

District Courts Kangra, H.P.

**Draft Disaster Management Plan
2021-2022**

Message from the District and Sessions Judge, Kangra at Dharamshala

Section 37(1) & 40 of the Disaster Management Act, requires every Government Department to prepare review and update the Disaster Management plan, in respect of the Department. This office had already prepared a plan, as per office order No.DSJ/EC/(1-14)/2015-27017, dated 01.12.2015. However, due to the recent spread of COVID-19 virus, there was need to update and review the existing Disaster Management plan, so that this department can also cope-up and fight the COVID-19 virus, in a effective manner in accordance with the SOP/guidelines issued by the Hon'ble High Court, Shimla as well as from the health Ministry of Government on preventive measures to contain spread of the virus. The revised plan aims at reducing the potential loss of life and property in disasters as well ensuring strong preparedness responses and recovery measures to manage any disastrous situation. The plan has been prepared for strengthening awareness and involvement in the implementation of the said plans for quick response of the stakeholders i.e. Judicial Officers, Advocates, Court Staff, litigants and Fire and Home Guard officials. All will have to bear the responsibility and work for mitigating such Disaster/Hazards. This plan is for the safety and wellbeing of all.


(J.K. Sharma)

District and Sessions Judge,
Kangra Division at Dharamshala

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1. Introduction :

The Disaster Management Act, 2005, as per section 2 (a), defines the word 'Disaster' to mean "a catastrophe, mishap, calamity or grave occurrence in any area, arising from natural or man made 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".

To tackle such disasters, there has to be a Disaster Management Plan in force. As per section 2(e) of the Disaster Management Act, 2005, the Disaster Management is defined as, "a continuous and integrated process of planning, organizing, coordinating and implanting measures, which are necessary or expedient for:

- (i) prevention of danger or threat of any disaster;
- (ii) mitigation or reduction of risk of any disaster or its severity or consequences;
- (iii) capacity-building;
- (iv) preparedness to deal with any disaster;
- (v) prompt response to any threatening disaster situation or disaster;
- (vi) assessing the severity or magnitude of effects of any disaster;
- (vii) evacuation, rescue and relief;
- (viii) rehabilitation and reconstruction.

Thus, prompt response to any threatening disaster situation or disaster is imperative and need of the hour. It is necessary to prepare a proper disaster management plan, to reduce the damages of such a sudden event.

Section 40 of the Disaster Management Act, 2005, mandates every Government Department to prepare, review and update Disaster Management Plan. Courts, like other institutions, are also vulnerable to disasters, as well. The disruption caused by disaster in working of Courts will severely affect the justice delivery system, apart from loss of life and property. This document describes the various processes and measures that form the comprehensive disaster management plan for District Courts, Dharamshala, H.P.

The major outline of this plan is as follows:

- Organization structure and infrastructure of Courts, Dharamshala 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.

1.1 Definitions:

- a) Hazard:**
- b) Hazard** can be defined as a potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, damage, social and economical disruption and environmental degradation.
- c) Risk:**
Risk is a concept that denotes a potential negative impact to some characteristic of value that may arise from a future event.
- d) Disaster:**
Disaster is an event of nature or man made causes, that lead to sudden disruption of normal life of society, causing damage to life and property.
- e) Mitigation:**
Mitigation refers to the structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation and technological hazards.
- f) Preparedness:**
Preparedness refers to the activities and measures taken in advance to ensure effective early warning and the temporary removal of the people and property from threatened locations.
- g) Response :**
 - 1) The act of responding.
 - 2) A reaction to something
- h) Vulnerability:** Vulnerability is a set of conditions and processes resulting from physical, social, economical and environmental factors, which increases the susceptibility of a community to the impact of hazards.

1.2 The Aim & Objectives of the Disaster Management Plan:

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

The Objectives of the Disaster Management Plan shall be as follows:-

- To make the Court secure against disasters.
- To plan and implement disaster reduction activities in the Court.
- To effectively prepare and respond to disasters.
- To train and build awareness among Court staff, Advocates and other stake holders of the Court about disasters.
- To coordinate with local government offices and other emergency services.

1.3 Organizational Structure of the Civil and Sessions Division Kangra :

There are eleven (11) Courts working in two District Court Complexes, Dharamshala, namely, the Court of District and Sessions Judge; Family Court; Additional District and Sessions Judges-I, II and III; Special Fast Track POCSO Court, Sr. Civil Judge-cum-CJM, Civil Judges-cum-JMIC's-I and II, and Mobile Traffic Magistrate.

There is also one Court of Presiding Officer, Labour Court-cum-Industrial Tribunal working in the District Court Complex, Dharamshala. The office of the Secretary, District Legal Services Authority is also situated in independent wing of ADR center.

Besides the above, there are 14 Taluka Courts at Sub-Divisional Level, such as Kangra, Dehra, Palampur, Nurpur, Jawali, Baijnath and Indora. The District and Sessions Judge, is the Controlling Officer in respect of the Judicial Officers and employees working in the Civil and Sessions Division, Kangra, (H.P.).

1.4 INFRASTRUCTURE: The District Court Complex is comprising of four Court buildings, known as **Block-A, Block-B, Block-C, Block-D** and **Block-E**.

Block A: This is three storeyed building, constructed in the year 1986 and is stated to be earthquake resistant by the PWD, which houses six Courts, offices of the staff, three litigant halls and two Advocate Bar Rooms (one for gents and the other for ladies). The description of the accommodations in each floor, are as under:-

- I) **Top/second floor:** The two Court rooms and two chambers of District and Sessions Judge, Additional District and Sessions Judge-I, two rooms of Stenographer/Judgment Writer towards the Northern side of the building, litigants hall in the center of the building and eleven (11) staff rooms, one store room and two toilets (one gents and one ladies), are situated on either side of the gallery, towards Eastern side of the building.
- II) **First floor:** The two Court rooms and two chambers of Additional District and Sessions Judge- II, Civil Judge (Sr. Div.)-cum-CJM, two rooms of Stenographer/Judgment Writer towards the Northern side of the building, litigants hall in the center of the building and fourteen (14) staff rooms, one store room and two toilets (one gents and one ladies), are situated on either side of the gallery, towards Eastern side of the building.
- III) **Ground floor:** One Court and chamber of Civil Judge (Jr. Div.)-cum-JMIC-I, one Stenographer/Judgment Writer room and one Gents Bar Room towards the northern side of the building, litigants hall in the center of the building and one court room, one Chamber of Civil Judge-cum-JMIC-II, one Bar Room (Ladies), three staff rooms (Steno-typist/JW room, two Stationery/store rooms), one Electricity room and two toilets (one gents and one ladies), are situated on either side of the gallery, towards Eastern side of the building.

