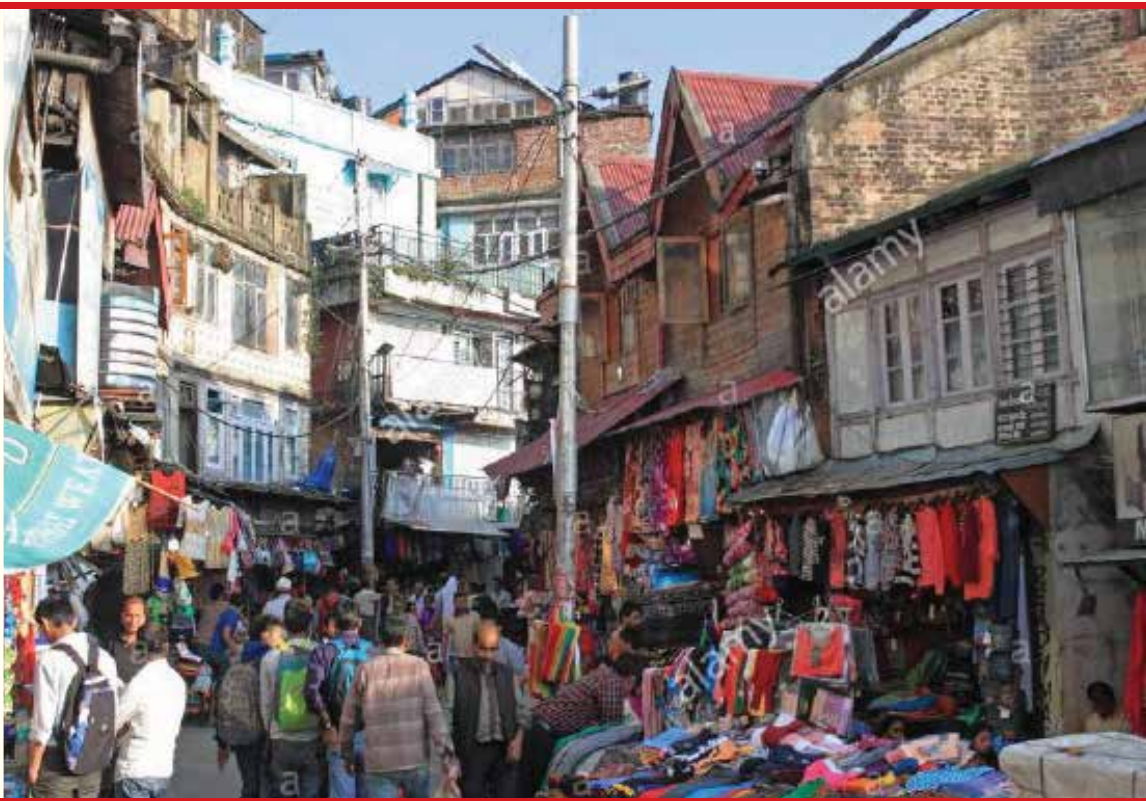


# WARD DISASTER MANAGEMENT PLAN(WDMP) TUTIKANDI



Shimla Municipal Corporation



for **SHIMLA MUNICIPAL CORPORATION**

# WARD DISASTER MANAGEMENT PLAN (WDMP) TUTIKANDI

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# TUTIKANDI WARD DISASTER MANAGEMENT PLAN (WDMP)

## INTRODUCTION

### 1.1 Overview of Tutikandi Ward Disaster Management Plan

Under the DM Act 2005 Section 41, Local Authorities are required to adopt a continuous and integrated process of planning, organizing, coordinating and implementing measures at the local (city/ward) level, which are necessary and expedient for prevention as well as mitigation of disasters. These processes are to be incorporated in disaster management plan of ward, including the related preparedness to meet the disaster and relief, rescue and rehabilitation thereafter, in order to minimize the loss to be suffered by communities.

#### 1.1.1 Scope and Objectives of the Plan

The scope of this plan, covers the roles and responsibilities of all concerned stakeholders before, during and after any natural or manmade disaster situation at the local ward level. The scope includes all disaster phases (Prevention, Preparedness, Mitigation, Response, Recovery and Rehabilitation), hazards and vulnerabilities to be addressed, at local level.

An indicative list with possible plan objectives is given below:

- i. To identify the areas vulnerable to major types of the hazards in the Tutikandi Ward.
- ii. To adopt proactive measures at Ward level to prevent disaster and mitigate its effects.
- iii. To define and assign the different tasks and responsibilities to stakeholders during the pre-disaster and post-disaster phases of the disaster.
- iv. To enhance disaster resilience of the people in the Ward by way of capacity building.
- v. Reduce the loss of public and private property, especially through proper planning.
- vi. Manage future development to mitigate the effect of natural hazards in the Ward.
- vii. To develop the standardized mechanism to respond to disaster situation in order to manage the disaster efficiently.
- viii. To prepare a response plan aligned with the Shimla City Disaster Management Plan so as to provide prompt relief, rescue and search support in the disaster affected areas.
- ix. To develop a culture of resilience in the Tutikandi Ward by way of using Information, Education and Communication to make the community aware of need of disaster resilient future development.

- x. To build awareness amongst stakeholders by the direct engagements/interactions, with development of disaster management plan and establishing a process for the regular upgradation of it, in future.

### 1.1.2 How to use WDMP framework

- i. In significant emergencies or disasters, the Ward Councilor as the Chairperson of Ward Disaster Management Committee (WDMC) will have the powers of overall supervision, direction and control.
- ii. The Ward Councilor or his designee will coordinate and control the required resources pertaining to the Ward.
- iii. Emergency public information will be disseminated by all available media outlets through the designated media and information officer.
- iv. Prior planning and training of personnel are prerequisites to effective emergency operations and must be considered as integral parts of disaster preparations.
- v. Coordination with surrounding Ward is essential, when an event occurs, that impacts beyond Ward boundaries. Procedure should be established and exercised for inter Ward collaboration.
- vi. The departments, agencies, organizations, associations assigned either primary or supporting responsibilities in this document must devise mechanism/ develop implementation documents in order to support this plan.
- vii. When local resources prove to be inadequate during emergency operations, request for assistance will be made to City Administration and District Authority and other agencies in accordance with set rules and procedures.
- viii. WDMC will use the normal channel for requesting assistance and/or resources. If local resources have been exhausted, the City Administration will arrange to provide the needed resources through the District assistance.
- ix. The WDMC will coordinate with the local administration, District EOC, agencies of the Government to maintain up-to-date information concerning potential flooding, heavy rainfall and other vital information. As appropriate, such information will be provided to the citizens of the affected areas in the Ward
- x. Upon receipt of potential problems in the ward, designated representatives of WDMC will appropriately issue alert and notify action to be taken by the residents.
- xi. The role of WDMC Chairperson and all the Members will be very vital in the WDMP framework, and its actual institutionalization on the ground. They may seek support and valuable guidance from the City Mayor and Municipal Commissioner/Joint Commissioner, in case of any requirement.

### 1.1.3 Planning Assumptions

- a) Ward Disaster Management planning cannot address all potential emergencies or major disasters, nor can it cover all existing vulnerabilities or impact.
- b) Priority of response will be to protect life, public property, the environment and the economy of the ward community.
- c) Delivery of routine civic services to citizens at the ward level will likely be impacted by an

emergency or major disaster and may be reduced or cease for an undetermined period of time. Continuation and restoration of services will be prioritized by the impact to ward citizens and resources available.

- d) Some emergencies or major disasters covering multiple wards will give enough warning for appropriate notifications to be issued allowing for some level of preparedness, including possible evacuation or relocation, as appropriate. Other emergencies or major disasters will occur with no advance warning.
- e) In the event of a major widespread disaster, outside assistance from District, State and National agencies may be limited or disrupted for an extended period of time given the topography and terrain.

## 1.2 Ward Profile

This section provides an overview of ward in terms of its geography, and topography (temperatures, rainfall, geographical area, forest cover, major drinking water sources, etc.), demography (literacy rate, poverty, economy, per capita income, main occupation of people, livelihood details), climate and weather, ponds, roads, housing, communications, education, health (hospitals), and other critical infrastructure and establishments in the ward. Further, the additional information has been provided in the Annexure.

### 1.2.1 Location and administrative divisions of Ward Tutikandi

Tutikandi ward is primarily a residential ward, which is also famous for existence of Zoo and ISBT. Tutikandi Chowk, ISBT Crossing are the important circles of the ward. The ward has total 7 Mohallas such as Tutikandi, Panjari, Hari Nagar, Bhargav Estate, Bangali Bagicha, Ridka, Bagh, SSB and Amar Vihar. Nabha and Boileuganj Wards are the adjacent wards.

Table 1.2.1

Parameters	Details
Ward Area (in sq. kms.) -	2.06 Sq Km
Administrative information- No. of Circles, Main Chowks:	Tutikandi Chowk, ISBT Crossing, Gita Mandir Chowk, Bal Ashram Chowk, Kali Kothi Chowk, MLA Quarters Chowk, Narveen Chowk, Mangloo Cottege, Punnu Ram Colony, Jangli Ground
No. of Police Stations, Police Chowkees:	No Police station (nearest is in Boileau Ganj), 1 Police Chowki in ISBT Tutikandi.
Important Mohallas :	Tutikandi, Panjari, Hari Nagar, Bhargav Estate, Bangali Bagicha, Ridka, Bagh, SSB, Bal ashram, Kali kothi, MLA Quarters, Narveen chowk, Mngloo cottage, Punnu Ram Colony, Jangli Ground, Amar Vihar.
Name of adjacent wards:	Nabha and Boileuganj Ward

### 1.2.2 Geography and Topography

The total area of the Tutikandi ward is approx. 2.06 square kilometer. It is purely a residential area. The ward has lots of greenery and as a matter of fact, more than 60 percent area is covered under forest.

**Table 1.2.2**

(Source: Ward Councillor)

<b>Name of water bodies</b>	2 at Panjri, 1 at Poultry Farm, Tutikandi
<b>Forest cover in the Ward</b>	More than 60% according to the ward councillor

### 1.2.3 Demographic and socio economics

The Tutikandi ward has the total population of 5361 (as per Census 2011), out of which 3068 are male and 2293 are female. The total households in the ward are 1428. The density of population of Tutikandi is 2602.

Service is the main occupation of Tutikandi people, usually they run small businesses and engaged in informal work as daily wage labourer.

**Table 1.2.2**

(Source: Ward Councillor)

<b>Total Household</b>	1428
<b>Total Population</b>	5361
<b>Male</b>	3068
<b>Female</b>	2293
<b>KIDS 0-6 YRS</b>	460
<b>Population Density</b>	2602

### 1.2.4 Climate and weather

The average annual rainfall of the region is around 1480 mm. The access rainfall usually recorded between July and September month. However, the water scarcity like situation also have been observed sometimes during April and May. The maximum temperature goes up to 14.2 OC and minimum temperature goes down to 1.40 C. The overall weather of the region remains cold. During July-September, Tutikandi areas experiences good rainfall and during April-June, the area experiences water shortage.

<b>Total annual rainfall of last year</b>	1480 mm
<b>Temperature-</b>	
<b>Average Maximum Temperature</b>	14.2 OC
<b>Average Minimum Temperature</b>	1.40 C
<b>Demarcation of crucial seasons-</b>	
<b>Months of access rainfall, leading to urban flood situation/ water logging</b>	Mid July - Mid September
<b>Months of water scarcity, leading to drought situation/ water scarcity</b>	April - Mid June

### 1.2.5 Health (Medical)

The Tutikandi ward has 2 Government dispensaries with minimum facilities. People depend mostly on the IGMC Shimla. The Indira Gandhi Medical College (IGMC) Shimla is in Sanjauli chowk ward, which is at a distance of 4 to 5 kilometer, and is closer to the Tutikandi ward. This is the biggest government medical facility in Shimla with 150 Doctors/specialist and about 1500 paramedical staff. With 1500 bed facility IGMC Hospital serves the entire Shimla city. People are largely dependent on 108 for emergency services.

**Table 1.2.5**

(Source: Ward Councillor)

<b>Area/Mohalla/ Cluster name:</b>	<b>No. of Dispensaries: 2</b>	<b>Details</b>
<b>Geeta Mandir Tutikandi, Panjri</b>	One Ayurvedic	One Doctor, one helper
	One Allopathic	One Doctor, one helper, Homeopathy Clinic Ayush Department, Caretaker Arvind Kumar Phone: 7018286964
	Himachal Pradesh Mental health & Rehab Hospital,	Dr Ravi Sharma, Phone: 0177-2633601

Note: The detailed list of all the major hospitals in Shimla city is covered in Annexure 14.1.1

### 1.2.6 Education

The overall literacy rate of ward is 95% aprox. There are total 2 schools and anganwadis each in Tutikandi ward, including 1 senior secondary school, 1 middle school, and 2 anganwadis. The total strength of students is aprox. 1500 and the total strength of staff is 80. There are no colleges, or technical, educational institutes in ward.

