakesh Kumar	Conductor	1666221274
RAM CHANDER	Conductor	1666221274
RAM KISHAN	Conductor	1666221274
Ram Kuamr	Conductor	1666221274
Ram Kumar	Conductor	1666221274
Ram Kumar	Conductor	1666221274
Ram Kumar	Conductor	1666221274
RAM SINGH	Conductor	1666221274
Ram Singh	Conductor	1666221274
RAMANAND	Conductor	1666221274
RAMESH CHANDER	Conductor	1666221274
Ramesh Kumar	Conductor	1666221274
RAMESH KUMAR	Conductor	1666221274
RAMESH KUMAR	Conductor	1666221274
Rameshwer Lal	Conductor	1666221274
RAMNIWAS	Conductor	1666221274
RAMNIWAS	Conductor	1666221274
Ranbir Singh	Conductor	1666221274
Ranbir Singh	Conductor	1666221274
Ranjeet Singh	Conductor	1666221274
Ranjit Singh	Conductor	1666221274
Ranjit Singh	Conductor	1666221274
Ranveer	Conductor	1666221274
RANVIR SINGH	Conductor	1666221274
Rattan Lal	Conductor	1666221274
Ravinder Kumar	Conductor	1666221274
RAVINDER KUMAR	Conductor	1666221274
Richhpal Singh	Conductor	1666221274
Rohitash	Conductor	1666221274
Rohtash	Conductor	1666221274
Rohtash Kumar	Conductor	1666221274
Roop Ram	Conductor	1666221274
ROSHAN LAL	Conductor	1666221274
Sadhu Ram	Conductor	1666221274
Sadhu Ram	Conductor	1666221274
Sahib Ram	Conductor	1666221274

SAJJAN SINGH	Conductor	1666221274
Salender Kumar	Conductor	1666221274
Samunder Dass	Conductor	1666221274
Sandeep	Conductor	1666221274
SANDEEP KUMAR	Conductor	1666221274
SANJAY KAPOOR	Conductor	1666221274
Sanjay Kumar	Conductor	1666221274
SANJAY KUMAR	Conductor	1666221274
Sant Lal	Conductor	1666221274
SATAYAWAN	Conductor	1666221274
SATBIR SINGH	Conductor	1666221274
SATBIR SINGH	Conductor	1666221274
SATISH	Conductor	1666221274
Satish Kumar	Conductor	1666221274
Satpal Singh	Conductor	1666221274
Satya Pal	Conductor	1666221274
Sher Singh	Conductor	1666221274
Shushil Kumar	Conductor	1666221274
Sita Ram	Conductor	1666221274
Sita Singh	Conductor	1666221274
Som Parkash	Conductor	1666221274
SUBHASH CHANDER	Conductor	1666221274
SUBHASH CHANDER JANGR	Conductor	1666221274
Sucha Singh	Conductor	1666221274
SUDHIR KUMAR	Conductor	1666221274
Sukhbir Singh	Conductor	1666221274
Sukhdarshan Singh	Conductor	1666221274
Sukhdarshan Singh	Conductor	1666221274
Sukhminder Singh	Conductor	1666221274
Sukhvinder Singh	Conductor	1666221274
SULTAN	Conductor	1666221274
Sunder Pal	Conductor	1666221274
SURENDER	Conductor	1666221274
SURENDER KUMAR	Conductor	1666221274
SURENDER KUMAR	Conductor	1666221274
Surender Kumar	Conductor	1666221274
Surender Kumar	Conductor	1666221274
Suresh Kumar	Conductor	1666221274
Suresh Kumar	Conductor	1666221274
Suresh Kumar	Conductor	1666221274
SURESH KUMAR	Conductor	1666221274
SURINDER KUMAR	Conductor	1666221274
Surinder Pal Singh	Conductor	1666221274
Surinder Singh	Conductor	1666221274
Sushil Kumar	Conductor	1666221274
Sushil Kumar	Conductor	1666221274

TARA CHAND	Conductor	1666221274
TINU	Conductor	1666221274
Tota Singh	Conductor	1666221274
Umed Singh	Conductor	1666221274
Ved Parkash	Conductor	1666221274
Ved Parkash	Conductor	1666221274
VED PARKASH	Conductor	1666221274
Ved Parkash	Conductor	1666221274
Ved Parkash	Conductor	1666221274
Vijay Kumar	Conductor	1666221274
VIJAY KUMAR	Conductor	1666221274
Vijay Singh	Conductor	1666221274
VIJAY SINGH	Conductor	1666221274
VIKAS	Conductor	1666221274
VIKRAM SINGH	Conductor	1666221274
Vinod Kumar	Conductor	1666221274
Vinod Kumar	Conductor	1666221274
VIRENDER	Conductor	1666221274
Vishnu Bhagwan	Conductor	1666221274
VISHNU DEVA	Conductor	1666221274
YUDHVIR	Conductor	1666221274
Amar Singh	Driver	1666221274
Ram Narain	Driver	1666221274
Balwan Singh	Driver	1666221274
Devi Lal	Driver	1666221274
Subhash Chander	Driver	1666221274
Mahinder Singh	Driver	1666221274
Jagdish Chander	Driver	1666221274
Bhim Singh	Driver	1666221274
Chaman Lal	Driver	1666221274
Devender Singh	Driver	1666221274
Kulwant Singh	Driver	1666221274
Kulvinder Singh	Driver	1666221274
Sohan Lal	Driver	1666221274
Raj Singh	Driver	1666221274
Ram Kumar	Driver	1666221274
Chhotu Ram	Driver	1666221274
Parkasah Singh	Driver	1666221274
Jagtar Singh	Driver	1666221274
Balbir Singh	Driver	1666221274
Dharam Pal	Driver	1666221274
Jagtar Singh	Driver	1666221274
Dalbir Singh	Driver	1666221274
Mahabir Singh	Driver	1666221274
Raj Kumar	Driver	1666221274
Mani Ram	Driver	1666221274
Budh Singh	Driver	1666221274

Jadish Chander	Driver	1666221274
Ashok Kumar	Driver	1666221274
Rai Singh	Driver	1666221274
Chhotu Ram	Driver	1666221274
Madan Lal	Driver	1666221274
Anil Kumar	Driver	1666221274
Jiwan Singh	Driver	1666221274
Gurjeet Singh	Driver	1666221274
Diler Singh	Driver	1666221274
Jarnail Singh	Driver	1666221274
Kulwant Singh	Driver	1666221274
Surenderpal Singh	Driver	1666221274
Surender Singh	Driver	1666221274
Gurtej Singh	Driver	1666221274
Satvinder Singh	Driver	1666221274
Teja Singh	Driver	1666221274
Babu Lal	Driver	1666221274
Harpal	Driver	1666221274
Surjeet Singh	Driver	1666221274
Ram Phal	Driver	1666221274
Balbir Singh	Driver	1666221274
Sunder Lal	Driver	1666221274
Luki Ram	Driver	1666221274
Joginder Singh	Driver	1666221274
Darbara Singh	Driver	1666221274
Kulvinder Singh	Driver	1666221274
Balwant Singh	Driver	1666221274
Gopal Singh	Driver	1666221274
Raj Pal	Driver	1666221274
Bhajan Singh	Driver	1666221274
Ram Niwas	Driver	1666221274
Balwan Singh	Driver	1666221274
Balkour Singh	Driver	1666221274
Gurmail Singh	Driver	1666221274
Gurnam Singh	Driver	1666221274
Lakhvinder Singh	Driver	1666221274
Atma Ram	Driver	1666221274
Gurdeep Singh	Driver	1666221274
Ram Partap	Driver	1666221274
Sawran Singh	Driver	1666221274
Manjeet Kumar	Driver	1666221274
Randhir Singh	Driver	1666221274
Buta Singh	Driver	1666221274
Harbansh Singh	Driver	1666221274
Iqbal Singh	Driver	1666221274
Om Parkash	Driver	1666221274
Devi Lal	Driver	1666221274