The building has ample passages and open space for easy approach from the front side and the back side. There are two stairs cases, connecting the ground floor to the upper floors. One staircase is from Judges entry from back side/ western side of the building and the other stair-case is for the staff, litigants and lawyers, which is from the

main entrance of the building, from Northern side of the building. The building has parking space in the front side and the backside of the building. There are also two doors, which open into the backyard/open place from the Chamber and Court room of Civil Judge-II, in the ground floor, which can also be used as a passage in case of emergency. The main entry gate falls towards the Northern side and is easily approachable from the main road. The vehicles of the litigants, Advocates and Staff enter from this gate. However, the Judges entry gate is towards the Southern side of the building, near the Forest Rest House.

Block B: This is four storeyed building constructed in the year 2016, and is stated to be earthquake resistant by the PWD, which houses five Courts, offices of the staff, Advocates Bar room, Video Conferencing Hall, Library room, Electrical control room, HPPWD staff room, Chowkidar Room and Record Room. This building is adjoining to the **Block-A** and **Block-C** and there is sufficient space for parking on the ground floor. One Electricity room near the main entrance, one Chowkidar room alongwith washroom and one HPPWD (JE) room, are situated on the ground floor. The description of the accommodations in each floor, are as under:-

- I) The Court room and chamber of Presiding Officer, Labour Court-cum-Industrial Tribunal, five staff rooms, Advocates Bar Room and two toilets (one Gents and one Ladies) and big litigant hall in front of main entrance and one reception right of main entrance to first floor, are situated on the first floor.
- II) The court room and chamber of Presiding Judge, Family Court, Additional District and Sessions Judge-III, seven staff rooms, and two toilets (one Gents and one Ladies), are situated on the second floor.
- III) The court room and chamber of Special Fast Track POCSO Court of Additional Sessions Judge, Mobile Traffic Magistrate, seven staff rooms, and two toilets (one Gents and one Ladies) are situated on the third floor.
- IV) The Video conferencing Hall, seven staff rooms including Record room of Labour Court, Library room and two toilets (one Gents and one Ladies) are situated on the fourth floor.
- V) Four rooms and the water tanks are installed in the attic/roof of the fourth floor.

The building has ample passages and open space for easy approach from different directions. There are two staircases connecting the ground floor to the other floors. One staircase is from Judges entry side. Recently the lift has been installed towards the Judges entry side. The other staircase is for the staff, litigants and lawyers, towards main entrance side. There is also provision of installing the lift for the staff, litigants and

lawyers. The main entry gate falls towards Western side and is easily approachable from the link road. The connecting passage to **Block-A** with **Block-B** has recently been constructed, which connects the passage from the Judges entry side of **Block-A** to the parking space in the ground floor of **Block-B**.

Block-C: This is two storeyed building, which is situated between **Block-B** and **Block-D**, which is being used as Record Room of the Civil Judge's Courts. The two rooms (Record Keeper room and Record Room of CJM), one toilet and one washroom are on the right side of the main gate and two rooms (Record Rooms of CJM) on the left side of the main gate, are situated on the ground floor of this building. The two rooms (Record Rooms of JMIC-I and JMIC-II), one toilet and one washroom on the right side of the main gate and two Record Rooms of JMIC-I and JMIC-II, on the left side of the main gate, are situated on the first floor of this building.

Block-D: This is five storeyed building constructed in the year 2017, and is stated to be earthquake resistant by the PWD, which houses Mediation Hall, Lok Adalat Halls and staff offices. This building is adjoining to the **Block-A** and **Block-C**. There is provision of one staircase and a lift which connects the ground floor to the other floors. The main entry gate falls towards the western side and is easily approachable from link road.

The description of which is as under:-

- 1) Ground Floor:- Main entrance (parking space on both sides). Lift and electric power room.
- 2) First Floor:- Mediation Hall with two small mediation rooms, Lok Adalat Room with Chamber and Toilet, Lobby, Toilets and Lift.
- 3) Second Floor:- Chamber of Secretary, Library, ADR Office, Lobby, Toilets & Lift.
- 4) Third Floor:- Meeting Hall, Arbitration and Conciliation Hall, Lobby, Toilets and Lift.
- 5) Fourth Floor:- Permanent Lok Adalat Court Room (at present JJB holds proceedings in first week of every month), Permanent Lok Adalat office, Two chambers with toilets (one Chamber is used as Legal aid clinic of JJB and Second is used by JJB), Lobby and Lift.
- 6) Attic, Machine Lift Room and Water Tanks are on the roof of the fourth floor.

Block-E: This is single storeyed building adjoining to **Block-A** towards S.P. residence, which houses total seven rooms i.e. one canteen, 4 rooms let out to Advocates as Chambers, one room for Naib Courts of CJM, JMIC-I, and JMIC-II and, one room provided for Legal Aid Front office. All these rooms have opening towards the courtyard,

which is open space and easily accessible from **Block-A** through staircase. There is also a passage towards the main road on Northern side.

2. Hazard, Vulnerability, Capacity and Risk profile:

District Court Complex, Dharamshala, is highly vulnerable to certain natural and man made disasters. The Dharamshala, District Court is prone to major natural disasters like earthquake, fire accidents, and stampede.