**Table 1.2.6**

Source: Ward Councillor

<b>Literacy Rate</b>	95% aprox.
<b>No. of Secondary Schools</b>	(Government + Private entities) 1, DAV Primary school, Below Fire Station, Middle Bazar
<b>No. of High/Middle Schools</b>	Swarn Public school (High School) Phone Not available GMS Panjri, GMS Hari Nagar, GMS Bagh.
<b>No. of Anganwadis</b>	2 (Details covered in Annexure 14.1.9)
<b>Total (Approx.) Students Strength in all Educational Institutions</b>	1500 aprox. (According to the Ward Councilor).
<b>Total (Approx.) Staff Strength in all the Educational Institutions</b>	80 aprox.

### 1.2.7 Housing Pattern:

An exploration walk around the Tutikandi ward shows a range of buildings from RCC, brick and hybrid structures of varying strength. The percentage of RCC frame construction in the ward is approx. 50%, whereas the remaining 30% brick, and 20% hybrid structures in the ward. Tutikandi has bigger proportion of RCC structures which are safer, however remaining brick and hybrid structures are not resistant against variety of hazards.

**Table 1.2.7**

(Source: HVRA Study, UNDP, 2016)

Housing Pattern	
Type of housing construction	Mix of Pucca and Kutcha houses
Type of material used	50% RCC, 30% Brick, 20% Hybrid construction

### 1.2.8 Micro/ Small/ Medium Enterprises/ Any type of Industrial set ups

Tutikandi ward has 1 poultry Farm and 5 people work in this particular establishment. This establishment has not experienced any untoward incident/ hazards up till now.

**Table 1.2.8**

Source: Ward Councillor

Total no. of Industries/ MSME Establishments	
a. No. of Micro, Small & Medium scale industries/small establishments:	1 Poultry Farm
b. Total manpower involved in these units/ establishments:	05
Any major accident occurred in any of the industrial units/ MSME Establishments (Loss of life, casualties, financial loss)	Nil

### 1.2.9 Transport and communication network

As more than 80% of the households staying away from the motor able road, they have to use intricate network of staircases and narrow walkways to reach their houses. Tutikandi ward is partially connected by the Link Road and the NH. Transport vehicles can operate in the main link road but in the colonies near Bengali Bagicha there are only stairs. Parking is a big issue. Vehicles are parked on the road. Fire tenders cannot enter in some areas in case of fire. Majority of households of the ward which is about 75 percent live in the interior side and have poor accessibility to motor able roads whereas only 25 percent households only are having access from motor able roads.

This Ward is being served by good telecommunication networks. BSNL and Private Communication providers are providing efficient services to the masses. The communication towers are spatially placed at strategic locations. Majority of households are enjoying communication. Thus, the Tutikandi ward has efficient telecommunication network overall.

**Table 1.2.9**

(Source: HVRA Study, UNDP TARU)

1) Transport Connectivity in specific ward areas w.r.t. following networks:	
a) Bus/ Truck/Fire Tender accessibility	Not so good
b) % of households with access from motorable roads	25%
c) % of households interior from road/ accessibility difficult in lanes	75 %
2) Communication network	
i) Remarks on availability of telephone, mobile services in Ward	Good
ii) Remarks on the availability of internet facility in the Ward	Good

### 1.2.10 Major historical, religious places, tourist spots

In Tutikandi ward, there are no famous tourist places however there is a historic temples, which are main temples, which are quite famous amongst local people including 1 Geeta Mandir Tutikandi, 1 in Durga Mandir, Panjri, 1 in SSB center Durga Mandir.

In Tutikandi ward, there are no major public gathering places/ famous tourist spots as such, however there are a number of religious centers in the ward, including the famous temples such as 1 Geeta Mandir Tutikandi, 1 in Durga Mandir, Panjri, 1 in SSB center Durga Mandir. These religious places are usually packed by devotees and tourists, especially during the Navratri days. However, the maximum gathering at a time may not be more than 80 or 100.

The list of famous temples in the ward Tutikandi, covered below in the table, will be shared with all the key stakeholders. This will help the WDMC, City Administration, Police department etc to assess the situation and take call in case of any emergency especially during peak season/ local festival time.



**Table 1.2.10**

Source: Ward Councillor

Information required w.r.t public gathering places	Average presence of visitors per day during peak season / festival season
List of religious centers in the Ward:	1. Geeta Mandir Tutikandi 2. Durga Mandir, Panjri 3. SSB center Durga Mandir
Any specific occasion of mass gathering in ward:	Average 400-500 presence of visitors per day during peak season / festival time of Jana-mashtmi.

# HAZARD, VULNERABILITY, CAPACITY AND RISK ASSESSMENT (HVCRA)



Hazard, Vulnerability, Capacity & Risk Assessment (HVCRA) is the most important part of the plan. Any error in identifying the frequency, magnitude and projected impact leads to incorrect identification of major hazard and hence an imperfect plan.

The necessary outcomes of the HVCR Assessment will be the type of hazards that the Ward is prone to, history of hazards, impact analysis of the worst case, the area, people and urban infrastructure that is prone to the risk of these hazards and their vulnerability of being damaged by such disasters due to their susceptibility characteristics. Vulnerability Assessment deals with the natural, socio-economic vulnerability, housing vulnerability and the environmental vulnerability. Risk analysis has been carried out in view of the existing hazards and potential vulnerabilities.

HVCR Assessment will also include resource inventory /capacity analysis, preparedness analysis in terms of network of communication systems, public distribution systems, storage facilities, transportation facilities, medical facilities, fire stations, emergency shelters with their capacity, presence of NGOs and other volunteers etc. so as to enable quick response.

## 2.1 Hazards Assessment

There has been no major disaster in the history of Tutikandi . However, the ward is prone to various hazards such as earthquake, landslide, land sinking, fire, public health risks/ diseases, road accidents etc. The city of Shimla including Tutikandi is prone to earthquake and hailstorm affecting the whole habitat of Tutikandi ward. Though Tutikandi has not witnessed any major hazards over last few decades, a couple of landslide and forest fire incidents have been reported in the past.

Though Tutikandi has not witnessed any major disaster over last few decades, the future hazards risks of the ward cannot be ruled out.

**Table 2.1.2 Major applicable hazards**

Tutikandi ward, because of its distinctive geography and topography, is highly vulnerable to the following main hazards:

Type of applicable hazards	Hazard prone area of the Ward
Earthquake	Entire ward
Hailstorm	Entire ward
Lightning	Entire ward
Landslide	Bengali bagicha, IARI area, Below AG Colony Tutikandi, Left side area of Dogra Lodge near 103 tunnel.
Forest Fire	Anaath ashram, Tutikandi chiryaghar area Tutikandi chowk to Phagli

Land Sinking	
Rail/ Road accidents	Entire ward
Monkey Menace	Entire ward
Tree falling	Jam Bangali Bagicha to IARI , PANJRI, ZOO area Entire ward

(Source: Ward Councillor)

**Table 2.1.3 Seasonality of hazards**

(Source: Ward Councillor and Shimla Risk Atlas)

Hazards Vs Months	January	February	March	April	May	June	July	August	September	October	November	December	Probability
Land slide													High
Epidemic													Medium
Earth Quake													High
Monkey Menace													Low
Road Accidents													Medium
Hail storm													High
Tree falling													Medium
Fire													High

## 2.2 Vulnerability Assessment

The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard (UNISDR). Vulnerability could be physical/geographic, economic, social, environmental or a combination of two or more of these vulnerabilities. Vulnerability varies significantly within a community and over time. Vulnerability assessment and subsequent risk assessment are essential for developing mitigation strategies and these should be in line with the ground level to understand the local specific situation.

Vulnerability has the different dimensions and could be divided into five broad categories:

- 1) Natural/ Environmental: It is mainly related with geography, geology, terrain, climate and biodiversity of the place which increase its vulnerability for various hazards. Examples are water bodies, ponds, springs, animals, minerals etc.

- 2) Physical/ Infrastructural: It is related with infrastructure, development process of any place which makes it vulnerable to for various hazards. Examples are roads, bridges, hospitals, weak structures etc.
- 3) Social: Social factors such as caste, class, gender, family size and composition, along with cultural values and belief system are also known to increase the vulnerability of people to various hazards. These need to be targeted with a focus on social inclusion as part of community based disaster response.
- 4) Economic: Economic factors such as poverty, employment, agriculture, horticulture, and other sources of livelihood constitute the economic side of hazard vulnerability. These factors often impact different groups differently and need to be addressed primarily in terms of business continuity and quick restoration of livelihoods in case of disasters.
- 5) Institutional: Institutional factors of vulnerability are mainly in the form of institutional structures and capacities to deal with any emergency situation which could affect the vulnerability of any place and population in their response to disasters. Some of the examples include lack of institutional support, absence of WDMC etc.

All these types of vulnerabilities are directly applicable in case of Tutikandi ward, and are being taken into consideration for carrying out the vulnerability assessment. The vulnerability details of the ward, have been explained in the Table 2.2, with respect to specific locations and areas in the ward.

**Table 2.2 Area wise vulnerability**

(Source: Ward Councillor and Shimla Risk Atlas)

Name Of Area / Service	Physical/ Infrastructural Vulnerability	Environmental/ Natural Vulnerability	Social Vulnerability	Economic Vulnerability	Institutional Vulnerability
Tutikandi Bengali Bagicha area (Non-engineered structures)	Loss of lives and injuries to population  Residential and community buildings	Heavy rainfall, improper drainage of water from the slopes and continued dampness are natural vulnerabilities of the area  earthquake may also lead to landslides and sliding of slopes and structures	Little far off from to Fire station at Boileauganj, Shimla  Local people vulnerable due to lack of social safety	Business continuity, livelihood is main concern	Absence of WDMC, Lack of institution support

Epidemic/ communicable diseases (Number of patches in the ward)	Residents may get infected by diarrhea, jaundice, flu, COVID 19 etc.		Inadequate sanitation facilities leading to cases of diarrhea, jaundice etc.	Health and wellbeing and loss of livelihood  Loss of revenue due to disruption of service	Poor individual and institutional coping capacity
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### 2.3 Capacity Analysis

In case of Tutikandi ward, considering the potential hazards and existing vulnerabilities the current capacity of the ward is moderate, in terms of inventory and the availability of resources (man and material) and from the utility point of view. Following are the key details of the inventory and resources.

**Table 2.3.1 Resource inventory of the area:**

(Source: Ward Councillor, SMC, and Officials of Concerned Department)

Resource Type	Details	Number	Govt/ Private	Contact no. of nodal person/s
Equipment used for cutting, Search & Rescue (S&R), grinding m/c etc.	Available with the Comdt. Fire and Home Guards Office	List of S & R equipment is covered in Annexure 14.2	Govt.	Mr. B.S.Chauhan, Commandant. Home Guards & Civil Defence, 9816003564 Home Guard Office 0177.2658531
Open Ground	Jangli Ground		Govt.	
Emergency Search lights	Available with the Comdt. Fire and Home Guards Office	2	Govt.	Comdt. Home Guard Office 9816003564
Location of Blood Banks, Hospitals in Shimla	Chief Medical Officer IGMC SHIMLA	1	Govt.	0177-2657225 0177-2654713
Availability of equipment like Road roller, Earth Mover, JCB et.	Road Roller Earth Mover Robot, JCB	4 2 2	Govt.	JE MC Shimla 0177-2802771
Transport available with nodal agencies, in emergency)	Four Wheel drive pick Vehicles	3	Govt	JE MC Shimla 0177-2802771

Availability of Firefighting equipment, Fire Tenders	Fire Control Room, Tilaknagar Fire Station	4	Govt.	108 (Emergency No), 0177-2658976
List of FPS	1. PDS at Tutikandi near geeta Mandir	1	Private	Phone: Mr. Anand Kaushal the Councillor of the Ward
List of key NGOs / CBOs	1. DOER, Kalta Bhawan, Dyerton Estate, Beerkhana, Khalini 2. Church's Auxiliary for Social Action (CASA)	2	Private	Please refer all the NGOs details in Annex 14.1.6
Community Centers and identified Safe Buildings	ISBT Building may be considered safe place			It is required to be verified with Ward Councillor
List of registered volunteers/ local trainers	Submitted to the MC Shimla			Please refer details in Annexure 14.1.8

## 2.4 Risk Assessment

Risk is a measure of expected losses due to a hazardous event of particular magnitude occurring in given area over a specific time period. It is a function of probability of particular occurrences of activation of any hazard and losses each would cause.

A comprehensive risk assessment of Tutikandi ward was carried out based on primary and secondary data and consultations at the ward level with local stakeholders. This blended approach included the desktop research, community meetings; consultations with local stakeholders at the ward level; participatory identification of localized hazards, risks and vulnerability; identification of root causes; verification of the facts about potential hazards; mapping out existing vulnerabilities and available capacities in the ward.

Risks Assessment has been carried out in steps, starting with the preliminary analysis, followed by focused discussions and potential impact analysis, leading to the preparation of the risk profile of the ward.

**As per the risk profiling done, Tutikandi ward is under the category of moderate to high risk. Hence, the plan prepared addresses all the identified risks by suggesting the required risk mitigation measures.**

### 2.4.1 Local level consultations

At Tutikandi ward, the local level consultations were carried out and interactions held with the Ward Councillor and other local residents, separately, maintaining the social distancing norms of COVID.