Pirthi Singh	Driver	1666221274
Satpal	Driver	1666221274
Baldev Singh	Driver	1666221274
Farez Singh	Driver	1666221274
Ram Chander	Driver	1666221274
Mahender Singh	Driver	1666221274
Jodha Singh	Driver	1666221274
Rajinder Singh	Driver	1666221274
Mange Ram	Driver	1666221274
Surjeet Singh	Driver	1666221274
Satyawan	Driver	1666221274
Ram Kumar	Driver	1666221274
Rajinder Parshad	Driver	1666221274
Jaskaran Singh	Driver	1666221274
Jagshir Singh	Driver	1666221274
Gulab Singh	Driver	1666221274
Shiv Raj Singh	Driver	1666221274
Mohan Lal	Driver	1666221274
Harpal Singh	Driver	1666221274
Madan Lal	Driver	1666221274
Saroop Singh	Driver	1666221274
Ram Karan Singh	Driver	1666221274
Subhash Chander	Driver	1666221274
Gori Sankar	Driver	1666221274
Balkar Singh	Driver	1666221274
Subhash Chander	Driver	1666221274
Balwant Singh	Driver	1666221274
Kewal Singh	Driver	1666221274
Ram Kumar	Driver	1666221274
Inder Lal	Driver	1666221274
Mahender Singh	Driver	1666221274
Kulwant Singh	Driver	1666221274
Kulbir Singh	Driver	1666221274
Vinod Kumar	Driver	1666221274
Raj Pal	Driver	1666221274
Ashok Kumar	Driver	1666221274
Lakhvinder Singh	Driver	1666221274
Sohan Lal	Driver	1666221274
Parminder Singh	Driver	1666221274
Ladhu Ram	Driver	1666221274
BHUP SINGH	Driver	1666221274
Ram Kumar	Driver	1666221274
Hari Kishan	Driver	1666221274
Ram Niwas	Driver	1666221274
Gurdev Singh	Driver	1666221274
ROHTASH	Driver	1666221274
Bhoop Singh	Driver	1666221274

Sher Singh	Driver	1666221274
BALDEV SINGH	Driver	1666221274
Gulab Singh	Driver	1666221274
Richhpal Singh	Driver	1666221274
Gunpal Singh	Driver	1666221274
Sukhvinder Singh	Driver	1666221274
Daya Singh	Driver	1666221274
Naresh Kumar	Driver	1666221274
Hasin Khan	Driver	1666221274
Jagtar Singh	Driver	1666221274
Manohar Lal	Driver	1666221274
Javender Kumar	Driver	1666221274
Ramher Singh	Driver	1666221274
Ujjawal Singh	Driver	1666221274
Paramjit Singh	Driver	1666221274
Om Parkash	Driver	1666221274
Chanan Ram	Driver	1666221274
Anokh Singh	Driver	1666221274
Shyam Lal	Driver	1666221274
Gurmeet Singh	Driver	1666221274
Gurmeet Singh	Driver	1666221274
Pritam Singh	Driver	1666221274
Satinder Singh	Driver	1666221274
Gurdev Singh	Driver	1666221274
Puran Chand	Driver	1666221274
Vinod Kumar	Driver	1666221274
Om Parkash	Driver	1666221274
Gurbachan Singh	Driver	1666221274
Murari Lal	Driver	1666221274
Nirmal Singh	Driver	1666221274
Banta Ram	Driver	1666221274

### 1.1.1 Details of Workshop Mechanics

541	Jagminder	Yard Master	1666221274
542	Ram Kumar	Yard Master	1666221274
543	Manoj Kumar	Foreman	1666221274
544	Dilbag Singh	Foreman	1666221274
545	Vacant	Service Station Incharge	1666221274
546	Ramdayal Singh	Head Mechanic	1666221274
547	Ramesh Kumar	Head Electrician	1666221274
548	Prem Chand	Head Electrician	1666221274
549	Shamsher Singh	Head Blacksmith	1666221274
550	Gurbax Singh	Mechanic	1666221274
551	Dharm Singh	Mechanic	1666221274
552	Naresh Kumar	Mechanic	1666221274

553	Rajinder Kumar	Mechanic	1666221274
554	Jagir Singh	Mechanic	1666221274
555	Sukhdev Singh	Mechanic	1666221274
556	Nand Lal	Mechanic	1666221274
557	Bharat Singh	Mechanic	1666221274
558	Ram Kishan	Mechanic	1666221274
559	Dula Ram	Mechanic	1666221274
560	Jarnail Singh	Mechanic	1666221274
561	Raj Kumar	Mechanic	1666221274
562	Balvinder Singh	Mechanic	1666221274
563	Vijay Kumar	Mechanic	1666221274
564	Om Parkash	Mechanic	1666221274
565	Raj Kumar	Mechanic	1666221274
566	Om Parkash	Mechanic	1666221274
567	Lxman Dass	Mechanic	1666221274
568	Jaibir Sharma	Mechanic	1666221274
569	Kirpa Nand	Mechanic	1666221274
570	Satish Kumar	Mechanic	1666221274
571	Manohar Lal	Mechanic	1666221274
572	Narian Dass	Mechanic	1666221274
573	Raj Kumar	Mechanic	1666221274
574	Bal Raj	Mechanic	1666221274
575	Mahabir	Mechanic	1666221274
576	Pitamber Sharma	Mechanic	1666221274
577	Jai Chand	Mechanic	1666221274
578	Avtar Singh	Mechanic	1666221274
579	Surjit Kumar	Mechanic	1666221274
580	Parmanand	Mechanic	1666221274
581	Radhey Shyam	Mechanic	1666221274
582	Kashmiri Lal	Mechanic	1666221274
583	Davender Kumar	Mechanic	1666221274
584	Som Parkash	Mechanic	1666221274
585	Chander Shekar	Mechanic	1666221274
586	Jai Chand	Mechanic	1666221274
587	Sudarshan Pal	Mechanic	1666221274
588	Kamlesh Kumar	Carpenter	1666221274
589	Ajit Singh	Carpenter	1666221274
590	Ranbir Singh	Carpenter	1666221274
591	Rajinder Kumar	Electrician	1666221274
592	Bhagat Singh	Electrician	1666221274
593	Subash Chand	Electrician	1666221274
594	Rama Nand	Electrician	1666221274
595	Baldev Kumar	Electrician	1666221274
596	Mange Ram	Electrician	1666221274
597	Ram Sawroop	Electrician	1666221274
598	Sant Lal	Electrician	1666221274
599	Hawa Singh	Upholster	1666221274

