

## **Emergency Evacuation Plan Deputy Commissioners Office Kullu**

What if the earthquake at a scale of 8 Richter scale strikes or a massive fire breaks out due to short circuit in the Workplace? Disasters and Emergencies can occur anytime without warning. Workplace is the second home of the employer where one spends the second maximum time during the day. Thus, one needs to ask if we are safe in our workplace for any kind of disaster if ever it strikes. So we need to ask a few questions like how well are we prepared to face a natural or human-made disaster, what type of emergency situations can occur and what type of procedures exit at the workplace with regards to emergency like situation.

Deputy Commissioner's Office District Kullu lies in the heart of the town called Kullu next to the famous and open ground called Dhalpur ground, giving it the status of a valley next to River Beas flowing through the town. Deputy Commissioners Office is situated on the right bank of river Beas at an elevation of 1,278 m (4,193 ft) kms above mean sea level. DC Office is located at a distance of 100mts from District Hospital, 100mts from Superintendent of Police Headquarter, 1Kms from Fire Station 1Kms from Bus stand, 12 kms from Bhuntar Airport.

It comprises of three main buildings namely:

1. Deputy Commissioners Office
2. Collectorate Building
3. Planning and Red Cross Building

### **Objective –**

1. To provide an effective response to an emergency and evacuation procedures.
2. To prevent confusion, injury and property damage at the time of an emergency.
3. To ascertain a system for accounting for emergency and evacuated employees.

### **Purpose –**

1. Save life and reduce casualties
2. Every employee should be prepared for what to do in case of an emergency Natural or Human-made.
3. Authorized individuals to be designated for fulfilling the emergency roles and responsibilities
4. Developing easy and accessible effective communication methods for employees and visitors to response within the workplace at the time of emergency
5. Standard operating procedures to be set for various departments and authorized persons within the departments
6. Evacuate important files and data related to Public Affairs

Relevant factors considered for preparing emergency plan is the nature of work being carried out, size and location of the workplace, number and composition of the workers and most important the nature of hazards that can take place at the workplace.

## Need of Call for Evacuation

The first priority during an event like earthquake, fire, gas leakage, terrorist activity, etc. is related to the safety and health of the workforce within a workplace. Thus, call for evacuation largely depends on the building type and its structure associated with the different hazard risk and vulnerability. For example, during an earthquake some type of structures may get affected due to material used, flooring and wall construction causing the building to collapse or have cracks. In such cases the workforce may need to be evacuated to places outside the workplace. While in some hazards the employees can be made to shift to one room rather than complete evacuation from the building, like, in case of fire. Evacuation call- partial or complete depends upon the hazard, risk and vulnerability of the workplace and its surrounding areas.

## Emergency Evacuation Coordinators

Emergency evacuation coordinators are responsible individuals able to coordinate the emergency evacuation plan and lead his colleagues with understanding and courage. On the other hand it's important for the employees to know who the coordinator is and understand that the person designated has the authority to make and carry out decisions during emergencies.

## Type of Evacuation Staff

- Building Emergency Coordinator – as a liaison officer to respond for emergency services like, fire, police, medical, etc. and who will also coordinate with building/department administrators responsible for employees as well as visitor for safety.
- Evacuation Warden - one who will stroll through areas assigned to him/her for evacuation assistance and will report to the evacuation assembly point.
- Room Instructors who will be responsible for their colleagues and following of the evacuation procedure.
- Individual liaison officer – to assist employees with special needs through buddy system within the room/ department during evacuation.

## Role of employees in emergency evacuation plan

1. Employees need to understand the function and elements of emergency action plan which would include types of potential emergencies.
2. Employees should be denoted with what to do during an emergency.
3. Proper training should be provided to workforce for preparedness against emergencies
4. Employees should be part of planning procedure and encouraged to provide suggestions about potential hazards, worst scenario and emergency responses
5. All employees should have a copy of emergency evacuation plan for the workplace and review it for what to do before, during and after an emergency.
6. They should know reporting procedures, alarm systems, evacuation plans, and shutdown procedures of their workplace.

