

**Evacuation Areas of the Municipal Corporation Building
Deputy Commissioners Complex**

If you are in	Go to Evacuation Site	Location
Ground floor	A	Towards the parking area / main gate of Deputy Commissioners Complex
First Floor	A	Towards the parking area / main gate of Deputy Commissioners Complex
Second Floor	B	Towards the Mall Road /CTO
Third Floor	B	Towards the Mall Road /CTO

Fire

- Stop, Drop and Role on the floor
- Cover mouth with cloth for smoke
- Check doors and windows for smoke
- Switch off all electrical appliances
- Await instructions from the Emergency Coordinator or the designated official.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Emergency Evacuation Procedures(3-crisis Prevention)

- **If the Alarm is activated evacuate the Building Using the Nearest Exit or Exit Stairway.**
Individuals requiring assistance should proceed to the designated area of rescue and seek assistance from other evacuees to notify emergency personnel of their location.
- **Call 1077 once in safe area** and provide your name, location, and nature of emergency.
- **Remain at a Safe Location at least 100 ft from the building** until you are told to re-enter.

LIST OF ROOM INCHARGE MUNICIPAL CORPORATION SHIMLA

S. No.	Building	Overall Building Emergency Coordinator	Phone number
1.	MC Shimla (DC Complex)	Joint Commissioner	
	Floor	Evacuation Warden	Phone number
2.	Ground Floor	I T Head	
3.	First Floor	General Superintendent	
4.	Second Floor	Executive Engineer (Road and Building)	
5.	Third Floor	Corporation Health Officer	
	Room	Room Instructors	Phone number
6.	Mayor Office	PA to Mayor	
7.	Deputy Mayor Office	PA to Deputy Mayor	
8.	Commissioners Office	PA to Commissioner	
9.	Joint Commissioners Office	PA to Joint Commissioner	
10.	Water Supply Branch	Superintendent	
11.	Accounts Branch	Accounts Officer	
12.	Health Branch	Superintendent	
13.	Law Branch	PA to Additional Commissioner Legal	
14.	Road and Building Branch	Assistant Engineer	
15.	General Branch	Superintendent	
16.	Project Cell	Project Officer	
17.	IT Cell Branch	Computer Assistant	
18.	Suvidha Kendra	Data Entry Operator IT Cell	
19.	SJPNL Branch	PA to Additional General Manager	
20.	Architect Planner Branch (Padam Dev Complex)	Junior Assistant	
21.	State Branch	Superintendent State	
22.	Secretary Tax Branch	Assistant Secretary Tax	