600	Davinder Kumar	Upholster	1666221274
601	Mohan Lal	Upholster	1666221274
602	Roop Chand	Welder	1666221274
603	Ranjeet Singh	Welder	1666221274
604	Devi Lal	Blacksmith	1666221274
605	Mani Ram	Blacksmith	1666221274
606	Beg Raj	Blacksmith	1666221274
607	Kirpal Singh	Blacksmith	1666221274
608	Kishori Lal	Blacksmith	1666221274
609	Chander Bhan	Blacksmith	1666221274
610	Naresh Kumar	Blacksmith	1666221274
611	Rajinder Singh	Blacksmith	1666221274
612	Ahsok Kumar	Painter	1666221274
613	Kulbir Singh	Painter	1666221274
614	Baldev Raj	Tyre-Man	1666221274
615	Lala Ram	Tyre-Man	1666221274
616	Bharat Bhusan	Tyre-Man	1666221274
617	Harmesh Kumar	Tyre-Man	1666221274
618	Mani Ram	Tyre-Man	1666221274
619	Chanchal	Tyre-Man	1666221274
620	Didar Singh	Tyre-Man	1666221274
621	Rdhey Ram	Turner	1666221274
622	Chaman Lal	Turner	1666221274
623	Ram Kumar	Radiator Repairer	1666221274
624	Dharm Pal	Radiator Repairer	1666221274
625	Lakhvinder Singh	Assistant Electrician	1666221274
626	Nanak Chand	Assistant Electrician	1666221274
627	Krishan Kumar	Assistant Electrician	1666221274
628	Puran Ram	Assistant Electrician	1666221274
629	Kulvinder Singh	Assistant Electrician	1666221274
630	Wazir Singh	Assistant Carpenter	1666221274
631	Rakesh Kumar	Assistant Welder	1666221274
632	Bhale Ram	Assistant Turner	1666221274
633	Sardish Kumar	Assistant Turner	1666221274
634	Narinder Pal	Helper	1666221274
635	Surinder Kumar	Helper	1666221274
636	Kalash Kumar	Helper	1666221274
637	Busan Parvej	Helper	1666221274
638	Krishan Lal	Helper	1666221274
639	Krishan Lal	StoreMan	1666221274
640	Harish Kumar	Washing Boy	1666221274
641	Krishan Lal	Washing Boy	1666221274
642	Om Parkash	Washing Boy	1666221274
643	Chunni Lal	Washing Boy	1666221274
644	Om Parkash	Washing Boy	1666221274
645	Tara Chand	Washing Boy	1666221274
646	Phool Chand	Washing Boy	1666221274

647	Naresh Kumar	Washing Boy	1666221274
648	Davinder Kumar	Washing Boy	1666221274
649	Balwant Singh	Washing Boy	1666221274
650	Tilak Raj	Washing Boy	1666221274
651	Sada Lal	Washing Boy	1666221274
652	Puran Ram	Announcer	1666221274
653	Hans Raj	Announcer	1666221274
654	Suraj Bahn	Barber	1666221274
655	Laxman Dass	Dobhi	1666221274
656	Alpana	Computer Programmer	1666221274
657	Om Parkash	Assistant Mechanic	1666221274
658	Guruditta Mal	Assistant Mechanic	1666221274
659	Palvinder Singh	Assistant Mechanic	1666221274
660	Bhoop Singh	Assistant Mechanic	1666221274
661	Mohinder Singh	Assistant Mechanic	1666221274
662	Richpal Singh	Assistant Mechanic	1666221274
663	Jagshir Singh	Assistant Mechanic	1666221274
664	Shiv Kumar	Assistant Mechanic	1666221274
665	Rai Shab	Assistant Mechanic	1666221274



**Haryana Roadways, Sirsa**

**Staff Position/Fleet Position of 31-Mar-2015**

**FLEET POSITION**

Total Buses available in depot	139
On-Route buses	126
in-Workshop Buses for repairment	7
Spare Buses	6

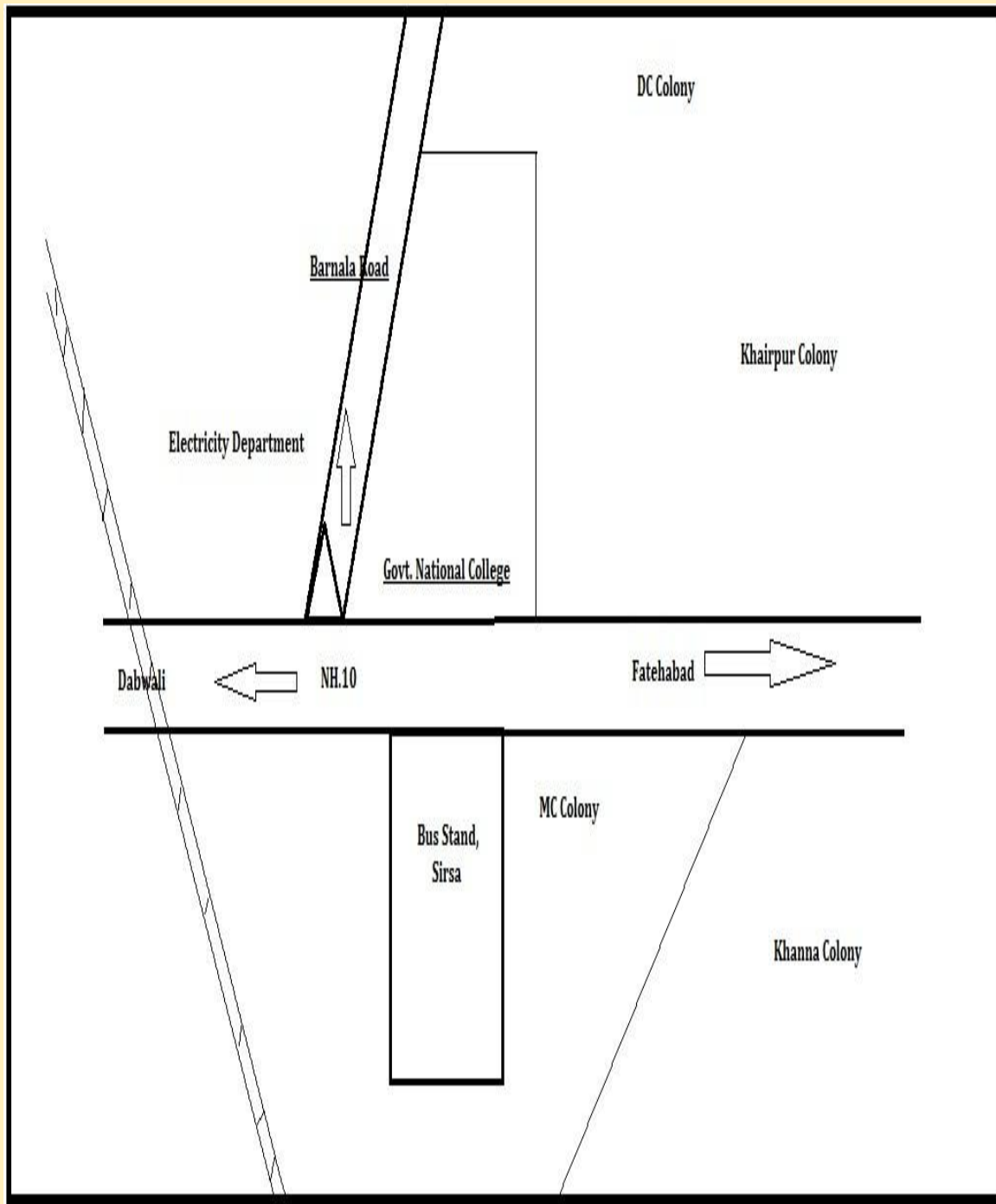
**CONDUCTORS**

Total Conductors available in depot	272
On-Route Conductors	157
On-Duty Conductors	125
Not Present Conductors	32
Spare Conductors	48

**DRIVERS**

Total Drivers available in depot	245
On Route Drivers	180
On-Duty Drivers	131
Not Present Drivers	45
Spare Drivers	16

# Location Map Of Bus Stand ,Sirsa



## 1.2 Bus Stand Building Details

1	Number of buildings in the premises	Basement	(Yes / No) No												
		Storey	Yes (1 <sup>st</sup> floor)												
2	Year of Construction (Give details if constructed in parts)	04.11.1987													
3	Bus Stand Area	14 acre 6 kanal 13 marle													
4															
5															
6		Attached herewith													
		No. of Rooms	Number of Staircases	No. of fire exits	No. of toilets male	No. of Toilets female	No. of Fire Extinguishers	No. of First Aid Boxes	Electric Panels	Drinking water points	Waiting room	Others	Canteen	Te a stall/ Kitchen	
	Ground Floor	6	2	2	2	2	3		3	6	1			4	
	First Floor	14			4		2		2	1					
	Second Floor														
	Third Floor														
	Total	20	2	2	6	2	5		5	7	1				4
7	Location of														
	1. Enquiry cell	Near Porch													
	2. Luggage Room														
	3. Medical Room/ Dispensary														