All the potential hazards, existing vulnerabilities and the capacities, including local resources were discussed at length.

The local hazards mainly coming out were earthquake, landslides, land sinking fire, hail storm and epidemics etc. Physical vulnerabilities primarily included old and weak structures because of their types and poor construction technology and materials used. Poor land use and construction in the slopes area in Tutikandi ward especially have made habitat highly vulnerable against landslide and land sinking causing tree falling on the roads. The root causes of all the hazards and related risks were also discussed in detailed manner.

During the interaction, it emerged that road accidents, largely due to lack of awareness about traffic rules and particularly toppling of vehicles on the slopes, are a major hazard, which can increase the possibility of traffic jam etc., besides the related damage and destruction. Hence, widening of the roads, wherever possible, is highly recommended. Similarly, the issue of landslide is a big challenge in Tutikandi as the houses are very close to each other and use a lot of wood and other inflammable local materials. In this context, there is a strong need to identify the key buildings and structures. Periodic monitoring of all these buildings and retrofitting is required to be done to strengthen the crucial buildings and weak structures that exist in the ward.

### 2.4.2 Potential Impact Analysis

The analysis of potential impact of hazards and related vulnerabilities help to provide a strong base to carry out the detailed risk assessment, which is summarized later in the form of Ward Risk Profile.

**Table 2.4.2 Potential Impact Analysis of all applicable hazards and existing vulnerabilities**

(Source: Ward Councilor)

Type of hazard	Vulnerable areas in the ward	Vulnerability	Potential Impact	Identified safer places
Earthquake	Entire Ward	People at risk, communication failure, Weak structure of the buildings, houses etc. Poor social safety net Lack of appropriate institutional mechanism at the community level to address issues	Loss of lives and damage of houses Damage and destruction of Life line infrastructures such as water pipeline, power station, water tanks and community infrastructures such as schools and hospitals. Loss of livelihood, lives and houses Damage of water pipelines Estimation may not be possible	Jangli Ground Tutikandi

# INSTITUTIONAL ARRANGEMENTS FOR DISASTER MANAGEMENT



This section covers the basic structure for institutional arrangements, as mandated by the DM Act 2005, including the broad functions of Local Authorities, here in case of Ward level institutionalization and functioning of Ward level Disaster Management Committee (WDMC) and their inter linkages.

The section also throws light on the objectives of Ward Disaster Management Committee (WDMC) and formative structure of the same. Further, this section also highlights the role of Public Private Partnership (PPP) in context of Ward Disaster management Planning and allied support functions.

### 3.1 Constitution of Ward level Disaster Management Committee (WDMC)

The Ward level Disaster Management Committee (WDMC) is required to be constituted and functional, on the lines of Section 41 of National Disaster Management Act (DM Act), 2005.

It is recommended that the Councilor of the Ward should be Chair Person of the WDMC, which is the grass root body to institutionalize the disaster management at local ward level.

As per the standard practice in our country, the other members of WDMC may be as follows: -

- AE/ JE - Civil/Architect/SMC/ Any Department Functionary, may be the Member Secretary
- Concerned Ward Development Committee Members
- Civil Defence People/ RED CROSS Representatives
- Police Inspector of the ward (if ward has police station)
- Fire officer of the zone (if ward has fire station)
- President/ Secretary of local RWAs/ local representative
- Some retired Government Officers
- One/Two volunteers from NGOs (Nehru Yuva Kendra etc)

### 3.2 Key Functions of Ward level Disaster Management Committee (WDMC)

- All the WDMC Members are required to meet at least once in a month, to review the status of overall disaster management and preparedness at the local ward level.
- WDMC is primarily responsible for the Ward level Disaster Management Plan execution and to look after functionality of emergency preparedness and response in the ward.
- WDMC will monitor and manage the volunteers activated for disaster preparedness.
- WDMC will be responsible to update the database or information of respective ward.
- WDMC will coordinate with the concerned government functionaries with regards to addressing the existing vulnerability and hazard risk reduction at the ward level.

Epidemic	Number of patches in the ward	Lack of safe drinking water during summer and winter season	General health and wellbeing of public Loss of livelihood Estimation may not be possible	
Forest Fire	Wild life Hospital Ridka area	Lack of sanitation in selected pockets of Tutikandi  General Lack medical preparedness	May lead to huge loss of forest area including the Zoo	Govt Senior Secondary School, Tutikhandi
Land Slide, Land Sinking	Bengali Bagicha, Dogra Lodge and nearby surrounding	Local population at risk, Houses on the slopes	Estimation may not be possible.	ISBT building and surroundings

The probability of other hazards, including monkey menace and accidents, is less here in Tutikandi.

### 2.4.3 Risk Profiling of Lower Bazar Ward

Based on the primary and secondary data, local level interactions and subsequent analytical research it is coming out very clearly that the Tutikandi ward is mainly prone to hazards like earthquake, epidemic, etc. and few other physical, social, environmental and institutional vulnerabilities associated to the ward.

However, at the local level, there are some resources available in terms of equipment / machines and trained manpower, but an institutional coordination mechanism has yet to be developed locally.

The active functioning and periodic review of Ward level disaster management committee (WDMC) will be the key, to address all the applicable hazards, vulnerabilities and associated risks at the ward level.

Tutikandi ward has not faced any major disaster in the past as such, except few incidents, however the potential risks cannot be ruled out and hence their mitigation, disaster preparedness and emergency response and local ward level coordination will help making Tutikandi ward safe and disaster resilient.

### 3.3 Status of Ward level Disaster Management Committee (WDMC) in Lower Bazar

In Lower Bazar ward, the Ward level Disaster Management Committee (WDMC) has been recently proposed, which is currently under the approval. The Ward Councillor would be the Chairperson of WDMC.

**Table 3.3**

Source: Ward Councillor

Status of WDMC in Lower Bazar	Formation in Process
Members of Ward level DMC, their name, along with current position in Ward DMC like Chairman, Secretary or Member etc	Ward Councillor, Chairperson, Mr. Inderjit Singh, Tashina Cottage, Khalini, Shimla, Ph: 9816000070
Review Meetings conducted so far	Not yet scheduled

### 3.4 Public Private Partnership (PPP)

Development activities involve both private and public enterprises. To mitigate disasters and create better prepared society for disasters and other hazards, the strong public-private partnership and people coordination is critical. In order to achieve community resilience and preparedness at ward level, public and private owners of critical infrastructures and key resources like manpower, technical expertise & equipment, including local people need to work together, before, during and after disaster. The key issue is to recognize and embrace public-private interfaces that can improve the ability of a community to manage the response and recovery phases. To institutionalize disaster management locally, WDMP should try to strike right balance in terms of roles and responsibilities, between public and private entities.



# PREVENTION AND MITIGATION MEASURES

## 4.1 Prevention Measures

Prevention consists of actions that reduce the risk of natural or manmade disaster incidents. It is required to list and elaborate all types of measures like - building codes, floodplain management, storm water management, safe and sustainable housing, urban development, land issues, Smart City management plan etc., which are required to be planned and implemented at the local ward level to make the Shimla city disaster resilient, as a part of prevention measures. Under it, the special projects are proposed for preventing the disasters.

## 4.2 Mitigation Measures

This part will mainly focus on various ways and means of reducing the impacts of disasters on the communities through damage prevention. Major focus will be given to disaster mitigation owing to its importance in reducing the losses. The mitigation plans will be specific for different kinds of hazards identified in HVCRA section. Mitigation plans will be sector specific, and will deal with both aspects, structural & non-structural.

The Identification of various divisions and departments, along with nodal officers, to coordinate the mitigation activities, including Shimla Municipal Corporation (SMC) and ULBs for implementing mitigation strategies will be the key. The community mitigation measures will be identified and implementation modalities will be articulated. A Training Strategy will be formulated for training stakeholders who can aid in disaster management. The thrust should be on risk informed urban planning and local development, based on the up to date risk assessments with particular focus on vulnerable population and enforcement of the realistic risk compliant building regulations, at the ward level.

Planning and collecting accurate and detailed risk data would be the priority. The entire process risk identification and risk awareness would follow multi-stakeholder participation involving vulnerable communities, and ensure interdepartmental coordination for formulating the mitigation plan for the ward.

As per the Sendai Guidelines, Ward level risk mitigation measures can be ensured by taking the following measures by the Lower Bazar Ward authority viz WDMC:

1. The WDMC and the Lower Bazar ward community need to identify and understand the risks and their changing nature with changing dimensions of urban development and climate change in the larger context of Shimla city. This risk may be taken up and updated every year as per the requirement at the ward level.
2. WDMC needs to develop a consultative /interactive mechanism for generating and disseminating disaster risk related information among the ward communities through constant community engagement to ensure risk information is factored into the corporation's development plan and other departmental plans.

3. WDMC needs to regularly monitor and report development in the risk prone areas in Khalini ward e.g. construction in slopes, reporting illegal construction, encroachments, instances of flouting of building regulations and enforcement of building by-laws and codes.
4. WDMCs need to work with the city administration to identify, protect and monitor the natural ecosystems of the ward such as forest, water bodies etc. as they absorb the disaster shocks and reduce the devastating impacts of landslide, sinking and fire.
5. WDMC would work as a bridge between the City Municipal Corporation by effectively playing its role in coordination, risk communication and do advocacy for risk sensitive development at the ward level.
6. WDMC can proactively facilitate inter-agency coordination (GOs, NGOs, CBOs, volunteers, academic institutions) and work towards eliciting private sector partnership for promoting resilient and sustainable development activities in the ward.
7. By supporting community capacity building, skill development training in multi-hazard disaster response at the ward community level WDMC can support over all resilience of the ward community.
8. WDMC need to work with the City authority and Planning Department in particular, to mobilize resources for DRR interventions planned for the ward.
9. Special measures could be taken at the Ward community to keep aside a portion of the budget for the most vulnerable segments of the ward such as APL, BPL, aged, destitute, women, and people with special needs. Activities could be financial support, skill building, forming women cooperatives and promoting enterprises through micro finance.
10. WDMC could work with the city authority to develop eco-system awareness, education and conservation programmes to ensure that ward community understands and acts upon the protective measures of the ecosystems and adopts eco-system solutions to address the existing risks and preventing the new risks.
11. WDMC needs to ensure that infrastructure services of the ward such as water, sanitation, health, electricity, and transport remains in a preparedness state
12. WDMC needs to put in place systems and mechanisms to ensure operability of critical infrastructure in the event of acute shocks or stresses at the ward level. Have spare capacity (e.g. redundancy) to cope with a combination of risks

#### 4.2.1 Scope of Integrating Risk Reduction in Development Schemes

The Mitigation plan would address and align the pertinent issues of construction (structural and non-structural elements), infrastructure, repair and maintenance, transport, sanitation, research and technology transfer and land use planning. WDMC Khalini can work with SMC line departments to strengthen disaster mitigation linkages with national development programmes like SMART CITY, PMAY, and State, City and local level allied initiatives should cover the issues of safe development. In fact, a beginning has already been made by SMC in this regard.

DRR mainstreaming is being done in the ongoing Project of SMC WDMC and common citizens of Shimla city gave their feedback. While preparing development projects such as SMART CITY and AMRUT, the city Planning Department of SMC followed a consultative approach and gathered inputs from Ward communities on PROBLEMS and PRIORITIES. As per the feedback of Ward

communities, identified PRIORITIES are as follows:

- i) Traffic congestion, public transport, parking and pedestrian mobility
- ii) Potable water supply.
- iii) Solid waste and waste water management.
- iv) Building safety, disaster mitigation and security of citizens.
- v) Open and recreational spaces.

The major thrust of SMART CITY and AMRUT projects are urban transformation and strengthening of the service infrastructure of Shimla city which will reduce the risks and improve resilience of the city against disasters and climate change.

- i. Development of safe shelters: There is proposal for development of 15 earthquake safe shelters across the city.
- ii. Retrofitting: Retrofitting areas between Mall Road & Lower Bazar
- iii. Eco-Tourism development: Selected forest areas within the boundaries of circular road will be selected to provide Eco-Tourism infrastructure for increasing the stay of tourists.
- iv. Development of dedicated firefighting system: Under this scheme a storage capacity of 50 lac liters of run-off water will be created and used for firefighting and irrigation purposes
- v. Ducting of electrical cables/pipelines: A combined duct containing all underground services excluding sewerage is proposed along major roads of the city.

Major structural retrofit and façade restoration of all old buildings between Mall Road and Lower Bazar has been undertaken by the SMC to retain the historic character of the old city with a total plan outlay of 49.01 crore. Under a New Master plan, it is also proposed to construct new building stock, underground infrastructure and vertical motorized mobility in Lower Bazar and Subji Mandi area. (Source: Shimla smart City Mission, SMC)

Further, periodic building assessment schedule, adherence of zoning laws, status of techno legal regime at retrofitting of potentially weak buildings and unsafe critical infrastructures at Ward level would ensure proper enforcement of existing regulations and acts would enhance strength of the building stocks of the ward.