2.1 Major Hazards in Dharamshala

- Earthquakes
- Floods
- Forest fires
- Domestic fires
- Landslides
- Virus attack like COVID-19
- Stampede

2.2 Risk Analysis/Vulnerability for District Courts Dharamshala:

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, Dharamshala, is a 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. Due to the Advocates putting their chairs and tables inside all the three litigant halls, in each floor, had reduced the space for easy walking. Courts also see under trials and prisoners regularly, some of them are hard core criminals. Thus, possibility of security hazard cannot be ruled out. In case of stampede, a free flow is required through the passage, which will be difficult to maintain, though, the stair cases are wide enough to handle flow of human traffic.

Fire-

Fire, whether accidental or man made, has severe impact, which will affect the huge quantity of records and files, apart from human life, especially, when there are no fire hydrants available in any of the buildings i.e. **Blocks-A to E** .

COVID-19 VIRUS:

Block-A and **Block-B** houses the courts, where litigants, Advocates come during normal working hours and there is great rush. Even Court Staff is also there. During the COVID-19 outbreak, there is norm of social distancing, wearing of face masks, use of hand sanitizer and frequent hand wash. Further, if the entry of the visitors is not restricted in the Court premises, it is going to cause problem for the staff, Advocates and the Judges, working in the Courts. Therefore, the casual visit to the Court premises should be restricted. Even only those Advocates should be allowed to visit the Court, whose cases are listed for that date. The litigants should also come to the Court only when their personal presence is required/insisted in the Court.

Earthquakes-

It is well known that Kangra District is very prone to earthquake, as it falls in Seismic Zone-V. The last great earthquake occurred in this District in 1905, in which thousands of lives have been lost and buildings were raised to the ground. Now, compared to that time, we have huge buildings housing public offices and many people flock these buildings during day time. So, there is need to have greater caution and a plan in place to evacuate the people from the Court buildings in case of any such incident in future.

2.3 Capacity of Department to deal with disasters

District Court Complex is structurally well built, with ample open space. There are multiple exit routes, which are critical in hazardous situations. Open passage ways 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 eight government vehicles of Judicial Officers that can be used for relief and rescue work.

Training of the staff i.e. Class-II to Class-IV, employees of the Court, for better management, is also required to be imparted, so that if the immediate help is required by the people, struck up in the court premises, then the Staff themselves carry out relief and rescue operation and provide first aid to the needy people, before State Disaster Response Force (SDRF) reaches out to the people.

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 Court Complex, Dharamshala, has certain gaps in capacity necessary to deal with disaster effectively-

- i) Lack of firefighting facility or equipments: there are few fire extinguishers installed in the **Block-A**, and these are also required in **Block-B** with alarms. No provision for setting up of fire hydrants has been done.
- ii) More signboards to help people navigate viz. Exit signboards etc. guiding people to navigate inside the building are required.

Mock drill: -

Mock drill was conducted through District Legal Services Authority in 2018 and should be conducted once in a year to ascertain the preparedness for dealing such disasters.

Awareness among staff and Advocates:-

During the time of mock drill, the staff was given trainings by the office of fire brigade and required more training.

Clogged Exits:

Main exit points are clogged by the haphazard sitting arrangements of advocates and notaries. Parking of vehicles in orderly manner in the premises is not followed, which may hamper easy approach in critical time.

3. Disaster Management Committees.

3.1. Disaster Management Committee for District Courts, Dharamshala (H.P.

District level Disaster Management Committee consisting of the following members:-

1.	Addl. District and Sessions Judge(I), Kangra at Dharamshala.	Chairman.
2.	Addl. District and Sessions Judge (III), Kangra at Dharamshala.	Member.
3.	Sr. Civil Judge-cum-CJM, Kangra at Dharamshala	Member.
4.	Secretary, DLSA, Dharamshala	Member.
5.	District Attorney, Dharamshala	Member.
6.	President Bar Association, Dharamshala	Member.
7.	Court Manager, Dharamshala	Member Secretary.
SPECIAL INVITEES		
1.	Additional District Magistrate, Kangra at Dharamshala.	Special Invitee.
2.	Dy.S.P., Dharamshala	Special Invitee.
3.	Chief Medical Officer, Dharamshala.	Special Invitee.
4.	Conservator (Forest), Dharamshala.	Special Invitee.
5.	Executive Engineer (I&PII), Dharamshala.	Special Invitee.
6.	Executive Engineer (Electricity), Dharamshala.	Special Invitee.
7.	Executive Engineer (H.P. PWD), Dharamshala.	Special Invitee.
8.	Representative from MC, Dharamshala.	Special Invitee.
9.	Commandant Home Guards, Dharamshala	Special Invitee.
10.	Station Fire Officer, Dharamshala	Special Invitee.

Note:-The Chairman and members at Sr. No.1 to 6 and Member Secretary shall attend the meeting of the District level Disaster Management Committee. The Officers mentioned at Sr. No. 1 to 10, as Special Invitees, will be invited by the Chairman, to attend the meeting, on need based basis.

3.2 Disaster Management Committee for Sub-Divisional Court at Palampur, H.P.

Sub-Division level Disaster Management Committee consisting of the following members:-

1.	Sr. Civil Judge-cum ACJM, Palampur	Chairman.
2.	Assistant District Attorney, court No.1, Palampur.	Member.
3.	President Bar Association, Palampur	Member.
4.	Superintendent Grade-II, court of Sr. Civil Judge-cum-ACJM, Palampur.	Member Secretary.
SPECIAL INVITEES		
1.	Dy.S.P., Palampur	Special Invitee.
2.	SDM, Palampur	Special Invitee.
3.	Sr. Medical Officer, Palampur.	Special Invitee.
4.	Executive Engineer (I&PH), Palampur.	Special Invitee.
5.	Executive Engineer (Electricity), Palampur.	Special Invitee.
6.	Executive Engineer (H.P. PWD), Palampur.	Special Invitee.
7.	Divisional Forest Officer, Palampur.	Special Invitee.
8.	Representative from MC, Palampur.	Special Invitee.
9.	Company Commander, Home Guards, Palampur	Special Invitee.
10	Station Fire Officer, Palampur	Special Invitee.