	<p>4. Canteen/ Cafeteria</p> <p>5. Staff Parking</p> <p>6. Public Parking</p> <p>7. City Bus parking</p> <p>8. Long route bus parking</p> <p>9. Workshop</p> <p>10. Transport Manager Haryana Roadways Office</p>	<p>back side of Bus Stand</p> <p>-do-</p> <p>Near Hanuman Mandir</p> <p>Bays NO. 2,4,5,6,7</p> <p>Near Hanuman Mandir</p> <p>1<sup>st</sup> Floor</p>
8	Bus Schedule	<p>Schedule for City Bus Service</p> <p>Schedule for Long Route Buses</p> <p><b>Attached herewith</b></p>
9	Bus Stand Maps	<p>1. Attach Bus Stand Location Map (showing major landmarks)</p> <p>2. Attach Bus Stand Building Map (showing premises and building layout)</p> <p>3. Attach Bus Stand Floor Maps (showing floor wise layout)</p>

**1.2.1 Details of person with medical concern (like Asthma, Diabetes, Cardiac Diseases etc):**

Sr. No.	Name	Age	Sex	Standard and Section	Type of medical concern
	Nil				




## 2. Hazard, Risk, Vulnerability and Capacity (HRVC) Analysis

### 2.1 Detailed History of Disaster/Accidents in bus stand

Sr. No.	Disaster/Accidents/ strike	Date & Time of occurrence	Total No. of people affected (injured & dead)	
			Dead	Injured
	Nil			

### 2.2 Possible Hazards:

Hazards (in and around the Bus Stand)	Hazard Probability (High / Med / Low)	Possible causes
Road Accidents	Low	ENTRY AND EXIT ON NH-10
Flood	Med	LOW LYING AREA
Earthquake	Low	
Building collapse	Low	
Epidemic / Contagious disease	Low	
Fire	Med	FLAMBLE MATERIAL AND DIESEL PUMP IS LOCATED IN THE BUS STAMD
Heat Wave	Low	
Cold Wave	Low	
Industrial / Chemical hazard	Low	

Stampede	Low	
Animal Bite	Low	
Snake Bite	Low	
Food Poisoning	Low	
Others (specify)		
Staff strikes	Med	COMMON BY UNIONS

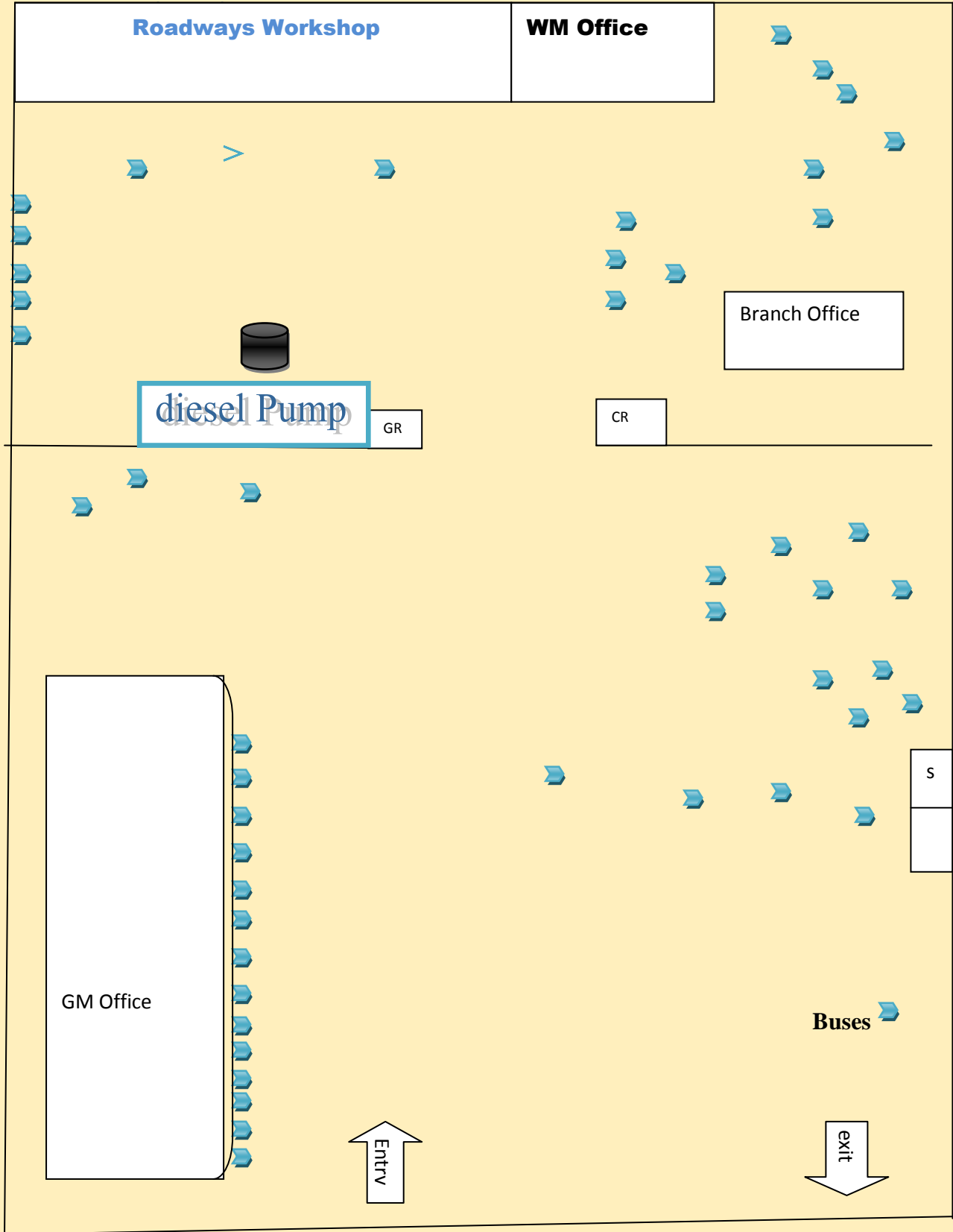
### 2.3 Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
	<b>Inside Bus stand</b>	
1.	Gas cylinders	In front of gear shop in workshop
2.	Other fuel (petrol/diesel/kerosene etc.)	Diesel Pump near w/shop main gate
3.	Chemical bottles	Acid bottles in store
4.	Main Electrical Boards	In front of store, generator room, in old w/shop
5.	Hanging Electrical Wires	<b><u>Electric meter in old w/shop to DI room, open wire transformer to new tubewell, generator room to GM office</u></b>
6.	Suspended Ceilings	
7.	Unfixed Almirah/cabinets	
8.	Unfixed wall Frames	
9.	Doors/ Windows	
10.	Open drains/ gutter	<b><u>Near washing dug</u></b>
11.	Trees	<b><u>All around in workshop</u></b>
12.	Defected staircases	
13.	Severely cracked walls	
14.	Others (specify)	
	<b>Outside Bus stand</b>	
1	Trees	
2	Power Lines	
3	Towers	
4	Others (specify)	

#### 2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Handicapped Persons	<u>2</u>	
2.	Old age people if any		
3.	Others (specify)		

# Base Map Of Bus Stand ,Sirsa



## 2.5 Capacities

### 2.5.1 Skilled/Trained Human Resource

Trained Volunteers	Male	Female	Total	Name of the coordinator	Contact No. of the coordinator
First Aid	1	0	1	Manoj Sharma, WM	9729573054
Fire Safety	All W/S staff	0	All	-do-	-do-
Rescue	0	0	0		

**Expertise: Search & Rescue, Fire Safety, First Aid, Swimming, Sports, Foreign Languages (other than English) etc.**

Sr. No	Name of Person	Expertise in	Driver/Conductor/Staff	Contact No.
	All W/S staff List attached	Fire fighting		

**Blood Donation Camps organized at Bus Stand: NIL**

A. Details of incharge:

B. Details of Blood donors

**Details of Health Checkup Camps organized at Bus stand: Sh Manoj Sharma ( Works Manager)**

Eye Checkup in the month of January.