#### 4.2.2 Risk Management Funding

The Lower Bazar Ward Disaster Management committee would address the short and long-term funding provisions for proposed mitigation activities, under the overall objective of risk management at Ward level.

Short term provisions would be covering relief and early recovery interventions to cover immediate loss lives, assets and immediate livelihood measures incurred due to disasters. Whereas long term provisions include structural and non-structural measures such as the set-up of fire stations, retrofitting of vulnerable schools, hospitals, watershed management, planting trees along the roadside etc.,

As of now, there is no ward funding mechanism in the Shimla Municipal Corporation (SMC). However, the Lower Bazar WDMC can identify its priorities and interventions include those in the Development plan and departmental plans of the SMC.

# PREVENTION AND MITIGATION MEASURES



This section would primarily focus on the preparedness of local entities at ward level and the communities in order to safeguard lives, protecting assets and efficiently utilize resources by taking appropriate actions in the face of any disaster. The preparedness plan will further ensure that local agencies are able to respond to the potential damage zones in a prompt and coordinated manner. In most disaster situations the loss of life and property could be significantly reduced through appropriate preparedness measures and warning system. It will be necessary that with respect to every disaster, the concerned agencies will be designated to issue the warnings. During this section, it will be ensured that the pre-disaster warning and alerts, preparedness before response and dissemination of warning, and evacuation activities will have to be carried out in coordination with concerned local authority/ line departments.

The intent will be to go for the all hazard approach, with comprehensive emergency management participatory planning, which will be rigorously tested on regular basis through simulation methods/ mock drills and table top exercises at the ward level.

Considering the Risk profile of the Lower Bazar, WDMC can take the following Preparedness measures:

## 5.1 Identification of stakeholders involved in disaster preparedness and response

The identification process will also involve the response and evacuation of the old age people, women and children, disabled persons, including availability of assistive devices and technologies for the Persons with Disabilities (PwDs) in responding to disasters.

## 5.2 Formation of Task Force Teams at Ward Level:

The Ward Disaster Committee once functional need to take up formation of Ward Volunteers Teams for:

- a) Early Warning: The team will keep a watch on the trigger of any hazard in the ward and inform the WDMC and SMC IRS Team about the incident.
- b) Search and Rescue and Evacuation: S & R Team members having acquired response and rescue skills will play the role of first responders in case of a disaster and will assist the Fire Services and other specialized rescuers from SMC and the state in rescue and evacuation following a disaster.
- c) Basic First Aid: The first aid team would be comprising of trained volunteers in emergency first aid and will provide basic first aid and shift them to safe locations and hospital after a disaster.
- d) Damage & Loss assessment: The Damage and Loss Assessment Task Force Team members will be responsible conducting first hand survey immediately at the aftermath of a disaster and later assist the Damage Assessment Teams in completing the assessment.
- e) Evacuation: This stage is very crucial; it should cover the procedural steps for evacuation of people under threat or likely to be affected by the disasters. Further, the evacuation route

maps to be prepared for most vulnerable pockets/ hazard prone zones of the Ward.

## 5.3 Community Preparedness:

- a) Community awareness education
- b) Sensitization of community about needs of persons with disabilities, women and children and other vulnerable groups
- c) Community warning system

The Agency responsible for hazards specific warning at Ward level may be captured here.

Table 5.3

Hazards	Communication agencies	Contacts of Communication agencies w.r.t information dissemination at Ward level to timely inform the community**
Ex:		
Flood	CWC *	0177- 2624224
Epidemic/ Pandemic	Health Department.	0177- 2622050
Hailstorm/ Lightning	IMD, Local Centre*	0177- 2624976

\* These nodal agencies must have the local operations centers/ regional stations, which are the source of communication/ prediction at local level.

\*\* Here it is a very important role of WDMC and local administration for getting the right information from appropriate agencies and to disseminate it across to all the stakeholders at the ward level, particularly to concerned community, at the earliest.

## 5.4 Medical preparedness (including epidemic/ pandemic) and mass casualty management

Role of Department; Medial Staff and other agencies; Patients Management; Trauma Care, Carcass Management, Quarantine facilities, Isolation wards, Testing facilities, ventilators, PPE kits etc. will be ensured by the Health Department. WDMC would work with Health department and SMC to coordinate and monitor the preparedness of the IGMC Hospital and other pre-identified quarantine centers for epidemic.

## 5.5 Awareness generation and mobilization of resources

WDMC Lower Bazar would work closely with the SMC relevant departments and devise an Information, Education and Communication (IEC) strategy for Lower Bazar ward to inform and educate the public about ward's risks vis-à-vis capacities and plan for a disaster risk management plan and mobilize funds for planned preparedness, prevention and risk mitigation interventions.

## 5.6 Disaster kits and aids

Information pertaining to the family relief kits, first aid kits, and other primary aids etc.: To keep the Ward community prepared against different disasters, the WDMC and WDMTs will prepare a set of basic first aid family relief kit for the ward communities as an effective emergency response measure.

# CAPACITY BUILDING & TRAINING MEASURES



## 6.1 Institutional and Community Capacity Building

Effective local disaster response and mitigation requires trained volunteers. Lower Bazar ward does not have sufficient trained volunteers /Task Force members. Besides training of WDMC and WDMT members efforts need to be made to sensitize the Lower Bazar ward communities regarding the hazards, risks and resources of the community and they need be engaged in planning, monitoring and evaluation Ward Disaster Management Plan.

Further, the capacity building may be tested locally through conducting the field tests, mock drills, simulation exercises etc., once the sufficiently trained manpower in place in Lower Bazar.

## 6.2 Disaster Management Education

School and college students, NSS, NCC volunteers of the ward needs to be sensitized about Ward level risk and vulnerabilities and the role they could play for safer school. WDMC may work with the schools to prepare a School Disaster Management Plan for greater safety and well-being of the youth considering the Risk profile of the Lower Bazar Ward.

## 6.3 Inventory of trained professionals and data management

Effective emergency response demands trained and committed local volunteers besides the responsible administration. Lower Bazar WDMC can work out a mechanism for maintaining an inventory of trained DM professionals, civil defense, home guards, retired ex-service man, architects, masons, medical professionals, rescue specialists with contact details and update the list every year to use their services at the time of need.

# RESPONSE MEASURES



Effective response planning requires realistic identification of likely response functions, assignment of specific tasks to individual response agencies, identification of equipment, supplies and personnel required by the response agencies for performing the assigned tasks. A response plan essentially outlines the strategy and resources needed for search and rescue, evacuation, communication, planning and coordination of response activities etc.

## 7.1 Local Emergency Response Volunteers Force

The ward is expected to create response capabilities from its existing resources by equipping and training the identified members of disaster emergency response force at the ward level, and local volunteers for the effective response and management of disasters and necessary arrangements aligned with disaster management skills in consultation with HIPA, HPSDMA and City Administration.

Once the WDMC gets fully active in the Kasumpati ward, then the local emergency response voluntary force may be formed, and the related functions and applications may be added in the local context.

## 7.2 Rapid damage assessment and reporting

Rapid Damage Assessment Team to be set up immediately after disaster. It should include the WDMC Members, local representatives of the Ward, NGOs/volunteer/ community-based organizations etc.

This team may immediately assess the damage due to disaster and report it to the concerned department to assist in the processing to get the immediate relief material from the government. Rapid damage assessment and reporting is required to avoid litigations and delays in relief and compensation, including insurance.

It can also be checked with Shimla City Administration about the rapid damage assessment reporting procedure and existing format, to cover all relevant aspects in that as well. Following is the prescribed format for reference, which may be followed for initial assessment:

**Table 7.2**

1	Nature of Disaster:										
2	Date of Occurrence:					Time:					
3	Damage and Loss Estimates										
	Name of the Site (Ward, Circle)	Total Population Affected		People missing H L	People injured	Severity	Immediate needs	Houses Damaged	Action taken by any entity		
									L M H		
4	Infrastructure Damage										
	Name of the Site (Ward, Circle)	Housing	Shops	Pvt. offices	Water source	Road and bridge	Power	Communication	Govt Building	Others	
5	Need Estimates										
	Name of the Site (Ward, Circle)	Medical Needs		Population requiring shelter	Clothes	Food	Water	Sanitation	Any Other		
6	Any Other Vital Information										
7	Specify Immediate Needs: (With quantity)										
	Food										
	First aid										
	Machinery/ Any other										
8	Possible Secondary Affects:										
9	Name Of Nodal Contact Person (Of Initial Assessment Report):										
10	Agency/Address:										
	Telephone Number										
	Date:					Signature:					
	For Office Purpose:					Report No.:					
	Support By Any Agency/ Smc/ Ngo/ Voluntary Group										

**7.3 Local Search and Rescue Team**

A dedicated team is required to be formed to lead the search and rescue operations at the local ward level. The team members may be the local ward level representatives, NGOs and local volunteers etc. However, at present at the city level, Civil Defense & Home Guards and Divisional Fire Office, are working jointly as a dedicated team, which is handling searching and rescue operations. The details of the senior government officials, handling search & rescue of Shimla city is mentioned in the table.

**Table 7.3**

Source: Divisional Fire Office

S.N.	Name & designation of Officials handling Search & Rescue at City level	Address with contact nos.
1.	Mr. B.S.Chauhan, Commandant, Home Guards Civil Defense	Thakur Vatika Khalini, Shimla-2, 0177-2658531
2.	Mr. D.C. Sharma, Divisional Fire Officer, Fire Brigade Deptt.	0177-2623269, 981003564/9418096040
3.	Chief Fire Officer, Shimla	0177-2629945

**7.4 Medical response**

The specialized medical care shall be required to help the affected population. The preventive medication may have to be taken to prevent outbreak of diseases, leading to epidemic/ pandemic. Further, at the Ward level, dedicated medical teams will be activated at the time of emergency, which will consist of the (on call) doctors, nurses, pathologists, paramedics, Asha workers etc. Mobile Medical Vans, equipped with emergency requirements, will also to be identified and inventoried. Members of the medical emergency team to be well trained, retrained especially on triage, advance life support, well versed with golden hour-platinum minutes concept, quick steps of first aid response infected patient screening and detection, quarantine norms, pandemic treatment protocols, social distancing etc.

**Table 7.4 Indicative table of local medical response team**

Source: Directorate of Health Services

S.N.	Name of local medical response team member	Designation	Contact no (off.)	Contact no (Res.)
1	Dr. Surekha Chopra Din Dayal Upddhayaya (DDU) Hospital, Shimla	Medical Officer MC SHIMLA	9418077094 0177-2657225	9418077094
2	Chief Medical Officer, IGMC			

**7.5 Temporary Shelter Management**

At the ward level, there is no Open ground for safe evacuation. Currently, the roof top of MC Complex Middle Bazar has been suggested to meet the purpose of temporary shelter. More designated temporary safe shelters by SMC, preferably with the provision of food, water, toilet and kitchen, at the time of any emergency situation would provide immediate shelter and other basic

needs of the affected community of the Lower Bazar ward post disasters should be designated temporary shelters to be made available, preferably with the provision of food, water, toilet and kitchen, at the time of any emergency situation.

**Table 7.5**

Source: Ward Councillor

S. N.	Name and address of safe shelters/ Quarantine centers/Isolation centers designated at the Ward level	Contacts of arrangement of beds, food/free kitchen, drinking water, toilets and sanitation facilities.
1.	Roof top of MC Complex Middle Bazar	No adequate facilities at present

### 7.6 Water, Sanitation and Hygiene (WASH)

In view of the on-going COVID19- pandemic and the emerging learning from this global public health emergency, there is a need to make a shift from the conventional focus on water and sanitation (WATSAN) to an enhanced emphasis on water, sanitation and hygiene (WASH).

While water and sanitation is very crucial and needs to be addressed as a top priority, as it is directly related to the basic needs, especially in case of the affected population, additional focus on hygiene will be critical in case of public health emergencies.

The required provisions have to be made by Shimla Municipal Corporation (SMC), for supply of pure drinking water, and to meet the other needs of water as well as timely addressal of sanitation requirements.

The related hygiene component would include: maintenance of hygiene, in and around emergency shelters; personal hygiene with a focus on hand washing with soap in case of public health emergencies such as COVID19-; periodic monitoring and inspection of storm water drainage and nallah; adherence of the cleaning schedule of the camps and other places.

### 7.7 Management of deceased

One of the major functions of Ward Disaster Management Committee will also the carcass disposal, and allied activities at the ward level with reference to the same, and coordination with Shimla Municipal Corporation (SMC) and other local agencies. WDMC may designate person/s concerned to coordinate with agencies in this regard.

For further details, Please refer to the Standard Operating Procedures (SOPs) in context of management of dead bodies, covered in the updated City Disaster Management Plan (CDMP) of Shimla.

### 7.8 Civil Defense and Home Guards

The Civil Defense and the Home Guards are required to be deployed for emergency response, community preparedness and public awareness. At Ward level, a culture of voluntary reporting to duty stations in the event of any disasters will be promoted.

The occurrence of disaster may be reported by the concerned authority/ WDMC / Ward Councilor to the City Mayor/ DC Office by the fastest means. The DC will activate all departments for emergency response including the District EOC, Municipal EOC and ERCs, to extend all the required support at the local ward level.