Note:-The Chairman and members at Sr. No.1 to 3 and Member Secretary shall attend the meeting of the Sub-Division level Disaster Management Committee. The Officers mentioned at Sr. No. 1 to 10, as Special Invitees, will be invited by the Chairman to attend the meeting on need based basis.

3.3 Disaster Management Committee for Sub-Divisional Court at Baijnath (H.P.)

Sub-Division Level Disaster Management Committee consisting of the following members:-

1.	Civil Judge-cum JMIC, Baijnath	Chairman.
2.	Assistant District Attorney, Baijnath	Member.
3.	President Bar Association, Baijnath	Member.
4.	Superintendent Grade-II, court of Civil Judge-cum-JMIC, Baijnath.	Member Secretary.
SPECIAL INVITEES		
1.	Dy.S.P., Baijnath	Special Invitee.
2.	SDM, Baijnath	Special Invitee.
3.	Company Commander Home Guards, Palampur	Special Invitee.
4.	Sr. Medical Officer, Baijnath.	Special Invitee.
5.	Executive Engineer (I&PH), Baijnath.	Special Invitee.
6.	Executive Engineer (Electricity), Baijnath.	Special Invitee.
7.	Executive Engineer (H.P. PWD), Baijnath.	Special Invitee.
8.	Divisional Forest Officer, Baijnath.	Special Invitee.
9.	Representative from Nagar Panchayat, Baijnath	Special Invitee.
10.	Incharge, Fire Station Office, Baijnath.	Special Invitee.

Note:-The Chairman and members at Sr. No.1 to 3 and Member Secretary shall attend the meeting of the Sub-Division level Disaster Management Committee. The Officers mentioned at Sr. No. 1 to 10, as Special Invitees, will be invited by the Chairman to attend the meeting on need based basis.

3.4 Disaster Management Committee for Sub-Divisional Court at Nurpur (H.P.)

Sub-Division Level Disaster Management Committee consisting of the following members:-

1.	Sr. Civil Judge-cum ACJM, Nurpur	Chairman.
2.	Assistant District Attorney, Court No.1, Nurpur.	Member.
3.	President Bar Association, Nurpur	Member.
4.	Superintendent Grade-II, court of Sr. Civil Judge-cum-ACJM, Nurpur.	Member Secretary.
SPECIAL INVITEES		
1.	Dy.S.P., Nurpur	Special Invitee.
2.	SDM, Nurpur	Special Invitee.
3.	Sr. Medical Officer, Nurpur	Special Invitee.
4.	Executive Engineer (I&PH), Nurpur	Special Invitee.
5.	Executive Engineer (Electricity), Nurpur	Special Invitee.
6.	Executive Engineer (H.P. PWD), Nurpur	Special Invitee.
7.	Divisional Forest Officer, Palampur	Special Invitee.
8.	Representative from MC, Nurpur.	Special Invitee.
9.	Company Commander, Home Guards, Nurpur	Special Invitee.
10.	Incharge, Fire Station, Nurpur	Special Invitee.

Note:-The Chairman and members at Sr. No.1 to 3 and Member Secretary shall attend the meeting of the Sub-Division level Disaster Management Committee. The Officers mentioned at Sr. No. 1 to 10, as Special Invitees, will be invited by the Chairman to attend the meeting on need based basis.

3.5 Disaster Management Committee for Sub-Divisional Court at Kangra (H.P.)

Sub-Division Level Disaster Management Committee consisting of the following members:-

1.	Sr. Civil Judge-cum ACJM, Kangra	Chairman.
2.	Assistant District Attorney/Public Prosecutor, court No.1, Kangra.	Member.
3.	President Bar Association, Kangra	Member.
4.	Superintendent Grade-II, court of Sr. Civil Judge-cum-ACJM, Kangra.	Member Secretary.
SPECIAL INVITEES		
1	Dy.S.P., Kangra	Special Invitee.
2	SDM, Kangra	Special Invitee.
3	Sr. Medical Officer, Kangra	Special Invitee.
4	Executive Engineer (I&PH), Kangra	Special Invitee.
5	Executive Engineer (Electricity), Kangra	Special Invitee.
6	Executive Engineer (H.P. PWD), Kangra	Special Invitee.
7	Divisional Forest Officer, Kangra	Special Invitee.
8	Representative from MC, Kangra.	Special Invitee.
9	Company Commander, Home Guards, Kangra	Special Invitee.
10	Station Fire Officer, Kangra	Special Invitee.

Note:-The Chairman and members at Sr. No.1 to 3 and Member Secretary shall attend the meeting of the Sub-Division level Disaster Management Committee. The Officers mentioned at Sr. No. 1 to 10, as Special Invitees, will be invited by the Chairman to attend the meeting, on need based basis.

3.6 Disaster Management Committee for Sub-Divisional Court at Dehra (H.P.)

Sub-Division Level Disaster Management Committee consisting of the following members:-

1.	Sr. Civil Judge-cum ACJM, Dehra.	Chairman.
2.	Assistant District Attorney, court No.1, Dehra.	Member.
3.	President Bar Association, Dehra	Member.
4.	Superintendent Grade-II, court of Sr. Civil Judge-cum-ACJM, Dehra.	Member Secretary.
SPECIAL INVITEES		
1.	Dy.S.P., Dehra	Special Invitee.
2.	SDM, Dehra	Special Invitee.
3.	Sr. Medical Officer, Dehra	Special Invitee.
4.	Executive Engineer (I&PH), Dehra	Special Invitee.
5.	Executive Engineer (Electricity), Dehra	Special Invitee.
6.	Executive Engineer (H.P. PWD), Dehra	Special Invitee.
7.	Divisional Forest Officer, Dehra	Special Invitee.
8.	Representative from MC, Dehra.	Special Invitee.
9.	Company Commander, Home Guards, Dehra	Special Invitee.
10	Incharge, Fire Station, Dehra	Special Invitee.

Note:- The Chairman and members at Sr. No.1 to 3 and Member Secretary shall attend the meeting of the Sub-Division level Disaster Management Committee. The Officers mentioned at Sr. No. 1 to 10, as Special Invitees, will be invited by the Chairman to attend the meeting, on need based basis.