### 2.5.2 Resource Inventory

**A. Equipments within Bus Stand and also nearby Bus stand:**

<b>Sr. No.</b>	<b>List of Items</b>	<b>Details of the item</b>	<b>Person Incharge</b>	<b>Contact No. of the person in charge</b>
1.	First Aid Kits	1 in W/S premises	Sh. Manoj Sharma	9466550067
2.	Fire Extinguishers	15	Sh. Manoj Sharma	9466550067
3.	Sprinkler System	0	Sh. Manoj Sharma	9466550067
4.	Ladder (Nos. and Length)	2	Sh. Manoj Sharma	9466550067
5.	Rope (Nos. and Length)	5	Sh. Manoj Sharma	9466550067
6.	Stretchers	0	Sh. Manoj Sharma	9466550067
7.	Torches	10	Sh. Manoj Sharma	9466550067
8.	Hammers	50	Sh. Manoj Sharma	9466550067
9.	Generators / UPS	1	Sh. Manoj Sharma	9466550067
10.	Floor Carpets/ Daris	10	Sh. Manoj Sharma	9466550067
11.	Blankets		Sh. Manoj Sharma	9466550067
12.	Others		Sh. Manoj Sharma	9466550067

**B. Communication Set up**

<b>Sr. No</b>	<b>Type of System</b>	<b>Total No</b>
1	Alarm/ Mike/ Sound System	Mike 1
2	Wireless sets (if nearby Police Station)	
3	Landline telephone	5
4	Internet Facility	1
5	Fax	1

6	Other	
---	-------	--

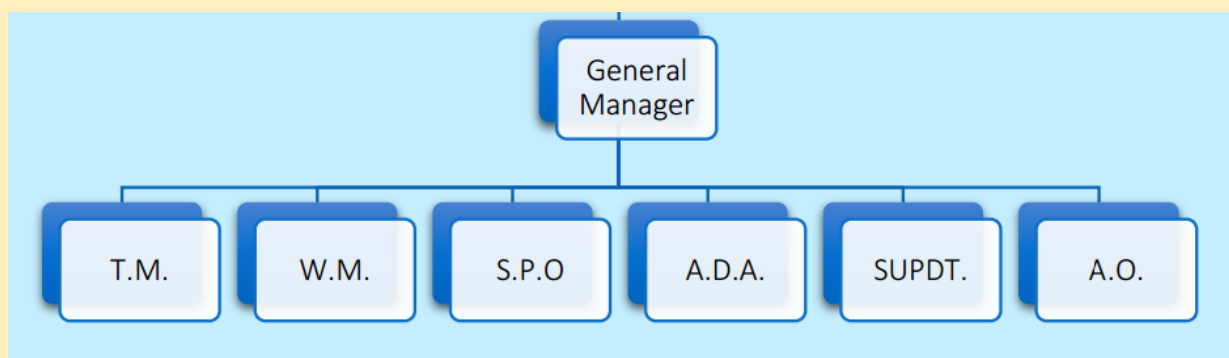
### C. Transport Facilities

Sr. No	Type of Vehicle	Total No
1	4 wheelers (personal)	5
2	2 wheelers (personal)	50
3	Other vehicles	Truck, Crane, Tanker

### D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	Police Station/Police Post	Within		
2	Fire Station	2 Km	101	
3	Primary Health Centre (PHC)	3 Km		
4	Community Health Centre (CHC)			
5	Hospital (Public)	1 Km		
6	Hospital (Private)	1 Km		
7	Ambulance Services	1 Km	102	
8	District Control Room	2 Km	100	
9	Other Bus stands	1 Km		
10	NGO			

### 3. Response Mechanism



#### A. Roles and Responsibility of Bus stand Disaster Management Committee (SDMC)

- Help Bus stand in preparation & evaluation of Disaster Management Plan
- Look into structural safety of Bus stand
- Work out financial aspects of preparedness & mitigation measures.
- Arrange conduct of Mock Exercises on various types of disasters twice a year.  
During disaster, help in coordinating various groups and teams

#### Suggested list for Bus stand Disaster Management Committee

Sr. No.	Designation	Role in SDMC
1.	General Manager/ Transport Manager Haryana Roadways	Chairperson
2.	Bus Stand In Charge (SSI) act as incident commander	Vice Chairperson
3.	Staff Incharge	Member
4.	RTA	Member
5.	Workshop Incharge	Member
6.	Staff Training Cell Incharge ( Trainers of Drivers and Conductors)	Member
7.	Representative from Revenue and Disaster Management Department/District Administration/ Municipal Corporation	Member
8.	Representative from Fire Services (from closest Fire Station)	Member
9.	Representative from Police department (from closest Police Station)	Member
10.	Representative from Health Department (local Doctor)	Member
11.	A warden from Civil Defence	Member

#### Bus Stand Disaster Management Committee

Sr. No.	Name	Designation	Contact No	Office Address	Residential Address
---------	------	-------------	------------	----------------	---------------------



1	Suresh Kaswa	GM	9992100299		
2	Atma Ram	TM	9467976849		
3	Manoj Sharma	WM	9466550067		
4	Kuldeep Jangra	SPO	9416548895		
5	Ashwani Kumar	AO	9416020120		
6	Mohan Lal	Supdt.	9466491520		
7	Subhash Chander	SS	9466405014		
8	Jug Lal Punia	TI	9416305369		
9	Ram Ji Lal	DI	9812277944		
10	Manoj Kumar	Foreman	9996931322		
11					

### B. Teams Under Bus Stand Disaster Management Committee (BSDMC)

1. **Building Safety team/ Committee: Bus stand incharge** responsible for Safety Audits, Repairs and maintenance, maintenance of fire extinguishers, electrical appliances etc.

WM	MANOJ SHARMA	9466550067
BC	RAM CHANDER	9813778588
HE	RAMANAND	9255521766

2. **Staff Training Team:** Responsible for organizing regular Trainings of Drivers and Conductors for First Aid, Fire Safety and Rescue in case of any emergency

WM	MANOJ SHARMA	9466550067
SPO	KULDEEP JANGRA	9416548895
FOREMAN	MANOJ KUMAR	9996931322

3. **Early warning, Communication & Awareness Generation Team**

#### Composition

- Person at Enquiry
- All Bus Conductors
- **Roles and responsibilities:**
  - Keep track on weather reports, Hazard information
  - Generate early warning based on relevant information
  - Maintain communication before, during and after disasters within and outside the Bus Stand
  - Display of evacuation routes at different critical location.
  - Display of emergency numbers for various departments.

Sr. No	Name	Sex	Designation	Contact No.	Residential Address
1	Ram Chander	M	Building Clerk	9813778588	
2	Arjun Lal	M	Steno	9416365913	
3	Puran Ram		Enquiry Clerk	9466002554	
4	Subhash Chander		SS	9466405014	
5	Manoj Kumar		Foreman	9996931322	

#### 4. Evacuation Team

##### Composition

- Bus stand security persons
- All Conductors
- Bus Stand Incharge for supervising the teams

##### Roles and responsibilities:

- Identify safer locations and routes.
- Prepare Bus stand location map and floor maps of the bus stand
- Prepare evacuation plan in consultation with bus stand disaster management committee
- Practice Duck, Cover & Hold at first sign of earthquake.
- Ensure evacuation in a disciplined manner along designated evacuation route.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Subhash Chander		SS	9466405014	
2	Ram Chander		BC	9813778588	
3	Surjeet		PMA	9416621843	
4	Manoj Kumar Foreman		Foreman	9996931322	
5					

## 5. Fire Safety Team

### Composition

- All staff members including drivers and conductors trained in fire safety
- Bus staff for maintenance of fire extinguishers in buses
- Bus stand incharge for maintenance of fire extinguishers in bus stand

### Roles and responsibilities:

- Proper maintenance of fire extinguishers. (Check the expire date)
- Ensuring proper fire extinguishers for proper site.
- Monitoring the electric supply points.
- Switch of the main power if possible in case of emergency.
- Members of this team should be able to carry and use fire extinguishers.

