

District Courts Bilaspur, H.P.



Draft Disaster Management Plan

2013-2014



Message

The Disaster Management Plan (DMP), Bilaspur has been drawn is a comprehensive document and it will serve as a dossier in preparation for quick response of the stake holders in the event of disasters. Disaster Management is not the responsibility of the Institution/Government only; all the stakeholders i.e. Judicial Officers, Advocates, Court Officials, Litigant Public will have to bear the responsibility and work in tandem to minimize the damage to the life and property in the event of disaster/hazard.

Looking forward to favourable response from all quarters.

**Rajeev Bhardwaj,
District & Sessions Judge,
Bilaspur, H.P.**

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1. Introduction

The Disaster Management Act, 2005 describes disaster as “a catastrophe, mishap, calamity or grave occurrence in any area, arising from natural or manmade causes, or by accident or negligence which results in substantial loss of life or human suffering or damage to, and destruction of, property or damage to, or degradation of, environment, and is of such a nature or magnitude as to be beyond the coping capacity of the community of the affected area”. These events are sudden and with severe consequences. Thus a proper disaster management plan and its execution is the need of the hour.

The Disaster Management Act, 2005 mandates every Government Department to prepare, review and update Disaster Management Plan. Courts, like other institutions are vulnerable to disasters as well. The disruption caused by disasters in working of Courts will severely affect the justice delivery system apart from the loss of life and property. This document describes the various processes and measures that form the comprehensive disaster management plan for District Courts Bilaspur H.P. The major outline of this plan is as follows-

- Organizational structure and Infrastructure of Courts Bilaspur H.P.
- Vulnerability and capacity to deal with hazards
- Preparedness and response in such situations
- Knowledge Management and Dissemination of Plan along with important contacts

The aim of this document is to serve as a ready reference at times of disasters and to assess the preparedness and filling the gaps in capacity to tackle such events in a continuous manner.

1.1 Profile of District Courts Bilaspur (Organization Structure)

District Courts complex Bilaspur H.P. houses four courts , namely, Courts of the District & Sessions Judge, Additional District & Sessions Judge Camp at Bilaspur, Civil Judge (Sr. Div.)-cum- Chief Judicial Magistrate and Civil Judge (Jr. Div.)-cum-JMIC. District and Sessions Judge is

the Controlling Officer in respect of the Judicial Officers and employees working in the Civil and Sessions Division.

1.2 Infrastructure

The District Court Complex is a three storeyed building which houses all the Courts and offices. The Court of District & Sessions Judge is situated on the top floor of the building. The Courts of Addition District & Sessions Judge, camp at Bilaspur and Civil Judge (Sr. Div.)-cum-CJM are on first floor while the Court of Civil Judge (Jr. Div.)-cum-JMIC is on the ground floor.

The Mediation Centre is situated on the ground floor near the front entry and the Front Officer is housed on sideways of the entry. The Mobile Traffic Magistrate, Revenue Division, Mandi, District Consumer Disputes Redressal Forum, Una, Hamirpur & Bilaspur and Labour Court-cum-Industrial Tribunal, Dharamshala hold circuit Courts on the front part of first floor.

The building has ample passages, gallery and staircases for easy approach to different parts. The complex has also parking space in the front and sideways. Entry for the judges is separate and lies on one side of the building. The main entry gate falls on the road and easily approachable from outside. The second entry gate is adjacent to Collectorate Building.

2. Hazard, Vulnerability, Capacity and Risk Profile

2.1 Major Hazards in Bilaspur

Type	LEVEL OF VULNERABILITY
Earthquakes	Medium
Floods	Low
Landslides	Medium
Forest Fires	Medium
Domestic Fires	Medium
Industry Fires	Medium
Const. Type & Density	Medium
Overall Vulnerability	Medium

Source: Handbook of Disaster Management Plan of District Bilaspur, H.P.

2.2 Risk Analysis/ vulnerability for District Courts Bilaspur

Apart from natural calamities and hazards as stated above, many man made disasters can have devastating effect on human life and property. Courts being the backbone of justice delivery system, effects of such disaster will be multifold.

District Court Complex at Bilaspur is the hub of activities with advocates, litigants and other stakeholders along with employees and officers. Such a public office is prone to various catastrophes such as-

- Stampede- Normal working hours in Courts see a huge rush and crowd. Such a situation is an easy recipe for stampede.
- Fire- Fire whether accidental or man made may have severe impact, reckoning the huge quantity of records and files apart from human life.