3.7 Disaster Management Committee for Sub-Divisional Court at Indora (H.P.)

Sub-Division Level Disaster Management Committee consisting of the following members:-

1.	Civil Judge-cum JMIC, Indora	Chairman.
2.	Assistant District Attorney, Indora	Member.
3.	President Bar Association, Indora	Member.
4.	Superintendent Grade-II, court of Civil Judge-cum-JMIC, Indora.	Member Secretary.
SPECIAL INVITEES		
1.	Dy.S.P., Nurpur	Special Invitee.
2.	SDM, Indora	Special Invitee.
3.	Sr. Medical Officer, Indora	Special Invitee.
4.	Executive Engineer (I&PH), Indora	Special Invitee.
5.	Executive Engineer (Electricity), Indora	Special Invitee.
6.	Executive Engineer (H.P. PWD), Indora	Special Invitee.
7.	Divisional Forest Officer, Indora	Special Invitee.
8.	Representative from G.P. Indora	Special Invitee.
9.	Company Commander, Home Guards, Indora	Special Invitee.
10.	Incharge, Fire Station, Indora	Special Invitee.

Note:-The Chairman and members at Sr. No.1 to 3 and Member Secretary shall attend the meeting of the Sub-Division level Disaster Management Committee. The Officers mentioned at Sr. No. 1 to 10, as Special Invitees, will be invited by the Chairman to attend the meeting on need based basis.

3.8 Disaster Management Committee for Sub-Divisional Court at Jawali (H.P.)

Sub-Division Level Disaster Management Committee consisting of the following members:-

1.	Civil Judge-cum JMIC, Jawali	Chairman.
2.	Assistant District Attorney, Jawali	Member.
3.	President Bar Association, Jawali	Member.
4.	Superintendent Grade-II, court of Civil Judge-cum-JMIC, Jawali.	Member Secretary.
SPECIAL INVITEES		
1.	Dy.S.P., Jawali	Special Invitee.
2.	SDM, Jawali	Special Invitee.
3.	Company Commander, Home Guards, Nurpur	Special Invitee.
4.	Sr. Medical Officer, Jawali	Special Invitee.
5.	Executive Engineer (I&PH), Jawali	Special Invitee.
6.	Executive Engineer (Electricity), Fatehpur	Special Invitee.
7.	Executive Engineer (H.P. PWD), Fatehpur	Special Invitee.
8.	Divisional Forest Officer, Jawali	Special Invitee.
9.	Representative from Municipal Committee, Jawali	Special Invitee.
10	Incharge, Fire Station, Jawali	Special Invitee.

Note:-The Chairman and members at Sr. No.1 to 3 and Member Secretary shall attend the meeting of the Sub-Division level Disaster Management Committee. The Officers mentioned at Sr. No. 1 to 10, as Special Invitees, will be invited by the Chairman to attend the meeting on need based basis.

3.9 The Objectives of the Committee Members:

The main objectives of the committee members are to:-

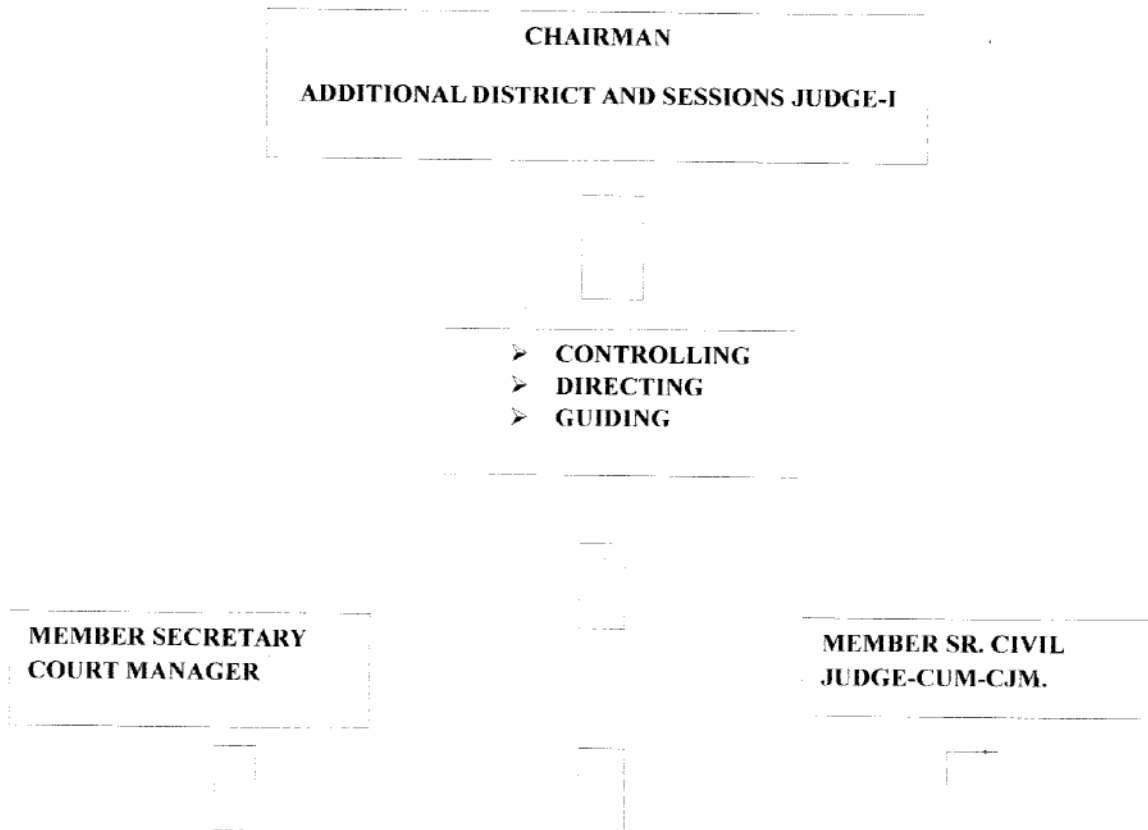
- Provide a forum for communication, Information exchange and developing consensus.
- Coordinate, eliminate duplication and reduce gaps in services.
- Mobilize and provide timely assistance and material support at the time of Disaster.