Sr. No	Name	Sex	Designation	Contact No.	Residential Address
1	Rajender Kumar		SPA	9812190531	
2	Manoj Kumar		Foreman	9996931322	
3	Ramanand		Head Electrician	9255521766	
4	Naresh Kumar		TRC	9416124682	
5	Ram Chander		BC	9813778588	

## 6. Search and Rescue Team

### Composition

- All staff members
- Bus stand security persons
- Volunteers from public
- Staff from nearby police station

### Roles and responsibilities:

- After everyone is out take a round around the premises to see if anybody is left behind. (Note: not to go near the effected of danger zone).
- If there is a heavy earthquake situation, the team is not to go inside but to take a round from a safe distance from the building and call the emergency response team.

- If people are trapped identify if possible the areas where they are trapped.
- Brief the Emergency Response Team about the situation.

Sr. No	Name	Sex	Designation	Contact No.	Residential Address
1	Manoj Sharma	M	WM	9466550067	
2	Kuldeep Jangra	M	SPO	9416548895	
3	Ashwani Kumar	M	AO	9416020120	
4	Jug Lal Punia	M	TI	9416305369	

## 7. First Aid Team

### Composition

- Bus Stand Doctor/ Dispensary incharge
- St. John/Red Cross volunteers.
- Anganwadi workers/ANM
- Staff trained in first aid.

### Roles and responsibilities:

- Administer first aid and record all cases & treatment.
- Accompany search & rescue teams during search.
- Help in evacuating seriously injured.
- Aid the physically handicapped.

Sr. No	Name	Sex	Designation	Contact No.	Residential Address
1	Ramanand		HE	9255521766	
2	Dalip Kumar		SK	9255519898	
3	Naresh Kumar		TRC	9416124682	
4	Ramesh Chander		CSK	9467884141	
5	Ashok Kumar		TRC	8607925045	

## 8. Coordination Team

### Composition

- Members from BSDMC

### Roles and responsibilities:

- Over all coordination of activities under BSDMC
- Facilitate and coordinate with other teams.
- To avoid chaos during disasters.
- Systematically move the Public to the safety zone.

Sr. No	Name	Sex	Designation	Contact No.	Address
1	Suresh Kaswa	M	GM	9992100299	
2	Atma Ram	M	TM	9467976849	
3	Manoj Sharma	M	WM	9466550067	
4	Kuldeep Jangra	M	SPO	9416548895	
5	Ashwani Kumar	M	AO	9416020120	

## 9. Water and Sanitation Team

### Composition

- Member of Building maintenance committee
- All fourth class staff members

### Roles and responsibilities:

- To ensure safe drinking water to everybody.
- Proper maintenance of the available water resources.
- Cleanliness of the Bus Stand and surrounding campus.
- Use of mosquito repellent chemicals.
- Ensure hygienic toilets

Sr. No	Name	Sex	Designation	Contact No.	Address
1	Ram Chander	M	Building Clerk	9813778588	
2	Arjun Lal	M	Steno	9416365913	
3	Puran Ram	M	Enquiry Clerk	9466002554	

4	Subhash Chander	M	SS	9466405014	
5	Manoj Kumar	M	Foreman	9996931322	

#### **10. Bus/Road Safety Team**

##### **Composition**

- Drivers and Conductors (traveling in respective buses).

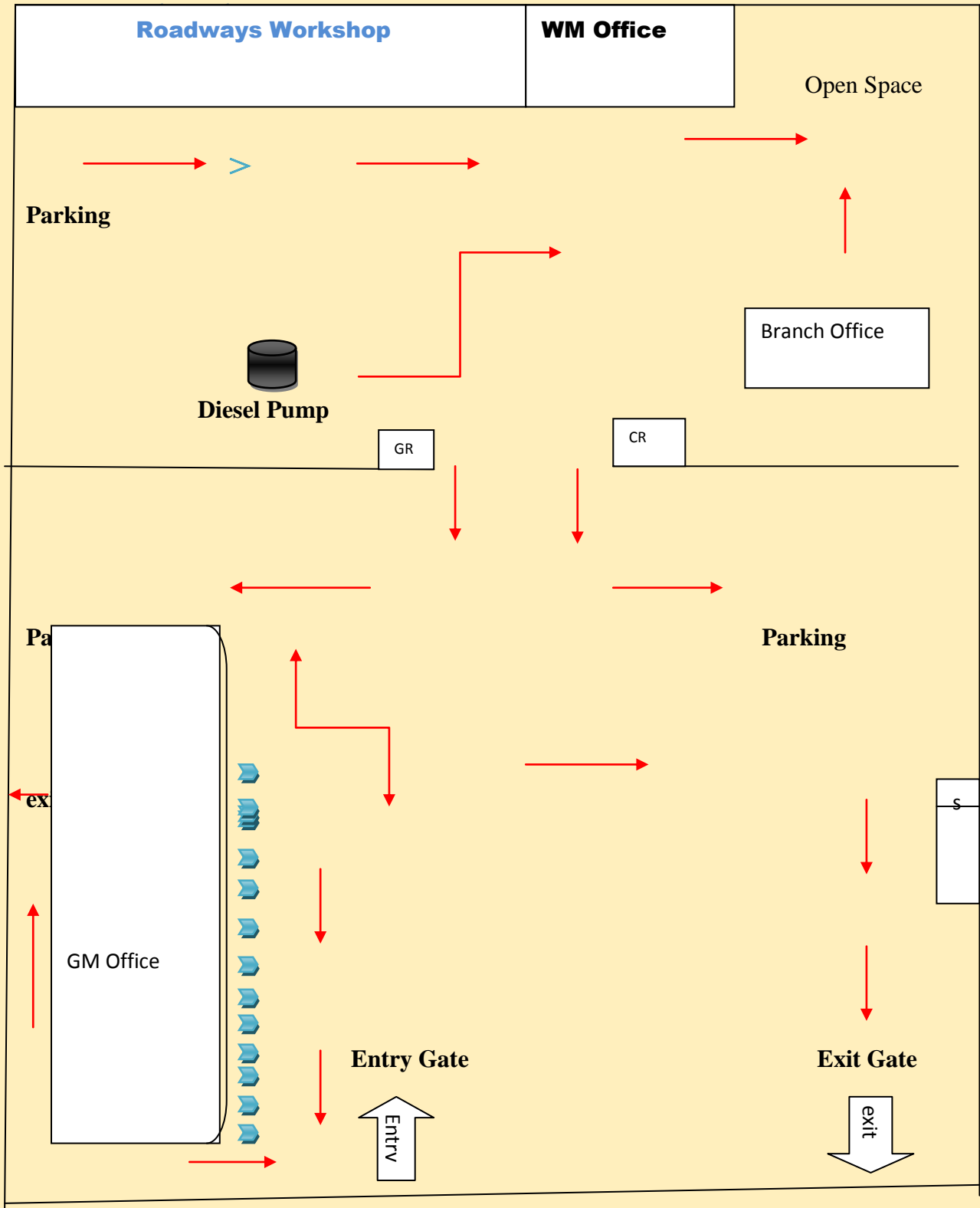
##### **Roles and responsibilities:**

- Maintenance of first aid kits in buses
- Instruct passengers to crouch down between seats and in aisle until shaking stops, move out and stay till contact with DM department
- Assist giving first aid to injured
- Establish communication with local Control Room
- **Arrange the contact numbers of all hospitals falling on the bus route.**
- **Arrange contact numbers of police stations falling on the bus route**