### **Responsibilities of Evacuation personal** assisting in emergency evacuation procedures:

1. Should be able to evaluate the situation for emergency procedures and be able to determine whether emergency exit is required or not;
2. Be able to supervise all emergency evacuation procedures along with evacuating personnel;
3. Coordinator should be able to notify and synchronize with emergency services like medical aid, fire department, police, other building/ department evacuation teams ensuring their availability at time of emergency.
4. The designated evacuation warden should be capable to facilitate movement of employees from dangerous areas to safer areas during an emergency.
5. Every 20 employees in the workplace should have one evacuation warden and appropriate number of wardens should be available at all times during working hours.
6. They should be aware off complete workplace layout of the building and their designated areas along with alternative escape routes.
7. Every employee of the workplace along with evacuation staff should be made aware of employees with special needs who would need extra assistance through hazardous area during an emergency evacuation.

### **Type of training to be conducted for employees**

Making the employees aware regarding different types of emergencies that may happen within a workplace and provide training to them based on the same. Size of workplace and type of workforce, procedures used, materials handled, and resources available both within and outside workplace will determine the training requirements of the employees.

### **General training of employees should deal with:**

- ❖ Clear communication of who will be in charge during an emergency to minimize confusion;
- ❖ Individual roles and responsibilities;
- ❖ Threats, hazards, and protective actions;
- ❖ Notification, warning, and communications procedures;
- ❖ Practicing evacuations, identifying assembly points;
- ❖ Emergency response procedures;
- ❖ Evacuation, shelter, and accountability procedures;
- ❖ Location and use of common emergency equipment;
- ❖ Emergency shutdown procedures for machinery;
- ❖ Training in first aid like bleeding, respiratory, fracture, etc.
- ❖ Means of contacting family members in case of an emergency;
- ❖ Inclusion of emergency procedure training in induction courses for new workers;
- ❖ Provision of refresher training courses for existing workers along with training for helping out visitors at workplace.
- ❖ Specific training for employees designated as fire wardens, floor wardens, first aid officers
- ❖ Training for preventing unauthorized access to the site of incidence.

- ❖ Holding regular mock drills to keep employees prepared.

### **Who should be trained and how often training should be done**

- All employees should be trained for emergency evacuation irrespective of cadre and permanence of the employee.
- Whether women or men or young or old, people with special needs if in employment should be trained through regular drills for various types of hazards possible within the workplace. All employees should be able to review the emergency evacuation plan and feel free to suggest further improvement needed in the plan.
- Training should thus be offered when initial plan for the workplace has been formed.
- When new employees are hired.
- When new equipment, materials, or processes are introduced in the workplace that may affect evacuation procedures or routes.
- If the workplace has had any change in the design of the workplace or facilities, and
- If the emergency plan has been revised or updated for the whole workplace or for any one department.

### **Equipment required for emergencies**

Protective equipment for hazards should be based on the potential hazards that can affect the workplace and its employees. Thus, assessing workplace from point of emergencies should be the first step followed by:

- Personnel equipment like safety glasses or face shields for eye protection in case of fire or chemical spills;
- Head gear and safety shoes for protection;
- Fire extinguishers
- Respirators
- First aid kits
- Blankets, torches, drinking water, batteries
- Special equipment or warning devices required for hazards as per the worksite
- Above all an Emergency Evacuation shelter having the above equipment's

### **Development of the Action plan**

Key elements of emergency plans, should be readily accessible by workers or on display in the workplace

- Emergency Evacuation action plan must be in writing, kept in the workplace, and available to every employee for review.
- There should be a set procedure for reporting a fire or any other emergency within the workplace.
- Designation of one person in charge of each department with regards to disaster evacuation.

- Procedures to be laid out for- type of emergency evacuation and exit route assignments.
- Emergency escape routes like floor plan/ map with safe or refuge areas.
- Proper measures to be followed by employees who stay behind to operate critical workplace operations before evacuating.
- Measures to verify safe evacuation account of the employees after emergency.
- Name and designation of the employee who will look into the duties and responsibilities in the department/ building and can be contacted by employees for information about the plan or for an explanation of their respective duties under the plan and outside the workplace.
- Operating procedures for in charges before, during and after the disaster like making sure all under him have evacuated safely to refuge area, critical operating units are shut down and other essential services are also shut down before evacuating.
- A secure on or offsite location to store originals or duplicate copies of accounting records, legal documents, employees emergency contact lists and other essential records.
- An employee alarm system to be maintained within the building by the employer for emergencies.