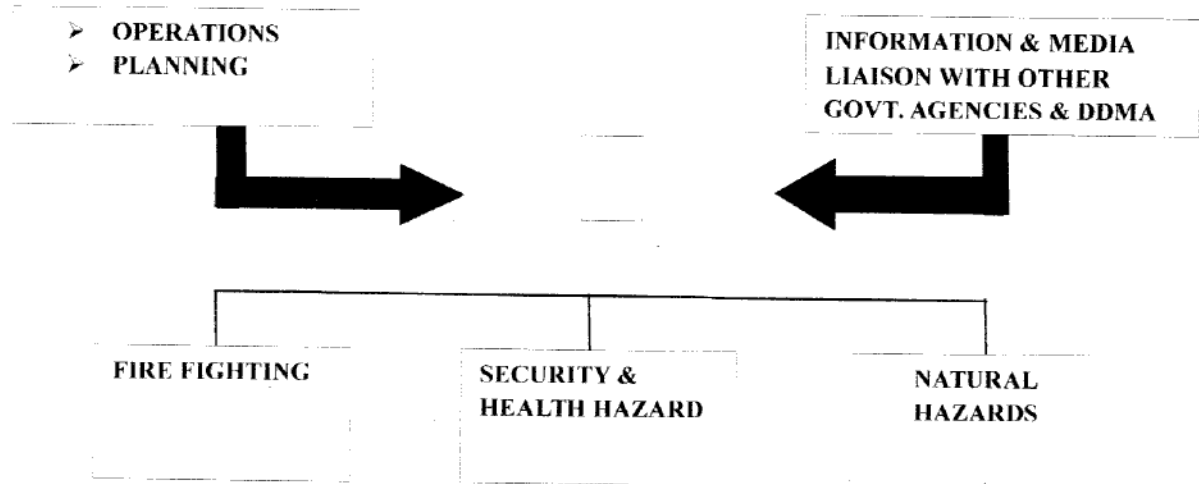
4. Prevention, Mitigation and Preparedness Plan (Institutional):

4.1 Plan for necessary measures

The Additional District and Sessions Judge-I, Kangra at Dharamshala is the Chairman, Addl. District and Sessions Judge (III), Kangra at Dharamshala, Sr. Civil Judge-cum-CJM, Kangra at Dharamshala and Secretary, DLSA, Dharamshala is the members and Court Manager, Dharamshala is the Member Secretary of the Disaster Management Committee of the District Court Complex Dharamshala, which functions under the overall supervision of the District and Sessions Judge, Kangra at Dharamshala, who monitors the implementation of Disaster Management Plan and supervises all quick response teams.

The Structure of Disaster Management Committee at Institutional Level is as under:-





4.2 Capacity Building

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



5. Response Plan

5.1 Installation of evacuation routes & maps and fire extinguishers:

District Court Complex Dharamshala, 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 have been installed in different points in the Judicial Court Complex **Block-A**, near record rooms, server rooms and store room. The fire extinguishers are also required to be installed in other Blocks.

Sr. No	Item	Quantity (each in Block A to E)
1	Exit Sign Board	As per requirement.
2	First Aid Box	As per requirement.

5.2 Constitution of the Incident Response Teams

Quick Response Teams that comprise of 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 hazards, whether natural or man-made. Any changes in the teams will be updated in subsequent Disaster Management Plans. The Disaster Management Committees, constituted for outlying Courts, shall also notify such 'Quick Response Teams' in respect of the Sub-Divisional Courts.

5.3 Actions to be taken at the time of Disaster:

Following are the list of actions to be taken at the time of Disaster:-

- a) Plan and supervise search and rescue operations.
- b) Allocate clear responsibilities to the Officers/Officials and prove them necessary.
- c) Collect and maintain full information of the Disaster and steps taken to tackle it.
- d) Mobilize resources from outside the District if the situation so warrants.
- e) Last but not least, informing the higher authorities about the whole incident.

5.4 Roles and Responsibilities and Coordination mechanism for the development:

Every official in response team 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 his/her team members.

5.5 Constitution of Quick Response Teams during Natural Hazards etc. :

Team-I for Fire Fighting			
Sr. No.	Member	Name	Responsibility
1	Superintendent Grade-I (Officiating), O/o District and Sessions Judge, Kangra at Dharamshala	Sh.Vishvejeet Singh	Coordination among team members

2	Reader (Superintendent Gr-II, O/o District and Sessions Judge, Kangra at Dharamshala	Sh. Rajeev Sharma	Mobilize local efforts in firefighting
3	Steno-typist-cum-Judgment Writer, O/o Additional District and Sessions Judge-I, Kangra at Dharamshala	Sh. Shyam Sharma	Information and Communication.
4	Superintendent Grade-II, o/o Civil Judge-cum-CJM Kangra at Dharamshala	Sh. Partap Chand	Rescue & Evacuation and Coordination with District Disaster Management Authority.
5	Superintendent Grade-II, O/o Principal Judge, Family Court, Dharamshala.	Sh. Shunka Ram	Coordinating with fire fighters and First AID.
6	Record Keeper O/o CJM, Kangra at Dharamshala	Sh. Kavita	Coordinating with fire fighters and First AID and turning of all MCB switches of Block-C.
7	Record Keeper, O/o District and Sessions Judge, Kangra at Dharamshala	Smt. Poonam	Coordinating with fire fighters and First AID.
8	Assistant Programmer O/o District and Sessions Judge, Kangra at Dharamshala	Sh. Ankesh Paul	Turning of all MCB switches and securing Servers
9	System Assistant, O/o District and Sessions Judge, Kangra at Dharamshala	Sh. Shamjeet	Turning of all MCB switches of Block-A
10	System Assistant, O/o District and Sessions Judge, Kangra at Dharamshala	Sh. Pankaj	Turning of all MCB switches of Block-A
11	Reader, o/o Additional District and Sessions Judge(III), Kangra at Dharamshala.	Sh. Nardeep Singh	Turning of all MCB switches of Block-B
12	Sr. Assistant, O/o DLSA, Dharamshala	Sh. Sanjeev	Coordinating with fire fighters and First AID.
13	Clerk, O/o DLSA, Dharamshala.	Sh. Sukhvinder Singh	Turning of all MCB switches of Block-D
14	Copyist O/o District and Sessions Judge, Kangra at Dharamshala	Smt. Sonu	Efforts to limit damages to records and file pertaining to copying agency.
15	Copyist O/o District and Sessions Judge, Kangra at Dharamshala	Smt. Sudesh	Efforts to limit damages to records and file pertaining to copying agency.
16	Translator, O/o District and Sessions Judge, Kangra at Dharamshala	Sh. Neeraj Rana	Efforts to limit damages to library books & files