### 7.9 NGOs and Voluntary Organizations

The local NGOs, CSOs and voluntary organizations will work in coordination with WDMC to deal with any exigency, according to the expertise of organizations. Following are the contacts of local NGOs:

**Table 7.9**

Source: Ward Councillor

#	Name and address of NGOs, CSOs	Contact nos. of person concerned
1.	DOER, Kalta Bhawan, Dyerton Estate, Beerkhana, Shimla 171006 Himachal Pradesh, Ph: 01772674939	Anuradha, Kalta Bhawan, Dyerton Estate, Beerkhana, Shimla 171006 Himachal Pradesh, Ph: 01772674939
2.	Church's Auxiliary for Social Action (CASA) HK Niwas, House no 437 opposite DAV School, Sector 4, New Shimla	Amit Kumar Gautam Ph: 01772672439, 9418285052
3.	Ms. Meena Vashist, Secretary ESIT, HARI SADAN, Near Himfed Building, New Shimla	9736237525
4.	Mr. Balbeer Singh, ROIDA, Balbir Bhawan, Below Block No. 56, New Shimla Sector 2	9418499949
5.	Mr. Dinesh Kumar, HPVHA, Bus Stand Sector -2 New Shimla.	9418100210
6.	Ms. Sudesh, Nav Nirman Foundation, Vikramdeep Niwas Near Mahila Thana BCS, Shimla	9418902202
7.	Amit Kumar Gautam CASA, Kaushal Niwas, 1st Floor, Om Bhawan, Near CID office, Shimla-171009	Ph: 01772620052
8.	Ms. Anuradha, DOERS Kalta Bhawan, Dyerton Estate, Beerkhana, Shimla 171002 Himachal Pradesh,	Ph: 01772674939/8091030405
9.	Ajai Srivastav, Umang Foundation, C -208, 2nd Floor, Sector 3, New Shimla, Near Sector 3 Bus Stand, Shimla 171009	Address: Phone: +911772672595 Email: ajaisri02@yahoo.co.in
10.	Coordinator, UDAAN Shimla 30 Set No.1 Phase-3, New Shimla, Shimla - 171009	Phine: +911772672216, +919816119505
11.	Vibhooti Dadhwal, Nai Ashayen New Narang House, Near KNH, Shimla	Address: Phone: +919418951050 Email: vibhootispansure76@gmail.com
12.	Martandank Social Welfare Society	Address: Shandil Niwas, Kasumpti, Distt. Shimla Phone: +919418189977 Email: martandak@gmail.com

## 7.10 Fire Services

The Department of Fire Services is one of the crucial responders to disasters and emergencies. The Nodal Office/ concerned staff of Fire Services will be coordinated, in order to tackle any emergency related to fire or the allied substances.

The Mall Road Fire Station is currently covering this area. In Shimla City there are following three fire stations at present:

1. The Mall Road, Shimla,
2. Governor House, Chhota Shimla and
3. Boileauganj, Shimla.

The Divisional Fire Officer (DFO) Mr. J.C. Sharma is the overall In charge of fire services in Shimla.

The Mall Road Fire Station also covers the wards Ram Bazar, Krishna Nagar, Lower Bazar, Ruldhu Bhatta and some part of Nabha, Jakhu and Sanjauli Chowk wards. In case of any fire emergency DFO office, Fire Brigade Department may be contacted at 9418096040.

# RECOVERY, RECONSTRUCTION AND REHABILITATION



This section focuses on restoration of normalcy to the lives and livelihoods of the affected population at local level, by short- and long-term measures, with support from local administration. Short-term recovery will return the vital life support systems to minimum operating standards while long term rehabilitation by Administration will continue till complete redevelopment of the local ward area takes place.

## 8.1 Detailed damage and loss assessment

The Revenue Department and Disaster Management Cell (DMC) HP, will take the lead in identifying disaster loss and damage, with local assistance. The role of WDMC will be here to support and supplement Revenue Department and DMC. However, it needs to be verified with SMC/DDMA/ DMC Nodal Officer of Concerned Department.

## 8.2 Reconstruction of damaged buildings/social infrastructure

Reconstruction of damaged buildings will be addressed by the nodal department (Town planning, PWD, Rural Development, Urban Development Departments/ SMC) and supported through the advance tools like Insurance, short-term loans, and by any other important means, which are affordable. WDMC will support and supplement to the nodal departments through facilitation and local level assistance.

## 8.3 Psycho-social interventions

This section will take care of psycho social needs of the affected victims, including women and children, persons with disabilities, old age persons etc. The provision of trauma handling and social rehabilitation will be clearly mentioned here. The role of WDMC will be to support and supplement here at the local ward level to the concerned nodal entities.

There is lack of the Psycho Social staff in health department but some NGOs like CASA, Indian Red Cross etc. are intervening in this task. It needs to be verified with Health Department, Trauma Centers.

The SMC and UNDP through a comprehensive psycho-social training programme has trained about 155 Master Trainers those can work closely with the City Administration during post disaster psycho-social recovery of affected communities. The detailed list of trained Master Trainers is at annexure 14.1.10

## 8.4 Recovery Programs

- a) Short term recovery programs: Short term livelihood measures, loans, assistance/ aid/ grant  
Long term recovery program: Sustainable livelihoods.
- b) At ward level, WDMC is expected to facilitate/support and supplement the concerned Department/ agency (such as SMC/ DMC) in executing recovery programs planned at the city and district level.

# CROSS CUTTING ELEMENTS



## 9.1 Community Based Disaster Management

Communities are always the first responders and hence the initiatives pertaining to community participation including promotion of local ownership, addressing local needs, and promoting volunteerism, will be captured.

Community based disaster management is the key at local ward level to prepare the disaster management plan. The Ward level DM plan will be prepared, by incorporating the information, needs and local vulnerability assessment, keeping in view the community participation (including the ward representatives, local community-based organizations and volunteers etc.) at the ward level.

## 9.2 Gender Mainstreaming in Ward Disaster Management Planning

Natural disasters have differential effects on men and women based on their vulnerabilities and capacities to deal with them. Disasters affect men and women differently, because of their differing roles, different responsibilities given to them in life; and in their capacities, needs and vulnerabilities. It has been proved that persistent poverty and economic insecurity and unequal

division of domestic labour, reproductive differences, unequal access to education, health and social services led to women's increased vulnerability to disasters and the impact to being different from men.

Hence, while planning for the disaster mitigation of the ward, WDMC will take gender sensitive measures so that both men and women get equal opportunities in pre, during and post disaster scenarios. The activities that could be taken up to maintain this balance are:

- i. Gender segregated data in terms of death, loss, disability, homeless etc. will be generated which will give the real picture of loss (gender based), but will also enable both the City Authority and NGOs/CBOs to effectively formulate their future strategies for disaster mitigation.
- ii. Developing capacity of women's groups and community based organizations which is vital to increasing urban resilience.
- iii. Gender mainstreaming in monitoring programme implementation and their evaluation will be emphasized at the city/ward level. To monitor the implementation of these initiatives, efforts will be to develop bench marks and indicators to integrate gender equality and social vulnerability in DRR activities.
- iv. Need assessment of the community taking into consideration differential skills, knowledge and abilities and resources (especially of women) will be undertaken before planning disaster preparedness and risk reduction activities in the community.
- v. Mitigation of vulnerability can be guaranteed through awareness generation of both men and women.
- vi. Equal participation of men and women in the vulnerability reduction initiatives like education or coping with hazards, knowledge of early warning systems and carrying out emergency / evacuation plans need to be planned and sustained.
- vii. The capacity building initiatives will be through interactive methodologies. Women have to be encouraged to participate, not just being a part of the audience in the training programmes. Women's participation in first aid trainings, mock drills and search and rescue operations will be planned and encouraged for successful DM.
- viii. Community and family awareness will be enhanced through the capacity building of the community leaders - municipal leaders/ members / SHGs. Peer leaders from the SHGs could be the focal point in the districts where they are active.
- ix. While assessing the damage, assessment teams have to be gender sensitive and formats will be prepared accordingly.
- x. Provision of relief services ought to be planned keeping the needs of women to balance gender equity. The practical gender requirements of women should be addressed by provision of health facilities, safe shelter, sanitation, drinking water points, toilets, sanitary pads and supply of condoms.
- xi. Ward DM planning to include women's voices in decision making, through consultation. During disaster relief due attention must be given to the aspects of protection and dignity of women while in temporary shelters and camps. Privacy issues need to be addressed, as well as the placement of water sources, toilets, and kitchens at convenient locations. In camps, private space needs to be dedicated and earmarked for medical examination of women.
- xii. Joint ownership of property will give both men and women more confidence and an equal

standing in the house. Besides ensuring equal respect it also relieves a woman from the judicial constraints she could face in case of a death of the male member who owns the property.

- xiii. Income generating activities for both men and women have to be given equal emphasis while planning vocational training, employment (includes self-employment also) and credit.
- xiv. Care will be taken to safeguard women from any possible gender based violence and sexual exploitation after the disaster by forming watch dog committees /surveillance groups. Psycho-social needs of women have to be given top most priority in the rehabilitation process.
- xv. Availability of crèche facilities would be of great help to women who have to take care of their young ones. This would help them in giving more quality time to their work.
- xvi. Special provision will be made available to pregnant and lactating mothers.

### 9.3 Needs of the Special Vulnerable Groups

Special needs of highly vulnerable groups including People with Disability (PwDs), aged persons, children and women, will be taken care of, while addressing the preparedness, response and relief requirements of disaster victims. A specific strategy for addressing the risk reduction needs of these vulnerable groups will be developed and institutionalized by ward disaster management committee.

Apart from it, one National NGO, Help Age India, is also working in Shimla city. They are maintaining the Old Age Home in Sector 4. Mr. Rajesh Dutta is nodal contact person of Help Age India. He can be contacted on 9418977457 for any kind of support/ assistance required in context of old age persons.

### 9.4 Addressing climate induced anthropogenic issues

Climate change, according to studies, are getting real day-by-day, in India. The Himalayan ecosystem, of which Himachal Pradesh is a part, is going to be extremely sensitive. According to a Government of India Report: Climate Change and India: A 4x4 Assessment' in Himalayan region including Himachal Pradesh, the future climate trend would be as follows:

- There is a high probability of an increase in Average Annual Rainfall in the range of 60 to 206 mm in the Himalayan Region by the year 2030.
- There is a high probability of a rise in Average Annual Temperatures by 1.7 to °2.2C in the Himalayan Region by the year 2030.

With these emerging in climate trend three key urban systems such as Water, Transport and Tourism.

**Water:** The identified possible climatic changes in Shimla would exacerbate the water problem. Increased precipitation (snow) can disrupt/ damage water supply infrastructure. It can also cause the water in the pipelines to freeze. Increased temperatures will lead to increased demand for water. This would put additional stress on the supply system therein increase the vulnerability of the system and population.

**Transport:** Traffic congestion is a major problem in the city. A single road connects the city to nearby areas. The city has many major bottle neck points which cause traffic jams for several hours. Many roads are extremely narrow and due to road encroachment, their usage is further limited. There is a major shortage of parking facility. Further, the road infrastructure is impacted severely due to the inflow of tourists and landslides. The roads need significant maintenance and repair. Increased

precipitation can disrupt/damage the road and transport infrastructure leading to increased traffic congestion. It can cut off the city from rest of the area leading to shortage of food supply etc.

Tourism: Shimla is a famous tourist attraction of North India. Increased temperature in neighbouring areas can lead to an increased influx of tourists to Shimla. This would lead to additional stress on the urban services of the city.

The Himachal Pradesh State Strategy and Action Plan on Climate Change underlines the need for developing and deploying a range of awareness and capacity building programmes for municipal officials for promoting appropriate measures towards climate resilience, as well as similar programmes for building awareness on climate change and its impacts for the urban populations. The strategy underlines the urgent need of converging such efforts with other sectoral initiatives such as health, education, housing and water supply, and fostering inter and intra departmental coordination. However, convergences and coordination between ministries and departments have been a bigger challenge given the conflicting priorities, governance and role clarity.

There is a need for greater coordination and cohesive efforts by the Shimla Municipal Corporation and Ward communities to adopt and implement a balanced climate change adaptation and DRR strategy that would not only address the existing infrastructure and eco-system risks but also build the resilience institution and community to prevent the future risks caused due to climate change.

Further, for specific ward level climate change related issues and challenges, IMD Shimla Office/ Weather Monitoring Cell, needs to act proactively to capture the extreme events, and to gather the climate change observations, which can help us in addressing climate induced anthropogenic issues and planning adaptation measures especially in context of Lower Bazar.

## FINANCIAL RESOURCES FOR DISASTER MANAGEMENT

This section focuses on the financial resources, provisions and allocations made at Ward level in preparing and executing the disaster management plan. All relevant Government Orders (GOs) issued from time to time, contributing to the same, will find a reference here.

### 10.1 Local Emergency Response Fund

It will basically cover the disaster response, relief, and rehabilitation part. It is recommended to make provision to meet this emergency requirement through Shimla Municipal Corporation (SMC) and Revenue Department. However, the State Disaster Response Fund (SDRF) and Chief Minister's Relief Funds are also available to meet any emergency requirement, at the city/ local ward level. As the State has also formed the disaster response and mitigation funds, which is required to be tapped. Further, the other local city level funding provisions will also be explored here in case of any emergency needs.