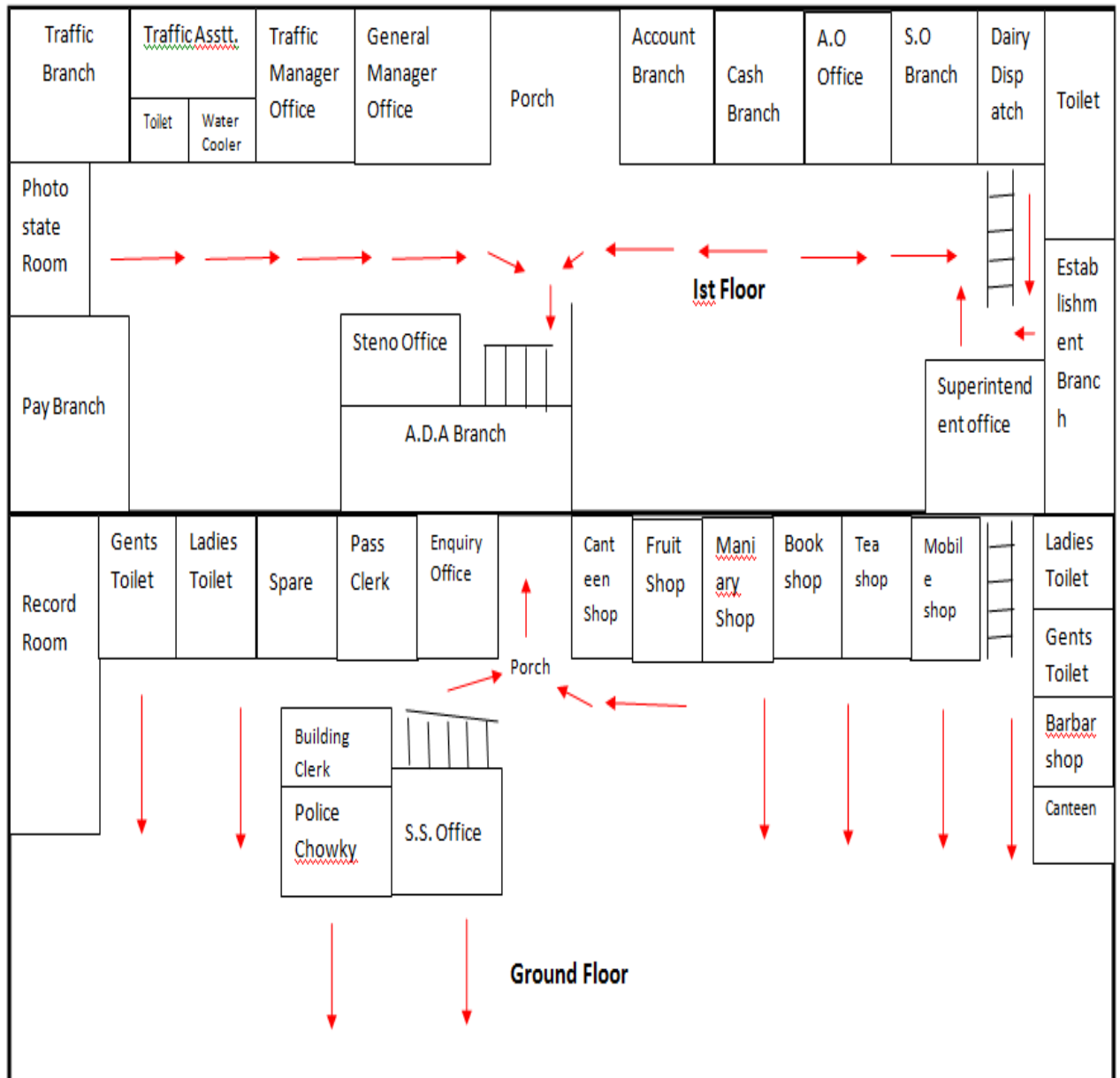
#### **4. Evacuation Plan**

The evacuation team will identify the safer locations, safe evacuation routes, locations of the equipment like fire extinguishers, fire hydrant points, First-Aid kits etc. in the Bus stand and will mark on the floor maps and will prepare floor wise evacuation plan. Display maps prominently at the notice board at each of the floor.

# Evacuation Map Of Bus Stand ,Sirsa

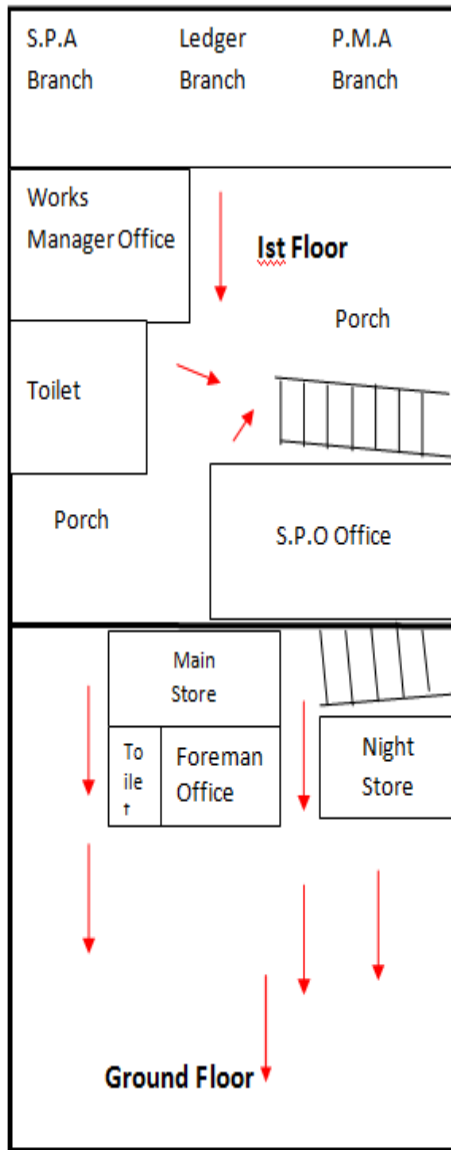


## Evacuation Map of Bus Stand Sirsa (G.M Office)

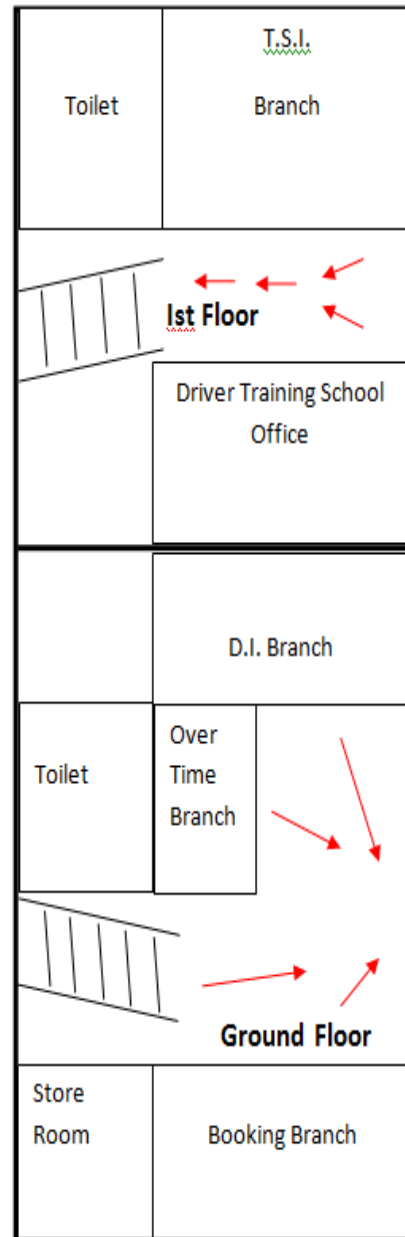




### Evacuation Map of WM Office



### Evacuation Map of Branch Office



## **5. Mock-Drill**

Mock drills are the way of testing the Bus Stand Disaster Management Plan. The mock drill on earthquake, fire, etc. should be conducted once in every six months, and the deficiencies should be assessed for the purpose of updation of the plan. This section of the plan should clearly indicate the steps to be followed to conduct the mock drills and the responsibilities of the teachers, non-teaching staff and students should be delineated. If required, the bus stand authorities should invite the Fire Service Officers, doctors from Health Department, trainers from Red-Cross Society trained Civil Defence volunteers and volunteers from NGOs for support in conducting the mock drills.