**Other Important points to be considered for review and action plan:**

1. Hazard assessment is required of the workplace like entry /exits of the buildings; blockage in pathways, equipment /accessories on route to various departments and within the rooms of various departments; electric heating and wiring within and around the buildings; etc.
2. A clear chain of command and designation of the person authorized to order an evacuation like designating an “evacuation warden” for assisting others in an evacuation and to account for the personnel in the building, department, and rooms
3. Posting of evacuation procedures along with proper marked routes and exits where they can be easily accessible to all employees;
4. Procedures for assisting people with disabilities or who do not speak native language
5. People must be capable of recognizing when to abandon the workplace and evacuate themselves
6. Emergency contact details of the key personnel having specific roles or responsibilities under the emergency plan be kept and posted like that of floor wardens, fire wardens and first aid officers, etc.
7. Contact details of local emergency services, like police, fire brigade and medical facilities be posted at easily accessible points
8. Evacuation procedures including arrangements for assisting any visitor who is old, pregnant or a child
9. A system for accounting for personnel following an evacuation. Consider employees’ transportation needs for community-wide evacuations
10. A map of the workplace illustrating the location of fire protection equipment, emergency exits, assembly points
11. Triggers and processes for advising neighbouring businesses about emergencies

12. The post-incident follow-up process, for example notifying the regulator, organising trauma counselling or medical treatment.

### **Review of emergency action plan.**

An employer must review the Emergency Action Plan with each employee covered under the plan:

- (1) When the plan is developed or the employee is assigned initially to a job;
- (2) When the employee's responsibilities under the plan change; and
- (3) When the plan is changed.

Once emergency action plan has been reviewed with employees and everyone has been provided with proper training, it is necessary to **hold practice drills** as often as possible to keep employees prepared. In which fire and police departments should be integrated for better results. After each drill, gather management and employees to evaluate the effectiveness of the drill. Identify the strengths and weaknesses of your plan and work to improve it.

### ***Evacuation routes and exits in workplace***

While preparing emergency action plan primary and secondary evacuation routes and exits must be designated. Evacuation routes and emergency exits must meet the following conditions:

- Emergency routes/ exits should be clearly marked and well lit;
- They should be wide enough to accommodate the number of evacuating personnel of the workplace along with influx population visiting the workplace
- Emergency exit routes should be unobstructed and clear of debris at all times; and
- Proper drawings/ floor maps be prepared and stuck at each floor level to show evacuation routes and exits, where all employees can clearly view the exit plan.

### ***How to account for employees after an evacuation***

Accounting for all employees following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations. To ensure the fastest, most accurate accountability of employees, one needs to consider following steps for emergency action plan:

- Designate assembly areas where employees should gather after evacuating;
- Take a head count after the evacuation. Identify the names and last known locations of anyone not accounted for and pass them to the official in charge;
- Establish a method for accounting for non-employees such as suppliers and customers;
- Establish procedures for further evacuation in case the incident expands. This may consist of sending employees home by normal means or providing them with transportation to an offsite location.

### ***How should you plan for rescue operations?***

Untrained individuals may endanger themselves and those they are trying to rescue. For

this reason, it is generally wise to leave rescue work to those who are trained, equipped, and certified to conduct rescues.

### ***What medical assistance should you provide during an emergency?***

As medical facilities are available near the workplace with Hospital being nearby, arrangements should be made for them to handle emergency cases. Employees should be provided with a written emergency medical procedure to minimize confusion during an emergency. Medical personnel must be accessible to provide advice and consultation in resolving health problems that occur in the workplace. A relationship with a local ambulance service should be made so transportation is readily available for emergencies.

Procedures for **testing the emergency plan including the frequency of testing must be included.**

Keep a copy of your emergency action plan in a convenient location where employees can get to it, or provide all employees a copy. If you have 10 or fewer employees, you may communicate your plan orally.