### 10.2 Ward Disaster Mitigation Fund

As envisaged in DM Act and also in general practice, the nodal agencies keep around %10 of annual budget for Disaster Management activities. Here, at wards level in Shimla, it is recommended that SMC may keep around 5 to %10 of annual budget for Disaster Management activities. Further, the other local city level funding provisions will also be explored here in case of any emergency needs.

It will primarily cover the disaster mitigation, prevention and preparedness activities. It is very important to strengthen the financial capacity for disaster resilience. And hence a robust financial mechanism will provide much needed impetus to resilience activities. The MP-LAD, MLA-LAD funds and schemes will be explored to cover mitigation, preparedness and disaster prevention activities, including training, capacity building and specific risk reduction interventions at the local ward level. Further, DM Cell, HP and DDMA platforms will be explored for the capacity development initiatives.

### 10.3 Disaster Risk Insurance:

It is one of the options being used commonly, by the concerned agencies to address the financial component for disaster management. This needs to be explored on the basis of local requirements.

### 10.4 Other Financing Options

The options for restoration of infrastructure / livelihoods, like utilization of flexi fund within Centrally Sponsored Scheme for mitigation/restoration activities in the event of natural calamities in accordance with the broad objective of the Central Sector Scheme (CSS) would also be discovered.

Opportunities of CSR investments would also be explored and elaborated for increasing Ward level resilience. As these days the corporates are adopting the cities/ wards for the specific interventions, the CSR investments may be covered under the umbrella of Companies Act 2013.

## MONITORING EVALUATION AND UPDATING OF PLAN

### 11.1 Monitoring and checking through Drills

For monitoring and checking the actual preparedness and execution of WDMP on the ground, periodic mock drills will be conducted, on half yearly basis. The Drills will help in checking whether all the personnel involved in the execution of WDMP are trained and updated on the latest skills necessary in line with plan at the incident site. Drills and simulations will also help in checking out equipment and local resources response mechanism.

### 11.2 Plan Evaluation

The purpose of evaluation of WDMP is to determine the adequacy of resources, co-ordination

between various agencies, community participation, partnership with NGOs and other entities, Post-disaster evaluation mechanism, periodic uploading of plans at the local Ward level and also at the SMC level.

The efficacy of the ward plan is required to be checked in a comprehensive manner on regular basis, especially after the major incident/disaster.

### 11.3 Plan Update

The frequency of updating the plan will be yearly. Apart from it, the plan may be updated when shortcomings are observed in the organizational structures, technological changes, response mechanism, resource details, following reports on physical review, mock drills or periodic exercises.

## COORDINATION MECHANISM WITH OTHER STAKEHOLDERS



### 12.1 Inter-Ward Coordination Mechanisms

During emergencies, Ward may require support from neighbouring areas, clusters, other wards and nodal departments, which are less affected/ not affected by disasters. Here the Municipal EOC Head would extend help by mobilizing concerned Departments through Municipal Commissioner or Joint Commissioner, on request of WDMC/ Ward Councillor. This portion will elaborate the issues pertaining to the mutual support, understanding and coordination at inter Ward level. While devising the Inter Ward Coordination mechanism, the City level approach has to be kept in mind.

### 12.2 Intra- Ward Coordination Mechanisms

This section highlights the importance of mutual coordination, and clarity of roles amongst the intra Ward nodal agencies at the Ward, and sub city level (including Wards and Circles), with reference to disaster management functions. Views of the City Disaster Management Group and other Intra Ward agencies, including the RWAs, local CBOs, NGOs, Religious Institutions, Academic Institutions, volunteer groups are also required to be taken into account through WDMC platform.

#### 12.2.1 Coordination with NGO, CBOs:

Local NGOs and CBOs, due to their proximity to community, would act as the vital link between government and community particularly during emergencies. The list of local NGOs working in the ward is attached as separate annexure.

#### 12.2.2 Coordination with Religious Institutions:

There are a number of religious institutions like temples etc. with infrastructural facilities and committed work force. These facilities would be used as shelters during emergency/ disasters and the work force would be used as the volunteers during the response and recovery activities.

## HAZARD SPECIFIC SAFETY TIPS AND CHECKLISTS



Hazard Specific safety Tips and checklists for the ward community and the concerned stakeholders are as under:

### 13.1 Earthquake Safety Tips

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps that reach a nearby safe place and stay indoors until the shaking has stopped and you are sure exiting is safe.

#### If indoors

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there is no a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table or even under a bed.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, (such as lighting fixtures or furniture).
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to different location inside building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

#### If outdoors

- Do not move from where you are. However, move away from buildings, trees, streetlights, and utility wires.

- If you are in open space, stay there until the shaking stops. The greatest danger exists directly outside buildings; at exits; and alongside exterior walls. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

#### **If in a moving vehicle**

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

### **13.2 Fire Safety Tips**

#### **Do's**

- Know your building's evacuation plan, know two ways out of any building.
- Evacuate calmly and quickly whenever a fire alarm or carbon monoxide alarm sounds.
- Before opening a door, feel it with the back of your hand. If the door is hot, do not open it.
- If you encounter smoke during your evacuation, stay low to the floor.
- Know the outside rally point for your building.
- In case of a smoke or fire emergency, activate the nearest fire alarm pull station, alert those around you, and from a safe location call the fire department by dialing 101
- Test smoke and carbon monoxide alarms regularly.
- Make sure that hallways and stairway doors close tightly.
- Know the locations of fire extinguishers, fire alarm pull stations, and exits.
- Learn to use a fire extinguisher.

#### **Don'ts**

- Leave candles, or other open flames unattended
- Use halogen lamps near curtains or other combustibles. (Halogen lamps are prohibited in University housing).
- Leave cooking appliances unattended.
- Smoke in bed. (Smoking is prohibited in University housing).
- Tamper with smoke detectors, carbon monoxide alarms, fire alarms or sprinkler systems.
- Ignore any building alarm.
- Hang anything from sprinkler heads or pipes.
- Prop fire or smoke doors open.
- Use elevators during an evacuation.

### **13.3 Epidemics related Safety Tips**

- Avoid close contact with people who are having respiratory illness.
- Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.
- The sick person should stay at home, and avoid going into the community, school/office, public places for at least 24 hours after symptoms have resolved.

- Do not encourage the children to wear shorts and half sleeved clothing.
- Volunteer with local groups to prepare and assist during emergency response.
- Keep your surroundings clean and do not let the water be stagnant.
- Washing hands often to help protect from harmful germs.
- Avoid touching eyes, nose or mouth. Germs often spread when a person touches something that is contaminated with germs and then touches his or her sensitive body parts.

### **13.4 Safety Tips on Flash Flood**

#### **DO's**

1. Switch off electrical and gas appliances, and turn off services off at the mains.
2. Carry your emergency kit and let your friends and family know where you are going.
3. Avoid contact with flood water it may be contaminated with sewage, oil or chemicals.
4. If you have to walk in standing water, use a pole or stick to ensure that you do not step into deep water, open manholes or ditches.
5. Stay away from power lines electrical current can travel through water,.
6. Look before you step-after a flood, the ground and floors are covered with debris, which may include broken bottles, sharp objects etc. Floors/stairs covered with mud and debris can be slippery.
7. Listen to the radio or television for updates and information.
8. If the ceiling is wet shut off electricity. Place a bucket underneath the spot and poke a small hole into the ceiling to relieve the pressure.
9. Use buckets, clean towels and mops to remove as much water from the afflicted rooms as possible.
10. Place sheets of aluminium foil between furniture wet carpets.

#### **Don'ts**

1. Don't walk through flowing water - currents can be deceptive, fast moving water can knock off your feet.
2. Don't swim through fast flowing water - you may get swept away or struck by an object in water.
3. Don't drive through a flooded area - You may not be able to see abrupt drop - offs.
4. Don't eat any food that has come into contact with flood water.
5. Don't reconnect your power supply until a qualified engineer has checked it. Be alert for gas leaks - do not smoke or use candles, lanterns, or open flames.
6. Don't scrub or brush mud and other deposits from materials, this may cause further damage.
7. Never turn on ceiling fixtures if ceiling is wet. Stay away from ceilings that are sagging.
8. Never use TV/ VCR/ other electrical equipment while standing on wet floors, especially concrete.
9. Don't attempt to remove standing water using your vacuum cleaner.
10. Don't remove standing water in a basement too fast. If the pressure is relieved too quickly it may put undue stress on the walls.

### 13.5 Safety Tips for Family

#### Do's

- Educate your children, wife/ husband and other family member in respect of natural and manmade disasters and other crises. In case of your being unaware, take help of Civil Defense and Home Guard organization and other NGOs. Develop habit in you and your children to spare %1 of your busy time to think about Individual security and security interests.
- Keep the phone numbers of the local police station, police control rooms, fire stations, and schools, colleges, TV station, All India Radio, ambulance services and Chemists for emergency use.
- Guide children to remain at schools in emergency.
- Prepare an emergency kit of items and essentials in the house including essential documents and valuables.
- Store food and water for survival in case you had a pre-warning.
- Any suspicious incidents observed be reported to police on 100. Callers do not have to give their identity on the phone. Information of immediate use be conveyed to control rooms to help early relief.
- Carry your identity card, residential telephone number or address or personal card with you. Have your blood group and any medical allergies recorded with you.
- Check information in case of disasters and crises from Ward, Civil Defense / Home Guard, and BMC, TV and All India Radio Control room.
- Learn to fight such emergencies untidily.
- Support authorities and NGOs.
- Identify scooters, cars, vehicles parked in society and identify vehicles which are unknown and parked for long.
- Organize societies and mohalla/ ward committees gatherings to educate people.

#### Don'ts

- Do not encourage rumors.
- Do not blame any community for any crises.
- Do not encourage communal hatred in such situations

### 13.6 Safety Tips during Transit

#### Dos

##### During Transit

- Be concerned and develop habit of surveillance when out of our house. Check your seat in cinema hall, train, bus and air. Have you observed a bird, she jumped around and looks in all directions before selecting a spot on a tree for her security. Do we learn anything from this bird instinct?
- Look for the objects, baggage, at bus stand, railway stations, compartments, airport, which is unclaimed.

Unknown vehicles parked at airports, Railway Stations and bus stands have to be kept under surveillance by common citizens, and this alertness may help authorities.

- Bus, trains and airlines passengers who notice any suspicious behavior of co-passengers, be brought to the notice of officials,
- Every passenger should identify a friend or relations residence in case of requirement of staying away in emergency. The family should know about such a plan.

#### Don'ts

- Do not touch any suspicious object. Report to concerned people.
- Do not crowd the object.

Passengers should not accept parcels from unknown persons in hurry while boarding train or bus.

### 13.7 Safety Tips for CORONA

#### Do's

1. Self sanitization is very important. Wash the hands with soap and water frequently with soap and water for at least 20 seconds especially after you touch any surface or things around you.
2. Use the face mask/ face shield while going out/entering into any public place.
3. When coughing and sneezing, cover mouth and nose with handkerchief or tissue.
4. Dispose of the used tissue in a closed bin.
5. Urgently seek medical help if you develop symptoms of coronavirus infection that include persistent dry cough, fever, fatigue, and difficulty in breathing.
6. If you came in contact with a person who has been detected positive for COVID19-, self-isolate yourself for the next 14 days as the number represents the maximum incubation period of the coronavirus.
7. In case you start developing symptoms of the infection during that time, remain in self-quarantine for the next 7 days. If they persist, immediately contact a doctor.
8. Maintain good hygiene. Keep the surfaces like door handles, kettles, and phones clean.
9. Cover your mouth with a tissue before you sneeze or cough and throw it away immediately after that. Also, don't forget to wash your hands after sneezing.
10. Maintain social distancing and remain at home as much as possible.
11. DO treat the sickness. Keep the sick person hydrated with plenty of fluids, and use over-the-counter medications for individual symptoms.
12. Do leave your home only for essential reasons, such as buying food or medications.

#### Don'ts

1. Do not touch any surface unnecessarily.
2. Avoid touching your body parts unnecessarily.
3. Do not come in contact with a person who is visibly ill or seemingly have symptoms of corona virus.
4. Avoid social gatherings.
5. Do not sneeze without covering your mouth.

6. Do not spit in public.
7. Avoid close contact with anyone with cold, cough or flu like symptoms.
8. DON'T travel if you have a fever. If you get sick on flight, tell crew immediately. When you get home, contact a health professional.
9. DON'T panic. Public health officials still say the risk of becoming infected with COVID19- is low, but your risk level is likely to rise as the virus spreads across the country. Taking proper precautions -- wash your hands! -- And making preparations are the best things you can do.
10. DON'T touch your eyes, nose, and mouth. If you have somehow come into contact with the virus, touching your face can help it enter your body.
11. Don't shake hands or give hugs as greetings. Use an alternative greeting that maintains approx. 4 to 6 feet of distance.
12. Don't visit your older relatives or community members, as they are the highest risk group.