### **Earthquake drill:**

1. Practice drop, cover and hold.
2. Once evacuation starts, evacuate buses in less than 1 minute without pushing and falling.
3. Evacuate bus stand in less than 4 minutes using different exits.
4. Look out for nears and dears
5. Stay away from weak areas / structures.
6. Perform head counts when reach at assembly area.
7. Help those who need assistance

### **Fire Drill:**

1. Evacuate from the site.
2. Practice Stop, Drop and Roll in case your clothes catch fire.
3. Cut off electricity from main switch and remove or close down gas connections.
4. Evacuate bus in less than 1 minute without pushing and falling.
5. In case of heavy smoke, crawl out safely from the bus.
6. Evacuate Bus stand in less than 4 minutes using different exits/fire exits.
7. Help those who need assistance.

## 6. Assessment check list

### A. Fire Safety Assessment

1. Are fire extinguishers installed in the Bus stand? YES
2. Are they in working condition? YES
3. Are staff members trained to use fire extinguishers? YES
4. Are they located at appropriate positions (hazardous locations)? YES
5. Are they placed at appropriate height (accessible height)? YES
6. Are instructions indicated on extinguishers? YES
7. Is the language of instructions understood by all? YES
8. Is hydrant point in the Bus stand? NO
9. Are there Sand Buckets in the Bus stand? (specify in Numbers) NO
10. Are there Water Buckets in the Bus stand? (specify in Number) YES
11. Is emergency fire fighting training and SOP disseminated to the staff? NO
12. Are do's and don'ts displayed at appropriate locations? NO
13. Are emergency contact numbers displayed at appropriate locations? NO
14. Are Bus stand maps and escape routes displayed at appropriate locations in the Bus stand? NO
15. Is the emergency exit door present in the Bus stand? YES
16. Do you dispose flammable scrap at proper sight regularly? NO
17. Are the Fire Safety Norms followed in the Bus stand? YES
18. Is fire safety audit conducted annually? YES  
(Attach fire safety audit report)

### B. Electrical Safety Assessment

1. Is the central shutdown system in place? YES
2. Has the MCB system been installed? YES
3. Are the wires coated with insulating material? YES
4. Are receptacles installed to cover live wires? YES
5. Are electrical equipments and wires checked and replaced (if required) at every six months? YES

6. Are those equipments which get heated, installed at least 1 meter away from any kind of combustible material? YES
7. Is the earthing properly done in the Bus stand? YES
8. Is any defective electrical equipment in use in the Bus stand? NO

Specify:

9. Are there any lives wires lying or tangled in open? NO
10. Is any plug point used for multiple loads? YES

Specify at how many points: 2

(Attach electric safety audit report)

### **C. Non Structural Safety assessment**

1. Are the cabinets/*almirahs* placed away from exit doors? YES
2. Are cabinets/*almirahs* properly fixed to the wall? NO
3. Are these cabinets/*almirahs* empty on the top? NO
4. Are desk placed with proper distance between them for easy movement? YES
5. Are evacuation routes, passages and stairways clear from obstacles (like flower pots, cupboards, bookshelves, big dustbins etc.) for evacuation? YES
6. Are fans and lights secured with ceiling? YES
7. Are bottles used for storing the chemicals in laboratories secured and protected against shattering? YES

### **D. Structural Safety assessment**

1. How old is Bus stand building? 28 YEARS
2. Is building structure earthquake resistant? NO
3. Is there any portion in the building which shows sign of cracks?  
If yes, specify the locations NO
4. Are the Building Safety Norms followed in the Bus stand? NO
5. Has the building safety audit conducted by the structural engineer? NO

(Attach building safety audit report)

## Emergency Mock Drill Reporting Format

Person Completing the Format/ Designation		Date
Time Alarm Sounded:	Time Drill Concluded:	Time to Evacuate
Type of Drill	Notification / Alert Method	Weather Conditions
<input type="checkbox"/> Fire / Evacuation <input type="checkbox"/> Bomb Blast <input type="checkbox"/> Shelter-in-Place <input type="checkbox"/> Earthquake <input type="checkbox"/> Medical Emergency <input type="checkbox"/> Other:	<input type="checkbox"/> Bell or Buzzer <input type="checkbox"/> Enhanced Alert System <input type="checkbox"/> Phone <input type="checkbox"/> Voice Notification <input type="checkbox"/> Siren	<input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Rain and wind <input type="checkbox"/> Hot/Cold
<b>Participants</b>		<b>Situation at Start of Drill:</b>
<input type="checkbox"/> Authorities <input type="checkbox"/> Safety Personnel <input type="checkbox"/> Employees/Staff <input type="checkbox"/> HOD <input type="checkbox"/> Fire Department <input type="checkbox"/> Emergency Medical Services <input type="checkbox"/> Police <input type="checkbox"/> Red Cross <input type="checkbox"/> Other		<input type="checkbox"/> Before Lunch Hours <input type="checkbox"/> During Lunch Hours <input type="checkbox"/> After Lunch Hours <input type="checkbox"/> Peak working Hours
Participants have previously trained on emergency procedures.		Employees previously trained on emergency procedures this year?
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Incident Command System as per IRS used?	Incident Commander/Designation	

<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Problems Encountered</b>	
<input type="checkbox"/> Congestion in hallways <input type="checkbox"/> Alarm not heard <input type="checkbox"/> Employees unsure of what to do/don't <input type="checkbox"/> Staff unsure of responsibilities / response <input type="checkbox"/> Unable to lock doors <input type="checkbox"/> Windows left open <input type="checkbox"/> Doors left open <input type="checkbox"/> Lights left on <input type="checkbox"/> Personnel not accounted <input type="checkbox"/> Personnel run towards lifts <input type="checkbox"/> Lifts are shut down. <input type="checkbox"/> Difficulties with evacuation of disabled personnel.	<input type="checkbox"/> Communication problems <input type="checkbox"/> Phone problems <input type="checkbox"/> Chaos <input type="checkbox"/> Long time to evacuate building <input type="checkbox"/> Personnel not serious about drill <input type="checkbox"/> Improper or unavailable supplies <input type="checkbox"/> Confusion <input type="checkbox"/> Doors or Exits blocked <input type="checkbox"/> Delay in Medical response <input type="checkbox"/> Delay in Fire service response <input type="checkbox"/> Delay in Security response <input type="checkbox"/> Interagency miscommunications <input type="checkbox"/> Command, Control & Coordination problems <input type="checkbox"/> Other:
<b>Mitigation / Plans for Improvement</b>	
<input type="checkbox"/> Additional training for emergency response teams members. <input type="checkbox"/> Additional staff training <input type="checkbox"/> Address need for additional equipment/resources <input type="checkbox"/> Improved emergency supplies	<input type="checkbox"/> Cooperative planning with responders <input type="checkbox"/> Revised emergency response procedures <input type="checkbox"/> Other:

### Annexure

- A. Incident Response System for Bus stand
- B. List of Volunteer blood donors in Bus stand like students or staff members with contact details
- C. Bus stand evacuation maps
- D. Emergency contact numbers for district administration
- E. Contact numbers of all IRS members
- F. Contact details of all team supervisors
- G. District wise Contact details of all hospitals in Haryana