In the event of an emergency, it could be important to have ready access to important personal information about your employees. This includes their home telephone numbers, the names and telephone numbers of their next of kin, and medical information.

### **Emergency Evacuation Procedures** (3-crisis Prevention)

- **If the Alarm is Activated Evacuate the Building Using the Nearest Exit or Exit Stairway. Do Not Use Elevators.** 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.

### **ACTION**

#### If You Are Trapped By Fire Inside a Building...

- Stay low if there is smoke in the area.
- Feel doors before opening - if hot to the touch, find another avenue.
- Close doors behind you, upon leaving.
- If trapped in an area, close the door, use available material to pack under the threshold openings, and call or signal for help.
- If possible wet a blanket and rap around yourself and personal on fire.

#### Reviewing emergency plans

For emergency plans to remain current and effective they must be reviewed and revised (if necessary) on a regular basis. For example:

- when there are changes to the workplace such as re-location or restorations
- when there are changes in the number or configuration of staff including an increase in the temporary staff
- when new activities have been introduced, and
- after the plan has been tested.

**Checklist:** Emergency plans

Yes	No
<b><i>Responsibilities</i></b>	
<ul style="list-style-type: none"> <li>• Has someone with appropriate skills been made responsible for specific actions in an emergency, for example managing an evacuation or assigning area wardens?</li> <li>• Is someone responsible for making sure all workers and others in the workplace, for example contractors, customers and visitors are accounted for in an evacuation?</li> <li>• Do workers working alone know what to do in an emergency?</li> <li>• Are specific procedures in place for critical functions, for example power shut-downs?</li> </ul>	
<b><i>Emergency contact details</i></b>	
<ul style="list-style-type: none"> <li>• Are emergency contact details relevant to the types of possible threats, for example fire brigade, police and medical information centre?</li> <li>• Are the emergency contact details displayed at the workplace in an easily accessible location?</li> <li>• Are contact details updated regularly?</li> </ul>	
<b><i>Evacuations</i></b>	
<ul style="list-style-type: none"> <li>• Have all emergencies requiring an evacuation at the Deputy Commissioners Office been identified?</li> <li>• Has an evacuation procedure been prepared (if applicable)? <ul style="list-style-type: none"> <li>➤ Does the procedure: address all types of situations and hazards which may arise at the Deputy Commissioners Office</li> <li>➤ cover everyone who may be present at the DC Office</li> <li>➤ allow for quick and safe evacuation when needed, and</li> <li>➤ clearly identify routes to safe assembly areas considering special assistance for hearing, vision or mobility-impaired people</li> </ul> </li> <li>• Is the evacuation procedure clearly and prominently displayed? <ul style="list-style-type: none"> <li>➤ Is there a mechanism, for example a siren or bell alarm for alerting staff of an emergency? If yes, is it regularly tested to ensure its effectiveness?</li> <li>➤ Is there a documented site plan that illustrates the location of fire protection equipment, emergency exits and assembly points? If yes, is it posted in key locations throughout the workplace?</li> <li>➤ Are all exits, corridors and aisles readily accessible and kept clear of obstructions?</li> <li>➤ Does the workplace have illuminated exit signs?</li> </ul> </li> </ul>	