# ANNEXURE

## 14.1 Important Contact numbers

Latest important contact numbers of City and Ward level key officials and agencies including EOC, Ward Disaster Management Committee members, Ward Office, SMC, DC Office, Revenue Department, DM Cell, fire, irrigation & flood control, police, and other nodal authorities/ persons will be provided.

Source of Annexures: Shimla District Website, and Shimla MC Website

### 14.1.1 Contacts of Major Hospitals

#	Hospital	Address	Contact Details
1.	IGMC Shimla	Indira Gandhi Medical College, Shimla - 171001	0177-2804251, 0177 2658339/ 2808011, (Fax), 2651854-59, 2803073, 2654713(EPBX), Principal-igmc-hp@gov.in; info@igmcshimla.org
2.	Rippon Dean Dayal Upadhaya	Shimla GPO, Shimla, H.P. - 171001	0177-2658941 msdduripon@gmail.com
3.	Kamla Nehru	Hospital (KNH) 38, HN-22, Mall Road, Near Shiva Mandir, Shimla	0177-2625097
4.	Sri Ram Hospital	18-D, Sector-1, New Shimla, Shimla, Himachal Pradesh 171009	0177-2671398
5.	Sanitariums Hospital	Chaura Maidan Road, Chaura Maidan, Himachal Pradesh	0177-2811821
6.	Tenzin Hospital	NH 22 & Bye Pass Rd, Panthaghati, Kasumpti, Shimla, Himachal Pradesh 171009	0177-2625663

### 14.1.2 Contacts of Shimla Distt. & Admin.

#	Designation	Phone	Email
1.	Deputy Commissioner	0177-2655988	dc-shi-hp@nic.in
2.	A.D.C Shimla	0177-2657003	adc-sml-hp@nic.in
3.	ADM(L&O)	0177-2650005	admlo-sml-hp@nic.in
4.	ADM(P)	0177-2653436	admp-shi-hp@nic.in
5.	SDM Shimla (Urban)	0177-2657007	sdmshu-shi-hp@nic.in

6.	SDM Shimla (Rural)	0177-2657009	sdmslr-shi-hp@nic.in
7.	S.P. Shimla	0177-2656535	sp-shi-hp@nic.in
8.	Addl. S.P.Shimla, Urban	0177-2803212	addlsp-shi-hp@nic
9.	Addl. S.P.Shimla	0177-2652497	aspc-shi-hp@nic.in
10.	S.P (City) Shimla	0177-2652123	dspc-shi-hp@nic.in
11.	D.S.P (HQ) Shimla	0177-2652123	dsp-smlhq-hp@nic.in
12.	Tehsildar Shimla Urban	0177-2807241	
13.	Tehsildar Shimla Rural	0177-2813064	
14.	Naib-Tehsildar, Shimla Urban	0177-2807241 (Exchange)	
15.	Naib-Tehsildar, Shimla Rural	0177-2651202	

#### 14.1.3 Contacts of Municipal Corporation

#	Name & Designation	Office Contact Number	Email id
1.	Commissioner	0177-2812899	mcs-shimla@yahoo.com
2.	Joint & Assistant Commissioner	0177-2652452	mcs-shi@gmail.com
3.	Municipal Eng./XEN (Water supply)	0177-2650313	ee-ds@gmail.com
4.	Executive Eng./XEN (R&B)	0177-2802771	
5.	XEN-Project	0177-2650203	pd-smc@hp.nic.in
6.	HEALTH OFFICER	0177 - 2802772	
7.	Asstt. Comm. Office	0177-2656576	
8.	Superintendent Engineer		
9.	Project Director (JNNURM)	0177-2650203	

#### 14.1.4 Contacts of Fire Deptt. and Fire Services

#	Name & Designation	Office Contact Details	Email id
1.	Chief Fire Officer	0177-2629945	
2.	Div. Fire Officer	0177-2657087 0177-2652939	0177-2657087 (Fax) Divfire-shi-hp@gov.in
3.	Station Fire Officer (Mall Road)	0177-2629945 0177-2658976	

#### Emergency Services

#	Name and Designation	Telephone
1.	Fire Station, The Mall Shimla	101,2658976
2.	Fire Station, Chhota Shimla	2623269
3.	Fire Station, Boileauganj	2830664
4.	Ambulance	102,108
5.	Traffic Police	2651850
6.	Police Control Room	2657430

#### 14.1.5 Contacts of Home Guards

#	Name & Designation	Office Contact Details	Email id
1.	Commandant, Homeguard, 2ndBn, 2 Shimla	0177-2621467 (Telefax)	hg2bn-hp@nic.in
2.	Commandant, Home Guard, 3rdBn, Shimla	0177-2651423 (Telefax)	hg3bn-hp@nic.in

#### 14.1.6 Contacts of NGOs / CBOs

#	Name and address of NGOs, CSOs	Contact nos. of person concerned
1.	DOER, Kalta Bhawan, Dyerton Estate, Beerkhana, Shimla 171006 Himachal Pradesh, Ph: 01772674939	Anuradha, Kalta Bhawan, Dyerton Estate, Beerkhana, Shimla 171006 Himachal Pradesh, Ph: 01772674939
2.	Church's Auxiliary for Social Action (CASA) Kaushal Niwas, 1 <sup>st</sup> Floor, Om Bhawan, Kasumpti, Shimla171009	Amit Kumar Gautam Ph: 9418285052
3.	Ms. Meena Vashist, Secretary ESIT, HARI SADAN, Near Himfed Building, New Shimla	9736237525
4.	Mr. Balbeer Singh, ROIDA, Balbir Bhawan, Below Block No. 56, New Shimla Sector 2	9418499949
5.	Mr. Dinesh Kumar, HPVHA, Bus Stand Sector -2 New Shimla.	9418100210
6.	Ms. Sudesh, Nav Nirman Foundation, Kagnadhar, Phase III, Shimla	9418902202

7.	Umang Foundation	Address: C -208, 2nd Floor, Sector 3, New Shimla, Near Sector 3 Bus Stand, Shimla 171009 Phone: +911772672595 Email: ajaisri02@yahoo.co.in
8.	UDAAN Shimla	Address: Block 30 Set No. 1 Phase-3, New Shimla, Shimla - 171009 Phone: +911772672216, +919816119505
9.	Nai Ashayen	Address: New Narang House, Near KNH, Shimla Phone: +919418951050 Email: vibhootispansure76@gmail.com
10.	Martandank Social Welfare Society	Address: Shandil Niwas, Kasumpti, Distt. Shimla Phone: +919418189977 Email: martandak@gmail.com

#### 14.1.7 Contacts of Other Emergency Support Services

#	Name & Designation	Office	Email id
1.	Sr. M.S (IGMC)	0177-2658845	srmsigmcshimla@gmail.com
2.	Blood Bank (IGMC)	0177-2803073, 2883440	bbigmc@gmail.com
3.	CMO (DDU)	0177-2657225 (PA)	cmoshimla@gmail.com
4.	Sr. M.S (DDU)	0177-2658941	msdduripon@gmail.com
5.	Secretary, Red Cross Society, Shimla	0177-2629969, 01772621868 (telefax)	hpstateredcross@gmail.com
6.	Divisional Engineer, BSNL	0177-2655185	deodcsasml@gmail.com
7.	Dy. M.S. IGMC Shimla	0177-2658936	
8.	Coordinator NYKS	0177-2657178	nykshimla@gmail.com

#### 14.1.8 Contact List of CBDRM Volunteers in Ward

Under the Urban Resilience project of SMC, Ward volunteers have been trained in 'Community Based Disaster Risk Management (CBDRM). Trained volunteers of Lower Bazar ward are listed in the table below:

#	Name	Contact No
1.	Sh Virender Sh Chander Sh	
2.	Sh Raj Kumar	9817015462
3.	Mohan Sharma	9817096827
4.	Shaleen Sood	9816054000
5.	Sh Sh Rajinder	9816645376
6.	Raj Kumar	9418842654

#### 14.1.9 List of Anganwadi Centers and Workers

Ward wise List of Anganwadi Centres in ICDS Projects Shimla Urban					
#	Name of Ward	No of Ward	No of AWC	Name of AWC	Name of AWC Workers
1	Bharari	1	1	Bharari	Sapna
		1	2	Auckland	Anita
		1	3	Longwood	Vacant
2	Ruldu Bhatta	2	4	Grand Hotel	Reeta Verma
		2	5	KuftaDhar	Minakshi
		2	6	Ruldu Bhatta	Asha Sharma
		2	7	Sangri House	Satya
3	Kaithu	3	8	Upper Kaithu	Poonam Sood
		3	9	Chungi Khanna	Neha Kashyap
4	Annadale	4	10	Komli Bank	Raksha Devi
		4	11	Police Line	Sonika Thakur
		4	12	Annadale	Prem Lata
5	Summerhill	5	13	Bhagog	Shashi Bala
		5	14	Andri	Shashi
		5	15	Summer Hill	Hardai
6	Tutu	6	16	Govindnagar	Arti
		6	17	Tutu	Seema Thakur
7	Majiath	7	18	New Tutu	Meena
8	Boileuganj	8	19	Boileauganj	Vacant
		8	20	Upper Chakkar	Rama
9	Kachi Ghati	9	21	Lower Chakkar	Santosh Verma
		9	22	Ghoda Chowki	Uma Devi
10	Tuti Kandi	10	23	Tuti kandi	Usha Mahajan
		10	24	R.T.O	Leave
		10	25	Bhag	Reeta
11	Nabha	11	26	Nabha	Gandho Devi
		11	27	Chaura Maidan	Kanta Thakur
12	Phagli	12	28	Phagli	Asha Kumari
		12	29	Ram Nagar	Rakhi Sharma
13	Krishna Nagar	13	30	Krishna Nagar	Bhabita
		13	31	Ladakhi Muhalla	Kamlesh
		13	32	Ghora Sarai	Leave
		13	33	Lal pani	Satvinder Kaur

14	Ram Bazar	14	34	Subzi Mandi	Kiran
		14	35	Ram bazar-I	Anju Chauhan
		14	36	Ram Bazar-II	Leave
15	Lower Bazar	15	37	Middle Bazar	Pooja
16	Jakhu	16	38	U.S. Club	Sunita
		16	39	Lower Jakhu	Chheema
		16	40	Kaustaufan	Madhu
17	Benmore	17	41	Housing Board Colony	Sita Devi
		17	42	Bemloe	Usha
18	Engine Ghar	18	43	Chotta Maszid	Sandeepna
		18	44	Bangala Colony	Anju
19	Sanjauli Chowk	19	45	North Oack	Dropti
		19	46	Dakshin Vihar	Kanta Devi
		19	47	Dhingu Dhar	Santoshi
		19	48	Cholanthi	Sunita
20	Dhalli	20	49	Dhalli-I	Nina Thakur
		20	50	Dhalli-II	Dhanshre
		20	51	Inder Nagar	Vandana
21	Mashobra	21	52	Mashobra	Sheetal
22	Shanti Bihar	22	53	Lower Cemetary	Pushpa
		22	54	Upper Cemetary	Neena Gupta
23	Bhatakufar	23	55	Bhatakufar	Pushpa Rohal
		23	56	Gahan	Sandhya
24	Sangti	24	57	Sangti	Poonam Kumari
		24	58	Nav Bhar	Sadhana
25	Malyana	25	59	Flower Dale	Minakshi
26	Panthaghatti	26	60	Panthaghati-I	Pooja
		26	61	Panthaghati-II	Ram Pyari
27	Kasumpati	27	62	Jivnu Colony	Ranjana Kashyap
		27	63	Kasumpti	Dimpal Sharma
		27	64	Basant Bihar	Leave
28	Chotta Shimla	28	65	Strawberry	Bayasa Devi
		28	66	Sadhna Ghati	Sunita
29	Vikas Nagar	29	67	Vikas Nagar-I	Parnita
		29	68	Vikas Nagar-II	Anu
		29	69	Anji	Shakuntla
		29	70	Dev Nagar	Usha Verma
		29	71	Shawag	Pushpa

30	Kangna Dhar	30	72	New Shimla-III	Sunita Sharma
31	Pateog	31	73	BCS	Rakhi Pintu
32	New Shimla	32	74	New Shimla-I	Yashodha Negi
		32	75	New Shimla-II	Anita
33	Khalini	33	76	Khalini	Sandhya
		33	77	Khalini-I	Promila
		33	78	Khalini-II	Lalita
		33	79	Bhagwati Nagar	Santosh
34	Kanlog	34	80	Talland	Kala Bhatiya
35	Cantonment Area	35	81	Jutogh Cant	Anjana Thakur
		35	82	Jutogh	Laxmi Devi