Team-II for tackling Health/Security Hazards			
1.	Superintendent Grade-II, O/o Additional District and Sessions Judge-I, Kangra at Dharamshala	Sh. Shiv Kumar	Arrangement of Ambulance for Transportation of sick to hospital
2.	English Clerk, O/o District and Sessions Judge, Kangra at Dharamshala	Sh. Ashish Thakur	First Aid and Transportation.
3.	Criminal Ahlmad, o/o Chief Judicial Magistrate, Kangra at Dharamshala	Sh Sanjeev Kumar	Coordination with Police
4.	Additional Ahlmad, O/o ADJ-II, Kangra at Dharamshala, (attached in this office).	Smt. Shukla Burathoki.	Search, Rescue and Evacuation

6. Knowledge Management, Review and updating & Dissemination of Plan

6.1 System of updating Disaster Management Plan: Every system should be updated after some time, because technology and requirements also change with time. Similarly, Disaster Management Plan of District Courts Dharamshala, also needs to be updated from time to time. Disaster Management Planning is a continuous activity and thus, it requires regular updating. The document of Disaster Management Plan of District Courts Kangra at Dharamshala, H.P. is to be updated as and when there are major changes in any aspect of it. Review of the plan will be done by the committee on yearly basis. The updating and review will also serve as ready reference for self assessment for preparedness.

6.2 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 Disaster Management Plan on Kangra District Court's website and displaying the same on the notice board of the Court Complex.

7. Emergency Numbers :

EMERGENCY NUMBERS	
EMERGENCIES AMBULANCE	108
POLICE	100
FIRE	101
AMBULANCE	102
DISTRICT CONTROL ROOM	01892-224905
CHILD HELPLINE NUMBER	1098
GUDIYA HELPLINE NUMBER	1515
VIGILANCE & ANTI CORRUPTION BUREAU	0177-2629893
CYBER CRIME	0177-2621714
EMERGENCY ZONAL HOSPITAL DHARAMSHALA	01892-222133
SDMA SHIMLA CONTROL ROOM	1070

8. Important Contacts :

District Judicial Officers Kangra at Dharamshala		
Designation	Office Phone no	Residence Ph. No.
District and Sessions Judge, Kangra at Dharamshala	01892-223274/224878	223222
Principal Judge, Family Court Kangra at Dharamshala	01892-222886	222885
Additional District and Sessions Judge-I, Kangra at Dharamshala	01892-222000	267872
Fast Track, POCSO Court, Kangra at Dharamshala	01892-228909	221872
Additional District and Sessions Judge-II, Kangra at Dharamshala	01892-223272	266000
Additional District and Sessions Judge-III, Kangra at Dharamshala	01892-228577	224515
Civil Judge(Sr. Div.)-cum-Chief Judicial Magistrate, Kangra at Dharamshala	01892-223276	226001
Secretary, District Legal Services Authority, Kangra at Dharamshala	01892-222370	--
Civil Judge(Jr. Div.)-cum-JMIC-I, Dharamshala	01892-223295	223026
Mobile Traffic Magistrate Kangra at Dharamshala	01892-222274	-
Civil Judge(Jr. Div.)-cum-JMIC-II, Dharamshala	01892-225460	225082
Civil Judge(Sr. Div.)-cum-ACJM, Palampur	01894-230614	230615
Civil Judge(Jr. Div.)-cum-JMIC, Palampur	01894-230710	231475

Palampur		
Civil Judge(Sr. Div.)-cum-ACJM, Nurpur	01893-220070	220775
Civil Judge(Jr. Div.)-cum-JMIC, Nurpur	01893-220217	220178
Civil Judge(Sr. Div.)-cum-ACJM, Dehra	01970-233103	233104
Civil Judge(Jr. Div.)-cum-JMIC, Dehra	01970-234085	234086
Civil Judge(Sr. Div.)-cum-ACJM, Kangra	01892-265072	265212
Civil Judge(Jr. Div.)-cum-JMIC, Kangra	01892-262872	262824
Civil Judge(Jr. Div.)-cum-JMIC, Jawali	01893-264308	264309
Civil Judge(Jr.Div.)-cum-JMIC, Baijnath	01894-262807	262577
Civil Judge(Jr. Div.)-cum-JMIC, Indora	01893-242210	242222

DISTRICT ADMINISTRATION KANGRA AT DHARAMSHALA			
Designation	Office Phone no	Residence Phone no	Mobile No
Deputy Commissioner, Kangra at Dharamshala	01892-222103,01892-223323	224950	9780042438
Additional Deputy Commissioner, Kangra at Dharamshala	01892-223322	226832	8988298888
Assistant Commissioner to Deputy Commissioner, Kangra at Dharamshala	01892-223319	224879	9418046688
Additional District Magistrate, Kangra at Dharamshala	01892-223321	-	765099003
SDM ,Dharamshala	01892-223315	-	9805500070
District Revenue Officer Kangra at Dharamshala	01892-223318	-	-
Tehsildar, Dharamshala	01892-223314	-	9459120202
Naib Tehsildar, Dharamshala	01892-223314	-	9418990930
Executive Engineer, Municipal Corporation, Dharamshala	01892-222115	-	9418476122
District Planning Officer, Kangra	01892-223316	-	9816088703
District Informatics Officer, NIC Kangra at Dharamshala	01892-222358	-	9418111012
District Public Relations Officer Dharamshala	01892-222319	-	9418257309
Project Officer, DRDA	01892-223312	-	9418653716