Yes	No
<p><b><i>Fire protection equipment</i></b></p> <ul style="list-style-type: none"> <li>➤ Does the workplace have appropriate fire protection equipment?</li> <li>➤ Is it suitable for the types of risks at the workplace, for example foam or dry powder type extinguishers for fires that involve flammable liquids?</li> <li>➤ Is it properly maintained and regularly checked and tested by the local fire authority or fire equipment supplier?</li> <li>➤ Is the area where the equipment is stored kept clear of obstructions?</li> <li>➤ Are adequate numbers of workers trained to use fire extinguishers?</li> <li>➤ Do they know what type of extinguisher to use for different types of fires?</li> </ul>	
<p><b><i>First aid</i></b></p> <ul style="list-style-type: none"> <li>➤ Has a first aid assessment been conducted?</li> <li>➤ Does the workplace have trained first aiders and suitable first aid facilities?</li> <li>➤ Are the workers aware of where first aid facilities are kept and who first aiders are?</li> <li>➤ Do procedures identify the closest designated 'safe place'?</li> </ul>	
<p><b><i>Neighbouring Offices</i></b></p> <ul style="list-style-type: none"> <li>➤ Have neighbouring offices been considered if an emergency occurs? How would they be advised of an emergency situation arises (if applicable)?</li> <li>➤ Should they be consulted about the preparation and coordination of emergency plans?</li> <li>➤ Have the risks from neighbouring offices been considered, for example fire from other offices or vehicle accidents on major roads?</li> </ul>	
<p><b><i>Review</i></b></p> <ul style="list-style-type: none"> <li>➤ Are emergency evacuation drills undertaken to assess the effectiveness of the emergency plan?</li> <li>➤ Is someone responsible for documenting and retaining the results of emergency plan and drills?</li> </ul>	
<p><b><i>Evacuation Routes</i></b></p> <p>Evacuation route maps posted in each work area should have the following information marked on evacuation maps:</p> <ul style="list-style-type: none"> <li>➤ Emergency exits</li> <li>➤ Primary and secondary evacuation routes</li> <li>➤ Locations of fire extinguishers</li> <li>➤ Fire alarm pull stations' location</li> <li>➤ Assembly points</li> </ul> <p>• Site personnel should know at least two evacuation routes.</p>	

## **EMERGENCY REPORTING AND EVACUATION PROCEDURES**

Types of emergencies to be reported by site personnel are:

### **1. MEDICAL EMERGENCY**

- Call medical emergency phone number (check applicable):  
Provide the following information:
  - a. Nature of medical emergency,
  - b. Location of the emergency (address, building, room number), and
  - c. Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
- Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help.

Name: Phone: \_\_\_\_\_

### **2. FIRE EMERGENCY**

*When fire is discovered:*

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):
  - a. Voice Communication
  - b. Phone Paging / SMS
  - c. Other (specify)

*Fight the fire ONLY if:*

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

*Upon being notified about the fire emergency, occupants must:*

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Official) announces that it is safe to re-enter.

*Designated Official, Emergency Coordinator or supervisors must (underline one):*

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.

*Area/Floor Monitors must:*

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

*Assistants to Physically Challenged should:*

- Assist all physically challenged employees in emergency evacuation.

Date \_\_\_/\_\_\_/\_\_\_

### 3. EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.
  - Fire sprinkler system
  - Standpipes
  - Potable water lines
  - Toilets

*Upon Restoration of heat and power:*

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

### 4. Earthquake

- Drop cover and hold under a table and stay calm
- Await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

## **TRAINING**

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

- Facility:
- Name:

- Title:
  - Responsibility:
  - Date:
- ❖ A continuous and unobstructed path of exit travel from any point within the office building to a place of safety (including refuge areas). Should consist of three parts:
    - Exit access
    - Exit
    - Exit discharge
  - ❖ Exit Routes: Basic requirement Exit routes must be permanent, no ropes or ladders
  - ❖ An exit must be separated by fire resistant material (One - hour fire resistance - rating: three or fewer stories)
  - ❖ Openings into an exit must be limited to those necessary to allow access to the exit or to the exit discharge
  - ❖ The number of exit routes must be adequate. Normally two or more depending on the size of the building, its occupancy, or the arrangement of the workplace
  - ❖ Exit discharge - must lead directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside (This area) must be large enough. Exit routes must be kept free of explosive or highly flammable furnishings or other decorations.
  - ❖ Each exit must be clearly visible and marked with an “Exit” sign
  - ❖ If the direction of travel to the exit or exit discharge is not immediately apparent, signs must be posted along the exit access indicating direction to the nearest exit
  - ❖ The line-of-sight to an exit sign must clearly be visible at all times
  - ❖ Exit routes must be maintained during construction, repairs, or alterations

**EMERGENCY REQUIREMENTS AT DEPUTY COMMISSIONERS OFFICE KULLU:**

- Siren alarm in case of emergencies
- Training of staff in first aid and use of fire extinguishers
- Sign boards with emergency numbers
- Boards with do's and don'ts in case of an emergency in the office of DC
- Proper emergency exit positions within the building with arrows. (ESPECIALLY Collectrate building)
- SOP's of the emergency staff put for everyone

- Demarcate the evacuation area within the office
- First aid box positioned at various areas.
- An alarm system from DEOC in case of emergency to Police headquarters, fire and medical.
- Free movement of vehicles outside DC office for fire tenders to approach

In shared workplaces where there are multiple PCBUs, a master emergency plan could be prepared that all relevant duty holders use. Like Mini Secretariat and DC office, Court room, Zila Parishad.