#### 14.1.10 Contact list of Psychosocial Trainers

#	Name of Trainer	Designation	Department/ Organisation	Contact No.	Email Id
1	Sh. Vivek Sharma	Senior Consultant	HPSDMA	8851063017 8629880160	dmsshimla@gmail.com
2	Ms. Garima Sharma	Documentation and Capacity Building Coordinator	HPSDMA	7838433498	garima.gs.sharma@gmail.com
3	Dr. Neha Sharma	Training and Capacity Building Coordinator	DDMA Shimla	9857379885	nehashar05@yahoo.com
4	Dr. Uvi Tyagi	Officer Special Duty	Department of Health and Family Kasumpti Shimla	9418300121	uvi09spt@gmail.com
5	Dr. Pavneet Chona	Consultant -Research Officer	SIH&FW Shimla	8894465146	pavneet.doc@gmail.com
6	Mrs. Krishna Verma	Health Educator	SIH&FW Shimla	9418680249	krishnaverma33777@gmail.com
7	Dr. Priyanka Chauhan	Consultant -Research Officer	SIH&FW Shimla	9805932344	priya8888chauhan@gmail.com
8	Dr. S. Mayank Sharma	Medical Officer	SIH&FW Shimla	8679272192	smayanksharma87@gmail.com

9	Mrs. Navita Sharma	Coy Commander	Home Guard 2 <sup>nd</sup> Bn. Shimla	9418938820	navitasharma8@yahoo.com
10	Mrs. Mamta Paul	CDPO	Department of Women and Child Development Shimla	9418496736	mamtaicds@gmail.com
11	Dr. Anupam Singh	Psychologist	IGMC Shimla	9418028870	dranupamthakur@gmail.com
12	Mrs. Suman Lata	Senior Resident, Psychiatry	IGMC Shimla	9817354360	suman1977lata@gmail.com
13	Dr. Rajesh Rana	Pediatricians	DDU Zonal Hospital Shimla	9418060035	rajeshrana0968@gmail.com
14	Ms. Ruchi Vasudeva	Urban Planner	MC Shimla	9816039164	Ruchivasudeva5713@gmail.com
15	Sh. Rajnish Brar	Health Inspector	Health Department M.C. Shimla	9418038021	rajnishbrarmc@gmail.com
16	Sh. Arvind Kumar Chauhan	State Coordinator	HP State Red Cross Society Shimla	9459231355	arvind31355@gmail.com
17	Sh. Anand Kumar	Senior Programme Manager	Help Age India Shimla	9418280649	anand.kumar@helppageindia.org
18	Mrs. Anuradha	Programme Manager	DOERs NGO Shimla	8091078898	anuradha@doers.ngo
19	Ms. Nidhi Kalta	Programme Coordinator	DOERs NGO Shimla	8988163003	nidhi@doers.ngo
20	Dr. S. K. Rana	Project Coordinator	SCERT Solan	9418485552	satisrana@gmail.com
21	Navneet	Programme Associate	DOERs NGO Shimla	9816012271	navneetbhardwaj@doers.ngo
22	Tenjeen Gyachho	Programme Associate	DOERs NGO Shimla	9459622247	tenjeen@doers.ngo
23	Sh. Rasheel Singh	Lecturer in Education	DIET Bilaspur	9817153260	
24	Mrs. Urmila Devi	Health Educator	H&FW Deptt, RH FWTC Chheb Kangra	9418101734	urmil1734@gmail.com
25	Dr. Harkanchan Singh	City Project Coordinator, UNDP	Municipal Corporation Shimla	9816115320	harkanchan.singh@undp.org hksingh30@gmail.com

## 14.2 List of Search & Rescue Equipments

### 14.2.1 List of available S&R equipments with SMC

#	Item Name	Quantity (in Nos.)
1.	Electrical Drill	1
2.	Shovel	80
3.	Spade	1
4.	Crow Bar	1
5.	Basket	5
6.	Pick Axe	1
7.	Hose Rope	50 Mtr
8.	Bucket	4
9.	Al. Ladder	1
10.	Earth Mover (Robot)	2
11.	Small Tipper Mazda	1
12.	Four-wheel drive pick vehicles	3
13.	Loader JCB Machine	2
14.	Road Roller (Small)	3
15.	Road Roller (Big)	1

### 14.2.2 List of available S&R equipments with Fire Station

Source: Fire Services Department

#	Name of Article	Qty. in Hand
1.	Fireman Axe	10 No
2.	Short Branch	4 No
3.	Crow Bar	1 No
4.	Hydrant Adopter	5 No
5.	Shri Ram Honda Generator(Portable EBK2000)	1 No
6.	Hydrant Key and Bar	4 No
7.	Shawls	2 No
8.	Hand Saw	1 No
9.	Nozzle Spanner	2 No
10.	Stand Pipe	4 No
11.	Dividing Breaching	2 No
12.	Collecting Breaching	1 No
13.	Foam Compound	200 Litre
14.	Extension Ladder (Aluminum) 10.5M.	1 No
15.	Kombi Tool	1 No
16.	Water Mist CAFS Fire Extinguisher (with Accessories)	1 No

17.	Male to Male Adopter	2 No
18.	Female to Female Adopter	1 No
19.	Fiber Glass Helmet	24 No
20.	Collecting Head	3 No
21.	Ceiling Hook	1 No
22.	Co2 Extinguisher 4.5 kg	11 No
23.	London Hand Control Branch	1 No
24.	Revolving Head	2 No
25.	Bolt Cutter	1 No
26.	Low Pressure Applicator	1 No
27.	Non Skid Chain	6 No
28.	Suction Adopter	2 No
29.	Stretcher	2+2=4 No
30.	Nozzle of Different Size	5 No
31.	Hose Clamps	5 No
32.	Diffuser Branch	2 No
33.	Multi Edge Rescue Large Non Edging	1 No
34.	RRL Hose with Coupling	98+50= 148No
35.	Delivery Hose Coupling	151 pair
36.	Two way folding Stretcher	01No.
37.	Entry Suit Aluminized	1 No
38.	First Aid Box	1 No
39.	DCP ( Stored Pressure Type ) 9kg each Fire Extinguisher	2No
40.	Water ( Stored Pressure Type)9Ltrs Fire Extinguisher	1No
41.	Foam (Stored Pressure Type ) 9Ltrs Fire Extinguisher	1No
42.	Fire Bitter	5 No
43.	BA Set Spare Cylinder	4 No
44.	Breathing Apparatus Set	1 No
45.	Rubber Gloves	1 Pair
46.	Rope Ladder	2 No
47.	Full Body Harness	1 No
48.	Co2 Cartridge60 gm=29 No. &90 gm=5No.	29+5=34 No
49.	Reflective Jacket	6No.
50.	DSU(Distress Signal Unit)	1No.
51.	Asbestos Gaunt Lets	1 pair
52.	Oil Feeder	1 No
53.	Can for Oil 2 Litre	1 No

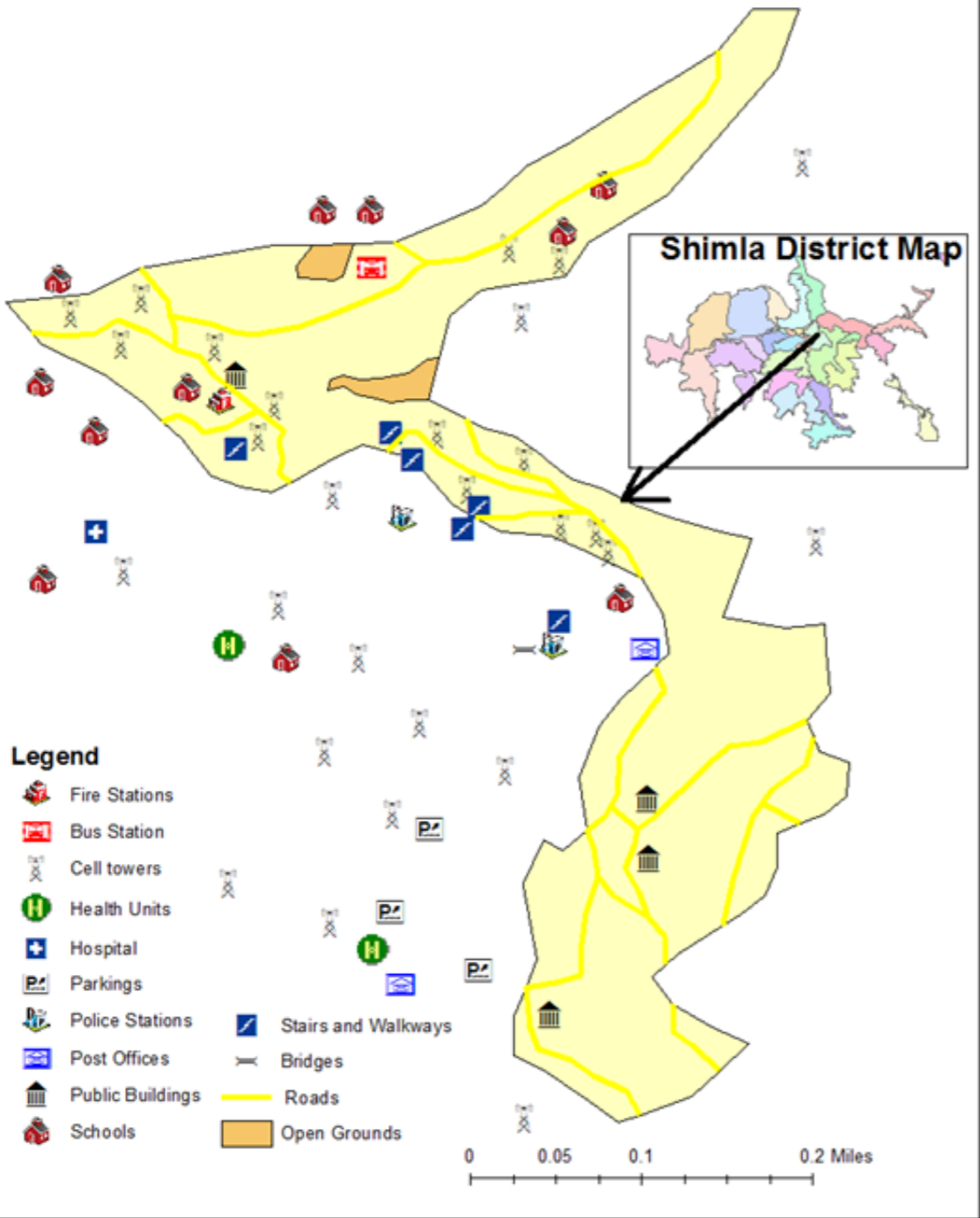
54.	Spanner Adjustable	1 No
55.	File Bastard 30 mm	1 No
56.	LG/LED/32LN-5110	1No
57.	Funnel for Oil	1 No
58.	Portable Inflatable Emergency Light ASKA , light with accessory, storage box=1, Rain Protecting Gear=1, Wind Support=1, tool Kit=1, Blower=1, Lamp with requistable control.=1, Trolley =1	1 No
59.	Manila Rope( cir.-25mm) 100 Mtrs	1No.
60.	Keramental Rope(cir.-14mm)61mtrs	1No.
61.	Portable Gen set(Birla Power Make) Model- EG 3000AS, Engine No. NWSK 02908	1No.
62.	(Equipment for Disaster Management Breaking and Cutting Tools) sr.no. I to xxii	
i)	Hilti DCH-300 Electric hand held Diamand cutter	1 No
ii)	Hilti cutting DiscDc-D 305/22UP	1 No
iii)	Hilti Depth Guage DCH-300	1 No
iv)	Hitt chuckDCH 300Bar	1 No
v)	Hilti Band Assembly	1 No
vi)	Hilti D CG_180-P Angle Grinder	1 No
vii)	Hilti Cutting Disc AC-D-180UP 2.5mm	9 Nos.
viii)	Hilti Diamand Cutting Disc DC-D 180/22.2/GPx5	3 Nos.
ix)	Hilti DCG 125-S Angle Grinder with Discs	1 No
x)	Hilti Cutting Disc AC-D 125 UP 2.5mm	13Nos.
xi)	Hilti Diamand Cutting Disc DC-D 125/22/2/GPXS	3 Nos.
xii)	Hilti TE 1000/AVR Breaker	1 No
xiii)	Hilti pointed Chisel TE-SP SM36	2 Nos.
xiv)	Hilti Narrow flate Chisel TE-SP FM 36	1 No
xv)	Hilti 700 AVR Breaker	1 No
xvi)	Hilti pointed Chisel TE-YPSM 36	5Nos.
xvii)	Hilti Narrow flat Chisel TE-YP FM 36	2Nos.
xviii)	Hilti Battery Pack B 36/3.0 Li-10	1No
xiv)	Hilti Cordless Rotary Hammer TE-6-A-36-AVR	1No
xx)	Hilti Battery ChargerC 4.36-ACS Li-ion	1 No
xxi)	Hilti Hammer Drill Bit TE-CX 16/27	2Nos.
xxii)	Hilti Hammer Drill Bit TE-CX 20/22	2Nos.

77°10'30"E

31°6'30"N

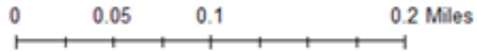
# Lower Bazaar Ward Map

31°6'30"N



## Legend

- Fire Stations
- Bus Station
- Cell towers
- Health Units
- Hospital
- Parkings
- Police Stations
- Post Offices
- Public Buildings
- Schools
- Stairs and Walkways
- Bridges
- Roads
- Open Grounds



31°6'0"N

31°6'0"N

77°10'30"E