- Courts also see under trials and prisoners regularly, some of them are hard core criminals, thus, possibility of security hazard cannot be ruled out.

2.3 Capacity of Department to deal with disasters

District Courts complex is structurally well built with ample open spaces. There are multiple exit routes which are critical in hazardous situations. The floor plan of district courts is placed properly at the main entrance. Open passageways and shafts in the complex aid to sufficient lighting and ventilation which is helpful at times of fires.

Proximity of the Complex to major Government departments and hospital is an added asset. The Court Complex is easily approachable for relief vehicles such as firefighting vans and ambulances etc. For quick response, in the event of disaster there are two vehicles of the Judicial Officers.

2.4 Gaps in existing capacity

Self assessment of capacity is essential to deal with disasters effectively and that too, in continuum. The disaster management plan must focus on lacunae and shortcomings so that they can be corrected well before some untoward event happens.

District Courts Complex, Bilaspur has certain gaps in capacity necessary to deal with disasters effectively-

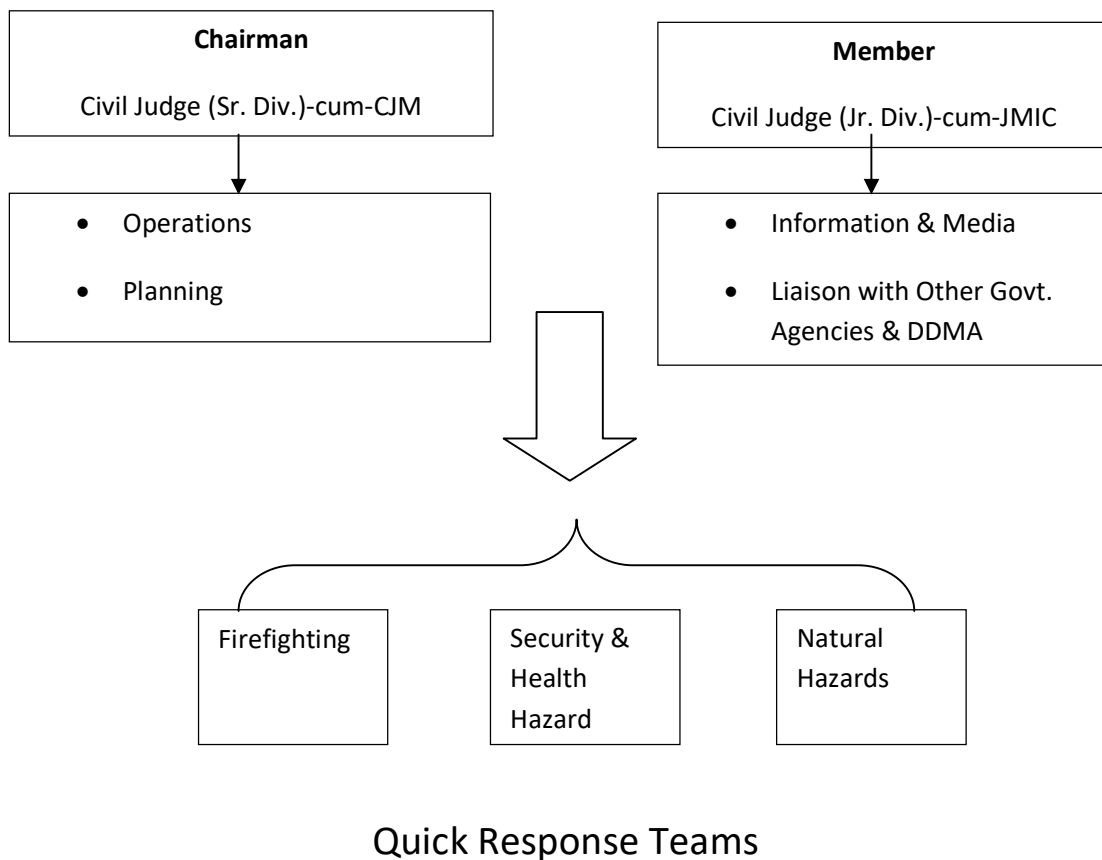
- Lack of firefighting facility- There are no fire extinguishers and alarms installed in the complex. No provision for setting up of fire hydrants has been done.
- No signboards to help people navigate viz. Exit signboards etc. guiding people to navigate inside the building are available.
- Mock Drill- No mock drills have been conducted to ascertain the preparedness for dealing such disasters.