### **REMEMBER SIX P's IN CASE OF IMMEDIATE EVACUATION**

1. People
2. Phone numbers(important)
3. Papers(important)
4. Personal computer hard drive and disks
5. Plastic cards and cash
6. Prescriptions and eyeglasses

### **EVCAUATION AREAS DC OFFICE COMPLEX KULLU**

<b>If you are in</b>	<b>Go to Evacuation Site</b>	<b>Location</b>
Main DC Office front side	A	Towards the main road / Dhalpur Ground
Main DC Office Back side	B	Area between Planning and DC Office Building
Collectorate Building	A & B	<ul style="list-style-type: none"> <li>• Towards the main road / Dhalpur Ground</li> <li>• Area between Planning and DC Office Building</li> </ul>
Planning Building	B	<ul style="list-style-type: none"> <li>• Area between Planning and DC Office Building</li> </ul>



## DISTRICT KULLU DEPUTY COMMISSIONERS OFFICE COMPLEX

### LIST OF INCHARGE DC OFFICE KULLU

S. No.	Building	Overall Building Emergency Coordinator
1.	Main DC Office	Assistant Commissioner
2.	Collectorate	District Revenue Officer
3.	Planning	District Planning Officer
Building		Evacuation Warden
4.	Main DC Office	Superintendent Grade-I
5.	Collectorate	Superintendent Grade-II
6.	Planning	APO/ Superintendent
Building		Room Instructors
7.	Miscellaneous/ Establishment	Assistant Establishment
8.	Additional District Magistrate Office	Superintendent
9.	Additional District Magistrate Office Room (Lada/ Reader/ Budget Room)	Reader
10.	Sub Divisional Magistrate Kullu	Superintendent
11.	Revenue	Superintendent
12.	NIC	DIO
13.	Licence / Aadhar	ALC
14.	Planning/ Red Cross	Dussehra Clerk
Building		Individual liaison officer
15.	Additional District Magistrate	District Revenue Officer
16.	Miscellaneous/ Establishment	District Nazir

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Planning Building	B	<ul style="list-style-type: none"> <li>Area between Planning and DC Office Building</li> </ul>

### EMERGENCY PHONE NUMBERS

 (Police)	100
 (Fire)	101
 (Ambulance)	108
 (Disaster)	1077

**DISTRICT DISASTER MANAGEMENT AUTHORITY, KULLU**

## FIRE CATEGORIES

CLASSES OF FIRES	TYPES OF FIRES	PICTURE SYMBOL
<b>A</b>	Wood, paper, cloth, trash & other ordinary materials.	
<b>B</b>	Gasoline, oil, paint and other flammable liquids.	
<b>C</b>	May be used on fires involving live electrical equipment without danger to the operator.	
<b>D</b>	Combustible metals and combustible metal alloys.	
<b>K</b>	Cooking media (Vegetable or Animal Oils and Fats)	

## EMERGENCY PROCEDURES

**In Case Of Emergency DO THIS**

### EVACUATION

On being given an Alert Signal...

1. Secure confidential and valuable items.
2. Proceed to floor/ area assembly point.
3. Follow instructions of Area Safety Marshall

On being given an Evacuation Signal...

4. Leave building via designated exit or nearest safe exit
5. Proceed to nominated assembly area.

### FIRE

1. Activate nearest Fire Alarm or notify Switchboard on Ext 9
2. Assist any person in immediate danger ONLY if safe to do so.
3. Attack the fire only if SAFE to do so.
4. Close doors.
5. Evacuate to assembly area