District Food & Supplies Controller	01892-222877	-	9816521438
Principal Tanda Medical College	01892-267115	-	9418101641
Secretary Red Cross	01892-224888	-	-
SDO BSNL Dharamshala	01892-222499	-	9418011001

POLICE DEPARTMENT KANGRA AT DHARAMSHALA			
Designation	Office Phone no	Residence Phone no	Mobile No
Supd. of Police, Office Kangra at Dharamshala	01892-222244, 01892-224905	01892- 222991	70112-84389 099686-26318 94180-95122
Additional Supd of Police (IIQ), Kangra at Dharamshala	01892-222150	01892- 222336	94180-57747
Additional Supd of Police(City), Kangra at Dharamshala	01892- 228746	01892- 222129	70187-07200
Addl. S.P. (vigilance) Kangra at Dharamshala	01892-224906	-	9418455504
Deputy Supd. Police(II.Q) Kangra at Dharamshala	-	-	9817055766
SHO City (Dharamshala)	01892-224883	-	9805516913

Electricity Department			
Designation	Office Phone no	Residence Ph. No	Mobile No
Superintending Engineer, Kangra	01892-265720	-	8219309100
Executive Engineer Dharamshala Division	01892-224997	-	9418364063
Executive Engineer, Kangra Division	01892-265163	265168	9418490026
Executive Engineer, Palampur Division	01894-230578	-	9418043796
Executive Engineer, Dehra Division	01970-233112	233123	9418012995
Executive Engineer Nurpur Division	01893-220047	-	9459947750
Executive Engineer Baijnath Division	01894-263085	-	9418115400
Executive Engineer Jawali Division	01893-264227	264240	8894120410
Executive Engineer Indora Division at Fatehpur	01893-256076	256086	9418459214
Sub Divisional Officer, Dharamshala	01892-224916	-	9418476814

Irrigation and public Health Department			
Designation	Office Phone no	Residence Ph. No	Mobile No
Superintending Engineer, Dharamshala	01892-222473	226475	9418085285
Executive Engineer, Dharamshala Division	01892-222049	226749	9418460398
Executive Engineer Kangra Division	01892-238518	238499	
Executive Engineer Palampur Division	01894-230210	230264	9816320270
Executive Engineer Dehra Division	01970-233118	233108	9418073912
Executive Engineer Nurpur Division	01893-220014	220015	9418054445
Executive Engineer Baijnath Division	01894-263080	-	-
Executive Engineer Jawali Division	01893-263313	263312	9816428999
Executive Engineer Indora Division at Fatehpur	01893-241238	241240	-
Sub Divisional Officer, Dharamshala	01892-224983	-	9466460485

H.P. Public Works Department (Civil)			
Designation	Office Phone no	Residence Ph. No	Mobile No
Superintending Engineer, Dharamshala	01892-230566	230565	9418001023
Executive Engineer, Dharamshala Division	01892-224946	226275	9418081533
Executive Engineer Kangra Division	01892-265028	265248	9418465900
Executive Engineer Palampur Division	01894-230561	230898	-
Executive Engineer Dehra Division	01970-233116	233122	9418008137
Executive Engineer Nurpur Division	01893-220033	220030	9418007714
Executive Engineer Baijnath Division	01894-263035	263069	9418121831
Executive Engineer Jawali Division	01893-264186	264106	9418032095
Executive Engineer Indora Division at Fatehpur	01893-256602	241336, 250028	9418724340
Sub Divisional Officer, Dharamshala	01892-224946	-	8262906000, 9418473162
Junior Engineer, Dharamshala	-	-	8219204952

H.P. Public Works Department (Electrical)			
Designation	Office Phone no	Residence Ph. No	Mobile No
Executive Engineer, Electrical Division Dharamshala at Palampur	01894-230563	-	7018867783
Sub Divisional Officer, HPPWD, Dharamshala	01892-223150	-	8219743269
Junior Engineer, Dharamshala	01892-223150	-	9418398984, 7018028409

H.P. Public Works Department (Mechanical)			
Designation	Office Phone no	Residence Ph. No	Mobile No
Executive Engineer, Dharamshala Division	01892-222111	-	9418068771
SDO, Dharamshala	01892-227111	-	9418122444

H.P. Forest Department			
Designation	Office Phone no	Residence Ph. No	Mobile No
Chief Conservator of Forest Kangra at Dharamshala	01892-224959		9418031005
Assistant Conservator of Forest Kangra at Dharamshala	01892-228600	-	-
Divisional Forest Officer(DFO), Dharamshala	01892-224887	-	9418026494
DM Forest Corporation, Dharamshala	01892-226298	-	-
AM Forest Corporation, Dharamshala	-	-	9816338746

Fire Station/Health/Transport/Home Guards/Forest			
Designation	Office Phone no	Residence Ph. No	Mobile No
Commandant Home Guard Station Fire Officer, Dharamshala	01892-223234	-	7018121114
Chief Medical Officer, Kangra at Dharamshala	01892-224992	-	9418902453,7018741865
Regional Transport Officer (RTO) kangra at Dharamshala	01892-224874	-	9418485637
Regional Manager HRTC, Dharamshala	01892-222055	-	-
District Manager HRTC, D/SHALA	01892-223855	-	9418000534
CCF Wild Life	01892-226915	-	-
Kangra Airport	01892-224939	-	-
	01892-232374	-	-

SDMA/NDMA/NDRF			
Designation	Office Phone no	Residence Ph. No	Mobile No
DG, National Disaster Response Team, New Delhi	011-26712851	-	9818916161
Member National Disaster Management Authority, New Delhi	011-26771740	-	-
NDRF(Delhi)	011-26701728, 011-26107953		8010072169,

CEO, HP State Disaster Management Authority, HP Secretariat Shimla	0177-2621022	-	-
SDMA, Shimla	0177-2880331	-	-