- Lack of awareness among staffs and advocates- No training or awareness material is available for court staff.
- Clogged Exits- Main exit points are clogged by the haphazard sitting arrangement of advocates and notaries.
- Parking- Parking of vehicles in orderly manner in the premises is not followed which may hamper easy approach in critical times.

3. Prevention, Mitigation and Preparedness Plan (Institutional)

3.1 Plan for necessary measures

The Civil Judge (Sr. Div.)-cum-CJM is the Chairman and the Civil Judge (Jr. Div.)-cum-JMIC is the Member of the Disaster Management Committee of the District Court Complex, Bilaspur which functions under the overall supervision of District & Sessions Judge. The Disaster Management Committee of the District Courts, Bilaspur monitors the implementation of Disaster Management Plan and supervises all the quick response Teams. Below is the structure of the Disaster Management committee at institution level.



3.2 Capacity Building

To handle any disaster effectively, it is necessary to have proper capacity. District Courts plan to have regular capacity building exercise in collaboration with other Government Agencies and District Disaster Management Authority. Mock drills are planned for staff and bar members.

Sr. No.	Mock Drill	Agency	Date
1.	Fire Breakout, Rescue	Firefighting Dept.	--
2.	Security Drill	Police Dept.	--

4. Response Plan

4.1 Installation of evacuation routes & maps and fire extinguishers

District Courts complex Bilaspur plans to install signboards depicting exit routes in various parts of the building to help people navigate easily in exigencies. Such signboards are to be installed in corridors and pathways. Fire extinguishers are also to be installed in different points in the Judicial Complex and near store rooms. Apart from these, ladders, ropes and first aid boxes are to be arranged.

Sr. No.	Item	Quantity
1.	Exit Sign Board	15
2.	First Aid Box	2
3.	Ladders & Ropes	2 Each
4.	Fire Extinguishers	10

4.2 Constitution of the Incident Response Teams

Quick response teams that comprise court officials are constituted with specific tasks assigned to them and these teams are supervised by the Disaster Management Committee. These teams will act in coordination at times of any hazard whether natural such as earthquake or man made. Any changes in the teams will be updated in subsequent Disaster Management Plans.

4.3 Roles and responsibilities and coordination mechanism for the department

Every official in the response teams has clear roles and responsibilities. Disaster specific teams have the responsibility to act quickly and coordinate with the concerned agencies in such

situations. Each team has one senior official who has to supervise the efforts of other team members. Below is the list of teams constituted-

Team for Firefighting			
Sr. No.	Member	Name	Responsibilities
1.	Superintendent Grade I	Sh. Jeet Singh	Coordinating among team members.
2.	Court Manager.	Sh. Ashesh Gaurav	Mobilize local efforts in firefighting.
3.	Criminal Ahlmad o/o Civil Judge (Jr. Div.)-cum-JMIC, Bilaspur.	Sh. Rajesh Kumar	Rescue & Evacuation
4.	Nazir, Civil Judge (Sr. Div.)-cum-CJM, Bilaspur.	Sh. Pratap Chauhan	Coordinating with Firefighters, First Aid.
5.	System Office	Sh. Avneesh Kumar	Turning off MCB switches and securing Server.
6.	Record Keeper, o/o District & Sessions Judge, Bilaspur	Sh. Jagan Nath	Efforts to limit damages to records and files.
7.	Copyist o/o Civil Judge (Sr. Div.)-cum-CJM, Bilaspur.	Sh. Diwakar Dutt Sharma.	Efforts to limit damages to records and files.
Team for tackling Health/ Security Hazard			
1.	Superintendent Grade II, JMJC Court	Sh. P.C. Bhardwaj	Arrangement of Ambulance and transporting sick to hospital.
2.	Nazir, D&S Court	Sh. Navender Katoch.	First Aid.
3.	Criminal Ahlmad	Sh. Manoj Kumar	Coordination with Police
Natural Hazards			
1.	Superintendent Grade II, o/o Civil Judge (Sr. Div.)-cum-CJM, Bilaspur.	Sh. B.R. Thakur	Coordination with District Disaster Management Authority
2.	Assistant English Clerk	Sh. Vineet Modgil	Search, Rescue & Evacuation
3.	CCT o/o Civil Judge (Sr. Div.)-cum-CJM, Bilaspur.	Sh. Krishan Chand	First Aid & Transportation
4.	System Assistant	Sh. Gagan Kumar	Information & Communication

5. Knowledge Management, Review and Updating, & Dissemination of Plan

5.1 System of updating DMP

Disaster Management Planning is a continuous activity and thus it requires regular updating. The document of Disaster Management Plan of District Courts Bilaspur H.P. is to be updated as and when there are major changes in any aspect of it. Superintendent Grade I is entrusted with this responsibility by the Disaster Management committee of District Courts Bilaspur. Review of the Plan will be done by the committee on yearly basis. The updating and review will also serve as a ready reference for self assessment for preparedness.

5.2 Dissemination of Plan to stakeholders

The plan is to be disseminated to the stakeholders namely Court staff, advocates, litigants and general public by uploading the DMP on District Courts, Bilaspur H.P. website and displaying the same on the notice boards of the Court Complex.

Annexure

Important Contact Numbers

District Courts Bilaspur H.P.

Officer	Office Phone No.	Mobile No.	Address
District & Sessions Judge, Bilaspur	01978-224197	94180-07654	District Courts, Bilaspur H.P.
Additional District & Sessions Judge, Camp at Bilaspur	01978-221488	94595-19100	District Courts, Bilaspur H.P.
Civil Judge (Sr. Div.)-cum- CJM	01978-223329	94180-43999	District Courts, Bilaspur H.P.
Civil Judge (Jr. Div.)-cum- JMIC	01978-223467	94180-84223	District Courts, Bilaspur H.P.

District Administration Bilaspur H.P.

Officer	Office Phone No.	Mobile No.	Address
Deputy Commissioner	01978-224155	94180-68206	DC Office Bilaspur H.P.
Addl. District Magistrate	01978-224763	94181-10919	DC Office Bilaspur H.P.
AC To DC	01978-224688	94185-55998	DC Office Bilaspur H.P.
SDO(Civil) Sadar	01978-224798	98160-43236	DC Office Bilaspur H.P.
District Revenue Officer	01978-224745	94184-50880	DC Office Bilaspur H.P.
District Food & Supplies Controller	01978-222349	98170-92668	DC Office Complex Bilaspur H.P.
Commandant Home Guard & Civil Defense	01978-224654	94185-21856	Roura Sector, Bilaspur H.P.
Chief Medical Officer	01978-222586	98161-67375	Zonal Hospital, Bilaspur H.P.
Superintendent Engineer, HP PWD	01978-223466	94180-93116	PWD, Changer Sector, Bilaspur H.P.
Executive Engineer I HP PWD	01978-222550	-	PWD, Changer Sector, Bilaspur H.P.

Executive Engineer II HP PWD	01978-222551	94180-95116	-DO-
Officer	Office Phone No.	Mobile No.	Address
Superintendent Engineer, HPSEB	01978-223350	94184-58172	HPSEB, Changer Sector, Bilaspur H.P.
Executive Engineer, HPSEB	01978-222553	94180-00812	HPSEB, Changer Sector, Bilaspur H.P.
Executive Officer, Municipal Corporation	01978-222461	94184-59312	-
Police Department			
Superintendent of Police	01978-224500	94183-60003	SP Office, Changer, Bilaspur H.P.
Addl. SP	01978-224300	98163-35079	SP Office, Changer, Bilaspur H.P.
DSP (HQ)	01978-224400	94181-58090	SP Office, Changer, Bilaspur H.P.
SHO Sadar	01978-222588	94180-13235	Police Station Sadar, Bilaspur H.P.
Fire Station/ Ambulance/ Transport/ Home Guards			
District Public Relations Officer	01978-223583	94183-29055	DC Office Bilaspur H.P.
Commander, Fire Station Bilaspur	01978-222227/ 101	-	Fire Station Bilaspur H.P.
SMO Bilaspur (Ambulance Service)	01978-221242	-	Reg. Hospital Bilaspur H.P.
Regional Manager, HRTC	01978-222418	-	Bilaspur
Commander, Home Guards 5/1 Bilaspur	-	98576-45098	-
Commander, Home Guards 5/1 (w) Platoon, Bilaspur	-	98163-38808	-
SDMA/ NDMA/NDRF			
CEO, HP State Disaster Management Authority	0177-2621022	-	HP Secretariat, Shimla
DG, National Disaster Response Force	011-26712851	98189-16161	New Delhi
Member, National Disaster Management Authority	011-26701740	-	New Delhi